



# COVID-19 HEALTH AND SAFETY PLAN

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JAN 2021**



**COVID-19 Health and Safety Plan**

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## INTRODUCTION

As we all continue to navigate the ongoing COVID-19 pandemic globally, this plan will provide clarification on how we will manage the risks and safety hazards of COVID-19 in our workplaces. Reducing the risk of infectious disease in our workplace for staff and campus for students involves staying informed about how it spreads and taking appropriate precautions.

The COVID-19 Health & Safety Plan has been developed by Management in collaboration with staff and Health & Safety committee counsel after conducting a risk assessment of each campus where we have identified levels of possible risk(s) to staff, students and visitors while onsite. As a result of this assessment, ILSC & Greystone College has prepared this Health & Safety plan and other measures to address the risk of possible Covid-19 exposure that may impact staff, students and visitors.

This document is an addendum to the Global Policy Manual to provide clarification on how the policy will be applied to the ongoing COVID-19 pandemic for all employees of ILSC Education Group and Greystone College. This plan applies globally to all ILSC and Greystone College locations. Where local governing legislation or local governing bodies are referenced, that is specific to the applicable state or province of each location. We intend to update this document as the situation warrants in line with information made available from governing legislation and/or local governing bodies.

## COVID-19 SYMPTOMS

Below are the symptoms of COVID-19 according to the [World Health Organization](#).

Most common symptoms:

- fever
- dry cough
- tiredness

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

**\*Anyone experiencing symptoms should seek medical attention immediately.**

## COVID-19 HEALTH & SAFETY MEASURES

In order to support and provide a safe and healthy work environment, it is the expectation of ILSC and Greystone College that all staff adhere to the following safety measures while in the workplace. All employees should understand that failure to comply with the guidelines and protocols related to COVID-19 in the workplace could result in disciplinary action up to and including termination of employment.

**If you have been outside of the country/location where you are working, you are required to self-isolate for 14 days before you can return to the workplace.** Anyone who will be planning to leave the country must coordinate a safe return to work plan with their Supervisor to accommodate any period of mandatory self-isolation.

If any of the below also apply to you, you are required to stay home from the workplace:

- If you are experiencing any symptoms of COVID-19;
- If you are waiting for laboratory test results for COVID-19;
- If you are caring for someone who has, or may have, COVID-19; or
- If you have been advised to remain home in self-isolation by your local public health agency or your physician.

Should you have any questions regarding a requirement to stay home, please speak with your Supervisor prior to entering the workplace.

### Protecting Yourself and Your Co-Workers

The following are workplace expectations to help prevent the spread of germs in the workplace:

- Wash your hands often with soap and water or alcohol-based hand sanitizer
- Practice respiratory etiquette by sneezing and coughing into your sleeve, and wash your hands afterward

- Avoid touching your eyes, nose or mouth
- Avoid high-touch areas, where possible, and ensure you clean your hands afterwards
- Employees are encouraged to use non-surgical face masks to prevent the spread of droplets to others around them
- Stay home if you are sick. If you begin to feel ill while in the workplace: notify your supervisor immediately in a safe manner and distance yourself from others in the workplace. Any employee exhibiting cold or flu symptoms in the workplace will be asked to go home and follow the local procedure to contact their public health agency
- Pre-screening for anyone accessing workplaces may include asking questions such as:
  - Have you been travelling outside of Canada or Australia in last 14 days?
  - Are you experiencing any symptoms related to COVID-19 now or in the last 14 days?
  - Have you been directed by a public health agency or physician to self-isolate at this time?

### Practicing Physical Distancing

The following are workplace expectations to ensure physical distancing in the workplace:

- Maintain 1.5 meters (Australia)/ 2.0 meters (Canada) of physical distancing with others in the workplace at all times
- Use floor markings and barriers to manage traffic flow and physical distancing
- Control site movement by limiting the potential for staff or students to gather in groups
- Staff seating rearranged to ensure social distancing
- Use of student common areas, break-out spaces and kitchens, including use of student photocopier, microwaves, fridges and vending machines are subject to physical distancing and must have capacity limits clearly posted. All common surfaces will be cleaned and disinfected regularly if common areas are in use
- Class averages to be set to accommodate 1.5 meters (Australia) and 2.0 meters (Canada) social distancing, and class capacity determined by local guidelines, i.e. number of people per square meter.
- Staggered start and end times for staff and students
- Shorter lunch and breaks to be taken inside the classroom or outside the building where possible
- Teaching staff encouraged to minimise time in the staffroom and concentrate class prep at home or in the classroom

### Workplace Sanitation

ILSC and Greystone College are committed to following best practices to maintain sanitization and to disinfect the common areas in the workplace, including:

- Provide staff and students with ways to properly clean hands, by providing access to soap and water or alcohol-based hand sanitizer

- Nightly clean with hospital-grade disinfectant of all high touch surface areas, including desktops, door handles and lift buttons
- Sanitize shared equipment (where sharing of equipment cannot be avoided)
- Introduce more fresh air, where possible, by opening office or classroom doors and windows
- Minimize the switching of classes for similar groups of students where possible (ie. teacher will keep the classroom as much as possible and there will be no language electives)
- Establish a clear cleaning protocol with your external cleaning company to ensure they are following all local health and safety protocols and sanitation requirements. Ensure standards are being maintained and updated through regular reviews with the external cleaning company

### Signage for promoting COVID-19 awareness and safety

- Floors have new comprehensive signage to reinforce social distancing regulations, proper hand hygiene, new rules of the campus, and maximum capacity of lifts
- Thorough instruction of rules for the campus for all new students
- Weekly in-class announcements to reinforce the new rules of the campus for new and continuing students
- The ILSC & Greystone College COVID-19 Health and Safety Plan is accessible to all staff on the HR Hub and is also available as a print out.

### Work Health and Safety

- Key staff training on dealing with suspected cases, including COVID-19 specific incident report, which includes:
  - Key contact numbers to authorities (see appendix)
  - Dedicated isolation room for any suspected case
  - Temperature checking on-campus
  - Basic Personal Protective Equipment (surgical masks and gloves)
- Each floor will have access to a thermogun for temperature checking if requested
- Fixed hand sanitiser stations throughout the campus to provide hand disinfectant
- Readily available stock of hand sanitiser bottles and disinfectant wipes
- Supply of masks and surgical gloves if requested (limited availability)
- All external doors leading onto floors to be pegged open
- Mask wearing while on campus is recommended for both staff and students. There is a supply available if requested.
- Australian staff and students will be encouraged to download the COVIDSafe app, where applicable (although not mandatory)
- Student microwaves, fridges and espresso machines will be turned off

### Campus Access & Building Management

- Arrival at the Campus
  - Extensive safety signage will be posted and will be visible to all staff, students and visitors to communicate proper safety protocols, including traffic control processes,



proper mask usage and current physical distancing practices in use throughout the campus.

- Signage indicating that any staff, students and visitors exhibiting COVID-19-like symptoms are not allowed to enter the campus are posted at each entry point.
- Staff, students and visitors who have symptoms of COVID-19, have travelled outside the country 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
- Everyone entering campus property will be screened, directed to use hand sanitizer and encouraged to wear a facemask
- Arrival time to class or work will be specified, limited and strictly enforced.
- To protect our staff and students, campus access will be limited. Non-essential in person interaction, including visitor and delivery access to the campus, if required, will be prearranged in line with safety protocols. To the extent possible, staff will be encouraged to either work remotely, have staggered starts and proper workspace distancing.
- On Campus:
  - Occupancy limits for classrooms, offices and lifts are posted.
  - Floor access and lift management includes:
    - Allow maximum 2- 4 persons per lift at any one time, depending on the size of the lift
    - Stairwells open to travel to and between floors (if allowed by building)
    - Frequent disinfection of lifts (buttons, handrails, display panels)
  - Increased hand sanitiser stations in lobby and common areas
  - 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 your campus/work
  - In order to protect staff and students in higher traffic areas such as front desks, Plexiglass shields have been installed, where possible.

### Employee Mental Health

Living and working through the COVID-19 pandemic has brought about the necessity for ILSC Education Group to put greater focus on the mental health and well-being of its staff. ILSC Education Group is committed to providing a healthy work environment during these uncertain times, including to provide training to its people leaders so these leaders may better support their employees. Not only to support staff as they work to cope with this ever-evolving situation, but also to build their resilience and ability to continue post-COVID and into the recovery stage.

ILSC staff, teachers and trainers have not only adapted to the many challenges that the pandemic has brought, they have done so while focusing on and supporting our students and stakeholders, who may be struggling with mental health themselves. So, at ILSC, we have a responsibility to provide a mentally healthy workplace. Should employees have any concerns we encourage they bring them to their Supervisor.

## PROCEDURE TO REPORT ILLNESS

These measures are put in place to protect all of us, including our staff, students, families and friends.

Anyone who is exhibiting symptoms of COVID-19 is not permitted in the workplace. Employees who are unable to work due to illness can follow the use of sick leave as outlined in the Global Policy Manual or the applicable collective agreement. Please consult with your Supervisor, and HR as needed, for any inquiries about sick leave entitlements.

Anyone who has been in the workplace and tests positive for COVID-19 has a duty to inform ILSC or Greystone College in a safe and timely manner. ILSC & Greystone College will immediately report to and work with the local public health agency and seek guidance on the appropriate actions to be taken. Please note privacy and confidentiality of the individual will be maintained, and ILSC & Greystone College will exercise caution in communicating any potential exposure to COVID-19 to any affected staff or students.

## PROCEDURE TO FOLLOW IF COVID-19 IS CONFIRMED IN THE WORKPLACE OR BUILDING

The below steps will be taken immediately by management upon confirmation that an employee or student has tested positive for COVID-19 in the workplace:

- 1) School Director to be notified immediately, who will then notify the Senior Management team, in-line with ILSC's global crisis management policy
- 2) Senior Management will contact the applicable local public health agency to seek guidance on how best to proceed
- 3) Senior Management will communicate any critical information to all staff, students and agents through email and social media and your Supervisor will be your direct line of communication for any pertinent information

## PROCEDURE TO REPORT HEALTH & SAFETY CONCERNS

Any health and safety concern should be raised to your Supervisor immediately. Employees are required to specifically state what their safety concern is and what remedy is being sought, using the [Report of Accident Form](#) in the Global Policy Manual. Please ensure you include the name(s), date, location and description of the incident or concern on the form. The Employer will undertake an investigation and share the findings and recommendations with the employee, including any action taken to correct the safety concern where necessary.

It is critical that employees report any safety concerns directly to management. If a situation arises where an employee feels unsafe or is unable to report a safety concern to their Supervisor, please contact HR (HR@ilsc.com) or the Chief Operating Officer, Christopher Mediratta, to report any safety concern.

## PROCEDURE TO WORK FROM HOME

Where applicable, employees may be asked to work from home in order to comply with health guidelines and to ensure ILSC & Greystone minimize the volume of staff in the campus, as operationally required. Those working from home are required to comply with the Global Policy Manual regarding the use of Company technology and assets.

Any ongoing arrangements to work from home must be approved by your Supervisor, along with a plan on how you will perform your work from home. These arrangements are subject to change at management's discretion at any time based on operational and health and safety requirements.

## SAFETY ROLES & RESPONSIBILITIES

### Covid-19 Committee

Each ILSC & Greystone College location will create a Covid-19 committee, where applicable in line with the local Health & Safety Committee. The Covid -19 committee is responsible for:

- Select, implement and assess site-specific safety control measures in line with ILSC & Greystone College's Health & Safety Plan
- Ensure supervisors, staff and students are informed about the content of the safety plan and policies
- Conduct a periodic review of the effectiveness of the plan
- Maintain records of training and inspections
- Escalate any concerns to Senior Management

### Local Health & Safety Committees

Occupational Health & Safety Committees should continue to meet regularly to discuss matters related to health and safety, including COVID-19, in partnership with the Covid-10 committee.

Virtual meetings are encouraged wherever possible to promote physical distancing and minimize direct contact with other individuals in the workplace. Continue to discuss at this forum for non-emergency health and safety matters related to COVID-19.

### Management (includes Directors, Managers, Team Leads)

All levels of management at ILSC & Greystone College are responsible for ensuring a safe working environment. This includes, but is not limited to:

- Ensuring employees are knowledgeable regarding the safety protocols required to minimize their risk of exposure to Covid -19 in the workplace
- Direct work in a manner that eliminates or minimizes risk to employees and students
- Post or communicate all safety information in an accessible area for workers to access
- Enforce the ILSC & Greystone College Covid -19 Health & Safety Plan and where required, escalate Health & Safety concerns to Senior Management



## Employees

All employees of ILSC & Greystone College are responsible for complying with and maintaining a safe work environment. This includes:

- Ensuring they are knowledgeable of ILSC & Greystone College Covid -19 Health & Safety plan and policies and understand how to conduct their work in safe manner.
- Work in a manner that eliminates or reduces the risk to themselves and their colleagues
- Ask questions and/or raise concerns to their Supervisor when it comes to safe work practices

## CONCLUSION

We're all in this together to keep each other safe. We will need all staff to follow the safety guidelines in this plan to ensure we are all doing our part to prevent the spread of COVID-19. Any changes to this plan will be communicated to you by your Supervisor to ensure you are up-to-date with any additional workplace health and safety measures that we may need to implement based on public health recommendations.

For any questions on ILSC and Greystone College's COVID-19 Health and Safety Plan, please contact your Supervisor.

## RECEIPT & ACKNOWLEDGEMENT OF COVID-19 HEALTH & SAFETY PLAN

This document has been circulated by Management to all members of staff and posted for all staff access on the Global HR Hub effective the week of May 29, 2020.

It is ILSC and Greystone College's expectations that all staff will conform to all of the safety measures in the workplace in response to the COVID-19 pandemic, in addition to any supplemental guidance issued in your specific location. Failure to comply with the COVID-19 Health & Safety Plan may result in disciplinary action up to and including termination of employment.

Should you have any questions regarding this plan, please speak with your Supervisor.



**ilsc** LANGUAGE SCHOOLS



**Greystone** COLLEGE

Example of campus signage:

# KEEPING OUR DISTANCE KEEPS US TOGETHER

 <p><b>STAY HOME</b> If you are not feeling well, do not come to school</p>	 <p><b>WASH YOUR HANDS</b> Keep your hands clean by washing regularly and using hand sanitiser</p>	 <p><b>1 PERSON PER ELEVATOR</b> Only 1 person in the lifts at any one time</p>
 <p><b>KEEP YOUR DISTANCE</b> Keep 2 meters distance at all times</p>	 <p><b>NO ACCESS</b> Student break-out areas and kitchens are closed</p>	 <p><b>BREAK TIME</b> Take your break in your classroom or outside the school</p>

HELP STOP THE SPREAD AND STAY HEALTHY

ilsc LANGUAGE SCHOOLS

ilsc Greystone COLLEGE



**LANGUAGE  
SCHOOLS**



**Greystone  
COLLEGE**

## **COVID-19 Health and Safety Plan**

**ILSC Education Group and Greystone College**

### **APPENDIX**

## APPENDIX - LOCAL PUBLIC HEALTH AGENCY GUIDELINES

### AUSTRALIA

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#### Adelaide, South Australia

Status: In South Australia, the advice from the Chief Public Health Officer is that schools are safe and should remain open. (Source: [Government of South Australia](#))

ILSC & Greystone College Adelaide are committed to providing a safe work environment as outlined by Safe Work SA, whose guidelines have been factored into ILSC & Greystone College's Health & Safety Plan.

Local Resources for Adelaide:

- [Government of South Australia](#) is the central source of information for all South Australians and will keep you informed with local and reliable COVID-19 information.
- Government of South Australia has also provided industry-specific [guidelines and recommendations for schools](#).
- [SA Health](#) is the first point of contact for specific hygiene and distancing control measures relating to COVID-19.
- [Safe Work SA](#) has resources for employees and employers on best practices to reduce and prevent the spread of COVID-19 in workplaces.

In addition, the Government of South Australia have issued the following guidance, which are followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- The total number of people at a place must not exceed 1 person per 2 square metres.
- If you have symptoms (even if mild), get [tested](#) and self-isolate while you await your result. Symptoms may include fever, chills, cough, sore throat, runny nose, shortness of breath, or loss of taste or smell.
- Practise good hygiene.
- Keep 1.5 metres distance from others wherever and whenever possible.
- Download the [COVIDSafe app](#).
- Travellers from ACT and NSW, other than essential travellers, will be required to: self-quarantine for 14 days after entering SA  
submit for COVID-19 testing on:
  - the first day of entry to SA (the day of arrival)
  - the twelfth day of arrival.

- Travellers from NT, QLD, TAS and WA are able to enter South Australia directly without restriction.

For additional resources in Australia with information about the COVID-19 pandemic please refer to:

- [National Coronavirus Helpline](#): call **1 800 020 080** if you are seeking information on COVID-19
- Australian Government [Health Alerts and Updates](#)
- Safe Work Australia COVID-19 [Information for Workplaces](#) and [Education Industry Information](#)
- English Australia [Coronavirus Member Information](#)
- Australian Skills Quality Authority [Industry Resources for COVID-19](#)
- The [Australian Government](#) provides regular updates about face coverings and recommendations on when masks should be worn in the community.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## **Brisbane, Queensland**

Status: All Queensland state schools, including special schools, have now returned to on-site learning for all students. (Source: [Queensland Government](#))

ILSC & Greystone College Brisbane are committed to providing a safe work environment as outlined by WorkCover Queensland, whose guidelines have been factored into ILSC & Greystone College's Health & Safety Plan.

Local Resources for Brisbane:

- [Queensland Government](#) is the central source of information in Queensland for local and reliable COVID-19 related health advice, Government actions, resources and translations.
- The Queensland Government has provided approved [COVID-19 Safe Industry Plans](#) and released an [announcement](#) about schools and on-site learning. The Government also has [updates for the Education sector](#).
- [Queensland Health](#) has updated health alerts and related information, including specific hygiene and distancing control measures relating to COVID-19.
- [WorkCover Queensland](#) has resources for employees and employers on best practices to reduce and prevent the spread of COVID-19 in workplaces.

In addition, the Queensland Government have issued the following guidance, which are followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- [The Latest Stage Road Map](#)

- [COVID Safe Businesses](#)
- 'From **Stage 3**, the maximum number of patrons for a business at any one time will be determined by the 4 square metre rule, with defined areas no longer required.' Taken from QLD Government COVID Safe Businesses page will guide campus density.

For additional resources in Australia with information about the COVID-19 pandemic please refer to:

- [National Coronavirus Helpline](#): call **1 800 020 080** if you are seeking information on COVID-19
- Australian Government [Health Alerts and Updates](#)
- Safe Work Australia COVID-19 [Information for Workplaces](#) and [Education Industry Information](#)
- English Australia [Coronavirus Member Information](#)
- Australian Skills Quality Authority [Industry Resources for COVID-19](#)
- The [Australian Government](#) provides regular updates about face coverings and recommendations on when masks should be worn in the community.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## Melbourne, Victoria

Status: The school will resume in-person learning as of December 1, 2020.

ILSC & Greystone College Melbourne are committed to providing a safe work environment as outlined by WorkSafe Victoria, whose guidelines have been factored into ILSC & Greystone College's Health & Safety Plan.

Local Resources for Melbourne:

- [Victoria State Government](#) has local and reliable information for Victorians about COVID-19.
- [Department of Health and Human Services Victoria](#) has information about coronavirus (COVID-19), including restrictions, testing site locations and face coverings.
- [Department of Education and Training](#) have updates with advice about coronavirus (COVID-19) for schools.
- [WorkSafe Victoria](#) has resources for employees and employers on best practices to reduce and prevent the spread of COVID-19 in workplaces.
- Businesses across the state can now access information on dealing with coronavirus by calling the [Business Victoria hotline](#) on 13 22 15, or Government COVID-19 tracers in Melbourne: 03 9096 0317.

- It is strongly recommended that face masks be worn in schools for teachers in areas of the school when not teaching. It is also strongly recommended that students aged 12 and over wear face masks when at least 1.5 metres distances cannot be maintained.

For additional resources in Australia with information about the COVID-19 pandemic please refer to:

- [National Coronavirus Helpline](#): call **1 800 020 080** if you are seeking information on COVID-19
- Australian Government [Health Alerts and Updates](#)
- Safe Work Australia COVID-19 [Information for Workplaces](#) and [Education Industry Information](#)
- English Australia [Coronavirus Member Information](#)
- Australian Skills Quality Authority [Industry Resources for COVID-19](#)
- The [Australian Government](#) provides regular updates about face coverings and recommendations on when masks should be worn in the community.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## Sydney, New South Wales

Status: In line with health advice, schools are operating full time, with many additional activities having now recommenced. (Source: [NSW Government](#))

ILSC & Greystone College Sydney are committed to providing a safe work environment as outlined by SafeWork NSW, whose guidelines have been factored into ILSC & Greystone College's Health & Safety Plan.

Local Resources for Sydney:

- [NSW Government](#) is the central source of information to keep you informed with local and reliable COVID-19 information.
- NSW Government has also provided safety information about the [Education Industry](#).
- [NSW Health](#) is the first point of contact for specific hygiene and distancing control measures relating to COVID-19, and includes information on testing procedures.
- [SafeWork NSW](#) has resources for employees and employers on best practices to reduce and prevent the spread of COVID-19 in workplaces.

For additional resources in Australia with information about the COVID-19 pandemic please refer to:

- [National Coronavirus Helpline](#): call **1 800 020 080** if you are seeking information on COVID-19
- Australian Government [Health Alerts and Updates](#)
- Safe Work Australia COVID-19 [Information for Workplaces](#) and [Education Industry Information](#)

- English Australia [Coronavirus Member Information](#)
- Australian Skills Quality Authority [Industry Resources for COVID-19](#)
- The [Australian Government](#) provides regular updates about face coverings and recommendations on when masks should be worn in the community.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## CANADA

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### Montreal, Quebec

Status: The Government of Quebec has advised that it is safe for Montreal to reopen schools.

To comply with public health recommendation and the Quebec [Act respecting occupational health and safety](#) (LSST), ILSC & Greystone College Montreal has prepared a workplace safety plan for its staff, students and visitors at each Campus. ILSC & Greystone College Montreal are committed to providing a safe work environment as outlined by local public health recommendations, whose guidelines have been factored into ILSC & Greystone College's Health & Safety Plan.

Below are local resources about COVID-19 in Quebec:

- Québec residents who develop [symptoms](#) must contact [1 877 644-74545](tel:187764474545). Anyone can also assess their symptoms using the COVID-19 Symptom Self-Assessment Tool on the Government of Canada website.
- Anyone who has had symptoms of COVID-19, including fever, cough, difficulty breathing or sudden loss of smell, must self-isolate for 14 days beginning when your symptoms started. After 14 days, you can stop isolating if you no longer have a fever and your symptoms have improved and you have not had a fever for 48 hours without medication. Additional information about self-isolation guidelines if you experience COVID-19 symptoms can be found [here](#).
- Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor for symptoms](#). Anyone under the direction of the provincial health officer or health authorities to self-isolate must follow those instructions.
- Updates and information on COVID-19 can be found directly from the [Government of Quebec](#).
- For the CIUSSS de l'Est-de-l'Île-de-Montréal, CIUSSS de l'Ouest-de-l'Île-de-Montréal, CIUSSS du Centre-Ouest-de-l'Île-de-Montréal, CIUSSS du Centre-Sud-de-l'Île-de-Montréal and CIUSSS du

Nord-de-l'Île-de-Montréal, consult the [Santé Montréal Portal](#) for health information and testing for COVID-19.

- The Government of Quebec has released a [back-to-school plan for education and higher education – Fall 2020 \(COVID-19\)](#).
- For more information and access to health and safety information for the workplace, staff are encouraged to visit [Commission des normes, de l'équité, de la santé et de la sécurité du travail](#).

In addition, the Government of Quebec have issued the following guidance, which are followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- Wearing a face covering is mandatory for people ages 12 and over in enclosed or partially enclosed public places. (Source: [Government of Quebec](#)).

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## Toronto, Ontario

Status: Effective November 23, 2020, Toronto is in the Grey – Lockdown category in the Province of Ontario's COVID-19 Response Framework (Source: [City of Toronto](#))

To comply with public health recommendation and the Ontario [Occupational Health and Safety Act](#), ILSC & Greystone College Toronto has prepared a workplace safety plan for its staff, students and visitors at each Campus. ILSC & Greystone College Toronto are committed to providing a safe work environment as outlined by local public health recommendations, whose guidelines have been factored into ILSC & Greystone College's Health & Safety Plan.

Below are local resources about COVID-19 in Ontario:

- Anyone who has had symptoms of COVID-19 must self-isolate for 14 days beginning when your symptoms started. After 14 days, students can stop isolating if they no longer have a fever and their symptoms have improved, but they should continue with physical distancing measures. If symptomatic, student should get a test. If negative, they can return to school once afebrile (without fever) and symptoms improving. If they refuse to get tested, they should self-isolate for minimum 10 days, or as long as required until symptoms are improving and fever resolved.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions. Follow public health instructions if identified as a possible COVID-19 case or contact.

- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- ILSC & Greystone College Toronto staff are directed to visit [Public Health Ontario](#) for COVID-19 resources.
- If you are ill, follow the COVID-19 [self-assessment guide](#) as outlined by the province of Ontario or find an [assessment centre for testing](#).
- The Ministry of Health also has a [Public Health Unit Locator](#) to find your local public health unit.
- For more information and access to health and safety information for the workplace, staff are encouraged to visit [Workplace Safety & Insurance Board \(WSIB\) Ontario](#).

In addition, the City of Toronto has issued the following By-Law (City of Toronto By-Law 541-2020 <https://www.toronto.ca/legdocs/bylaws/2020/law0541.pdf>), which is followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- Wearing a mask or face covering will be required in indoor public spaces beginning July 7, 2020 under City of Toronto By-Law 541-2020. The mask or face covering should cover your nose, mouth and chin, without gapping. Wearing a mask or face covering is an additional measure we can take to reduce the spread of COVID-19 and keep each other safe. This means that, with some exceptions, all customers or visitors entering an indoor premise are required to wear a mask or face covering while inside.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## **Vancouver, British Columbia**

Status: The British Columbia (B.C.) Provincial Health Officer has advised that it is safe for British Columbia to reopen schools.

ILSC & Greystone College Vancouver are committed to providing a safe work environment as outlined by WorkSafe BC, who's guidelines have been factored into ILSC & Greystone College's Health & Safety Plan. Independent schools such as ILSC and Greystone College are required to prepare a ***"return-to-school plan"*** for its staff, students and visitors and as a workplace each Campus must comply with Workers Compensation Act [OCCUPATIONAL HEALTH AND SAFETY REGULATION B.C. Reg. 296/97](#)

In addition, the British Columbia provincial health officer and the BCCDC have issued the following guidance, which are reflected in ILSC & Greystone College Health & Safety COVID-19 Plan:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms
- If you are ill, follow the COVID–19 [self-assessment protocols](#) as outlined by the province of British Columbia
- In line with Vancouver Coastal Health requirements, anyone entering the building will be required to complete a daily health check before entering. Health checks are mandatory self-assessments and including confirming, in written or verbal format, that they have reviewed the complete list of entry requirements and that none of the prohibited criteria apply to them.
- Wearing a mask or face covering will be required for all in indoor public spaces of the campus, except for while eating or drinking.
- Occupational first aid attendants (OFAA’s) continue to provide treatment to workers as necessary, however may need to modify the standard protocols to reduce the potential for transmission: [WorkSafe BC OFAA protocols for Covid-19.](#)
- ILSC & Greystone College Vancouver staff are directed to visit [BC Centre for Disease Control](#) for additional information.
- For more information and access to health and safety information for the workplace, staff are encouraged to visit [WorkSafe BC.](#)

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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## INDIA

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### **New Delhi, Delhi**

Local Resources for New Delhi:



LANGUAGE  
SCHOOLS



Greystone  
COLLEGE

- [Order No. 40-3/2020-DM-I\(A\)](#) issued by the Ministry of Home Affairs from the Government of India, updated August 29, 2020, provides detailed overview of the lockdown instructions for both Containment Zones and areas outside of the Containment Zones.
- [Helplines for COVID-19](#)
  - National COVID-19 Helpline: **011-23978046** or
  - Delhi COVID-19 Helpline: **011-22307145**
- [Government of NCT of Delhi](#) has information on local COVID-19 news, including containment zones and orders.
- [Ministry of Health and Family Welfare](#) for the Government of India

In addition, the Government of India the following guidance, which is followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- National Directives for COVID-19 Management includes:
  - Face coverings are compulsory in public places; in workplaces; and during transport.
  - Individuals must maintain a minimum distance of 6 feet in public places.

The full list of national directives can be referenced in the Ministry of Home Affairs' [Order No. 40-3/2020-DM-I\(A\)](#), updated August 29, 2020.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

## UNITED STATES OF AMERICA

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### **New York City, New York**

#### Local Resources for New York:

- New York [Department of Health](#) is the central source of information for the State of New York and will keep you informed with local and reliable COVID-19 information.
- Any New Yorker can call the COVID-19 Emotional Support Hotline at 1-844-863-9314 for mental health counseling.
- New York City [COVID-19 Citywide Information Portal](#)
- The Educational Support Services industry can reopen in [Phase Four](#), and the Government has released interim guidelines for reopening.
- New York [Department of Labor](#) has resources for employees and employers on best practices to reduce and prevent the spread of COVID-19 in workplaces.

In addition, the Government of New York has issued the following guidance, which is followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- Temperature checks are conducted and recorded each morning for staff. IELTS candidates receive a temperature check in the morning and afternoon on test days, and attendance records are retained with test day files for contact tracing purposes.
- A state order for New York requires everyone to wear a face covering when outside their home if unable to maintain 6 feet of distance from others. New York City strongly recommends wearing a face covering as much as possible when you are with other people in an indoor setting that is not your home, even if 6 feet of distancing can be maintained. (Source: [New York City](#))
- IELTS candidates and staff are required to wear a face covering during the entire test.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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### **San Francisco, California**

#### Local Resources for San Francisco:

- California [Department of Public Health](#) is the central source of information for the State of California and will keep you informed with local and reliable COVID-19 information.



- [San Francisco Government](#) also has information about COVID-19 for the City and County of San Francisco.
- The State of California Department of Industrial Relations has industry-specific information: [Cal/OSHA and Statewide Industry Guidance on COVID-19](#).
- California [Employment Development Department](#) has additional resources for employees and employers on best practices to reduce and prevent the spread of COVID-19 in workplaces.

In addition, the Government of California or San Francisco has issued the following guidance, which is followed in accordance with the ILSC & Greystone College Health & Safety COVID-19 Plan:

- The Social Distancing Protocol checklist must be completed and posted in the workplace in accordance with Appendix A of Health Officer Order No. C19-07p. Test Day Supervisors will have the checklist available at testing venues when tests are being conducted.
- In addition, temperature checks are conducted and recorded each morning for staff. IELTS candidates receive a temperature check in the morning and afternoon on test days, and attendance records are retained with test day files for contact tracing purposes.
- In [San Francisco](#), you must wear a face covering when you are within 6 feet of people who don't live with you. Further, at work, face coverings are required when you are:
  - Working a job where you interact with others,
  - Working in a space other people might use later, even if you're alone (including cubicles, shared desks, and conference rooms), or
  - Working in an area with shares equipment.

For any questions or concerns around Health & Safety in the workplace, please contact your School Director, your ILSC Health & Safety Committee representative, Chief Operating Officer (Christopher Mediratta) and/or Human Resources ([HR@ilsc.com](mailto:HR@ilsc.com)).

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