



## COVID-19 Guidelines for Operation

ANNE'S Language House is committed to operating in a way that prioritizes the health and safety of students, staff, host families, and communities, and adheres to the reopening regulations and guidelines of the government of Canada, provincial and local public health authorities. The following guidelines have been developed to ensure a safe workplace and study environment.

### Hanover Building

*What you should know / expect when you arrive.*

- Stairwells will be available for single direction general use but maintain your physical distance, follow signage, and take all normal precautions. They are always available in case of an emergency or a need to evacuate.
- Building staff has been augmented to assist with physical distancing and address questions as people enter the building.
- Furniture has been removed from lobbies
- The following additional cleaning efforts will continue with high frequency cleaning/sanitizing of all building "touch points". Areas considered high touch points within a building include:
  - Doorknobs
  - Push plates
  - Elevator buttons
  - Faucet levers
  - Paper towel dispensers
  - Hand sanitizer units will be provided for all common areas.
- **Washrooms** are considered a high touch point area, and as such, particular attention will be paid to making washroom visits as comfortable and low-touch as possible; "foot door pulls" will be installed on washroom doors, sanitizing wipe dispensers will be installed on the exterior of all washroom entryways, and additional garbage cans for disposal of sanitizing wipes.
- The following measures have been put in place for heating and cooling systems
  - Increased frequency of filter changes
  - Additional fresh air exchange
- All building personnel have been trained on new operating procedures, will be advised to stay home if they have any symptoms, and will be wearing masks around the building and other PPE as required in the performance of their work under the new operating procedures.

### Monitoring of staff and students

- Staff will be trained on observable symptoms of COVID-19, as per Public Health Agency of Canada
- Schools' staff will conduct daily monitoring of students for visible cold, flu, fever or existing COVID-19 related symptoms.
- If any symptoms are present, students or staff will be asked to return home immediately.
- Any staff or students who have been sent home for these reasons shall not be allowed back into the school until a medical practitioner has confirmed they are clear of these symptoms and/or the person in question has been subject to self-isolation or quarantine for a period recommended by the public health authority or have tested negative for COVID-19 and can produce evidence of such.
- A daily attendance will be taken of staff, students and visitors which can be provided, if necessary, to clinical authorities for the purpose of contact tracing.

### Physical distancing

- School will ensure adherence to physical distancing guidelines, as promoted by the Public Health Agency of Canada and provincial health authorities, both in the classroom and during circulation in the premises.
- **Occupancy in classrooms and communal spaces will be managed to allow the recommended minimum distance between students and staff (2 metres). Classrooms will be arranged in such a way that students do not directly face one another.**
- Occupancy limit signage will be displayed at the entrance of each classroom and common space. Timetables will be staggered to reduce student contact between classes and during breaks, when necessary.
- Pedagogical models will be adopted, if/when necessary, that manage higher risk activities such as group and pair work, providing guidance and alternative modes for communication and interaction to facilitate these activities.
- School will not offer adjunct social activities on site but may choose to provide students with opportunities to participate in virtual activities.

### Sanitization

Strict protocols on cleaning and disinfecting premises and other aspects of environmental health will be observed, using hard-surface disinfectants as approved by the Public Health Agency of Canada and following guidelines from the Centers for Disease Control and Prevention

- Public spaces and communal areas shall be cleaned and disinfected multiple times per day, with emphasis on high touch surfaces such as front desk, door handles, desks, light switches, tables, shared computer equipment.
- Washrooms will be cleaned and disinfected daily, with more frequent cleaning of high-touch washroom surfaces.
- Communally used objects (e.g. coffee-makers, shared utensils/plates, microwaves) will be removed where practicable.

### Staff and student hygiene

- Hand sanitizer dispensers will be available in all communal spaces and classrooms.
- Adequate hand-washing facilities, including soap and paper towel driers, will be provided.
- **No access to the kitchen** (drinking water, fridge, microwave, kettle, coffee machine, cups, glasses, cutlery, etc)
- Signage on proper hand-washing technique will be displayed in all restrooms and sinks.
- Adequate respiratory hygiene products and closed bins for hygienic disposal will be provided in classrooms and common spaces.
- Signage on cough/sneeze etiquette will be displayed in all classrooms and common spaces.
- Any employee cleaning any common areas/high-touch surfaces must wash their hands with soap, per recommended hand washing instructions after completing the cleaning task and prior to performing any other duties.
- Student/staff orientation will include training on required hand washing, cough/sneeze technique. Staff and students will be advised to wash hand or use hand sanitizer: upon arrival; before eating or drinking; before preparing food; after touching shared items; after using the washroom; after handling garbage; and before leaving the school.

### Personal protective equipment

We might implement the use of personal protective equipment (e.g. masks, gloves.) as a stringent safety measure if we think it's necessary.

### In the event of outbreak

If a case of COVID-19 is identified on a school premise:

- The premise will be temporarily closed to undergo deep cleaning and disinfection.
- Relevant provincial health authorities will be notified, in accordance with appropriate actions recommended by the Public Health Agency of Canada.
- All staff, students, and homestay families of students will be notified and advised to take necessary precautions, as recommended by the Public Health Agency of Canada