

Our Commitment to Student Safety: Policies and Guidelines

We are in this together!



ENGLISH SCHOOL OF CANADA



Message from our President

Hello from Toronto, Canada!

It is our great pleasure to announce the English School of Canada will reopen for classes on August 31, 2020. The Government of Ontario has announced Toronto is entering Stage 3 of reopening, which allows us to reopen classes in a limited capacity. At ESC we take the safety of our staff and students very seriously and we understand we are reopening in a different environment. Our Health and Safety Committee has worked tirelessly to develop policies and protocols that, in alignment with government policy, will allow us to reopen safely and effectively.

The pages in this document outline the steps we are taking to ensure the safety of our students from the moment they arrive in Canada. Please take the time to read our policies and protocols and feel free to contact us directly if you have any questions. We are happy to help.

We are all in this together and together we will succeed!

Anthony Stille

President

English School of Canada



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Our Commitment to Student Health and Safety



ENGLISH SCHOOL OF CANADA

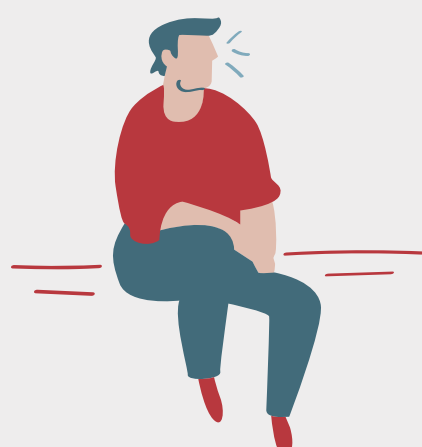
We are in this together!

Social Distancing

Follow provincial recommendations and maintain a 6 ft. distance from others

Smaller teacher-to-student ratios in classrooms

Protect ourselves and others by wearing masks



Hygiene Practices

Orientation including hygiene standards implemented at school

Daily temperature checks for students and staff

Clear signage for students and staff on best practices



Clean and Safe Environment

Well-stocked hand washing stations and sanitizing stations

High touch areas regularly sanitized and cleaned

Classrooms will be cleaned on a regular basis in between uses

Upgraded air ventilation and increased use of outdoor spaces

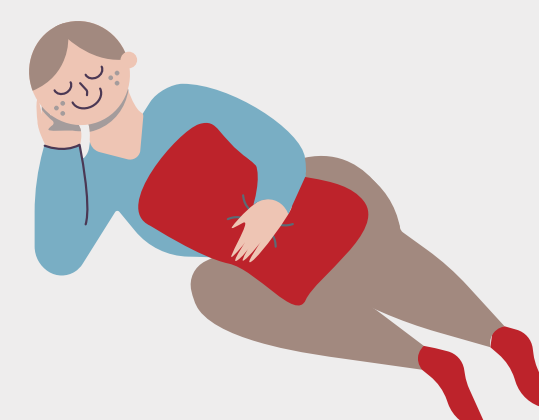


Staying Healthy

Safe and secure airport pickup

Online classes while self-isolating if you have traveled from outside Canada

Follow the federal government's recommendations for a self-isolation period



We are here to help.

We are committed to your safety and wellbeing as we move forward together.

If a question arises, we want to support you with answers.

Contact us or reach out to your counsellor for more information.

We are in this together.



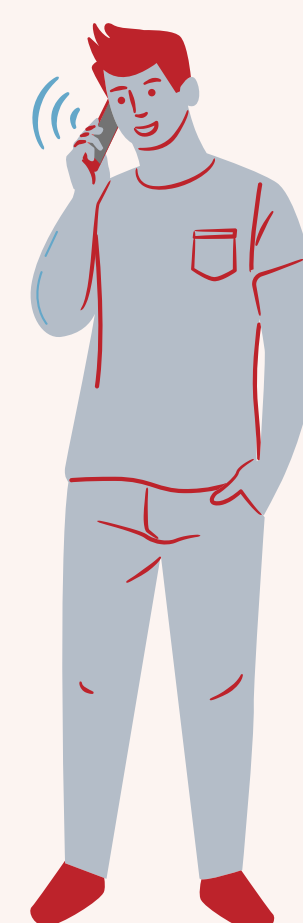
health@esc-toronto.com

Your Home Away from Home

Pre-approved homestay families providing a safe, healthy space for students

Build a relationship with your homestay family before you arrive

Safe arrival protocol maximizing comfort and safety as you prepare to meet your homestay family



Standards and Procedures

PROCEDURE

Health and Safety
Guidance during
COVID-19

DEPARTMENT

All Departments

DATE

July 24, 2020

PURPOSE

English School of Canada recognizes the health risks associated with the coronavirus 2019 (COVID-19) for educational institutions and takes responsibility to take every reasonable precaution to protect its students from COVID-19.

This policy has been developed to provide tools and resources to plan a safe and sustainable student return to school. ESC will provide financial, physical and human resources for the development, implementation and maintenance of a sustainable COVID-19 prevention program that will ensure risk factors are recognized and effectively controlled. ESC is committed to reviewing, evaluating and improving the program as needed in consultation with its Joint Health and Safety Committee (JHSC) and stakeholders.

GOALS

- Minimize the risk of spread of COVID-19 in the school through environmental modifications in the learning and working environment
- Provide equipment, resources and training to students
- Monitor students for signs of COVID-19

Arrival in Canada

- Students arriving from overseas will be required to meet government requirements for an isolation period upon entrance to Canada.
- ESC offers safe airport pickup and homestay for students through our homestay partner, Canada Homestay Network (CHN). Find more information on CHN protocols for the isolation periods here:
<https://canadahomestaynetwork.ca/safearrival>
- Proof of current health insurance will be required for the duration of the student's stay in Canada. ESC's preferred insurance provider is Guard Me Insurance. [Please click here fore more information about this option.](#)



Isolation Period

CLASSES

- Students will have free access to ESC's online classes during their isolation period.

ACTIVITIES

- Students will have full access to participate in ESC's online activities.

ORIENTATION

Prior to their first day at the school, students will receive an online orientation. The orientation will prepare students for their academic lives at the school but will also train them in:

- Proper handwashing technique
- Using, wearing, removing and storing masks
- Maintaining social distancing while at the school
- Life in Toronto, e.g. travelling on public transport



Sanitation at ESC

The following measures will be implemented to increase sanitation practices at ESC:

- Sharing of equipment reduced as much as possible.
- Communal spaces disinfected by a dedicated cleaner throughout the day.
- Washrooms sanitized regularly throughout the day.
- Items that are not immediately necessary temporarily removed from the school.
- Water fountains temporarily turned off. Students will be advised to bring their own water to school.
- Hand sanitizer dispensers available beside the front desk, in the main student lounge, and the back hallway.
- Signage for proper hand washing technique posted in all washrooms.
- Signage to remind staff and students to wash their hands at frequent intervals and between classes posted in common areas.
- Signage on proper cough/sneeze etiquette posted in common spaces.
- Upgraded air ventilation and HVAC systems and increased use of outdoor school space weather permitting.



Physical Distancing and Mask Protocols

The following measures will be implemented to support social distancing and safe mask practices at ESC:

- Masks will be mandatory to enter the school, in all communal spaces within the school, and in any space where social distancing of 6 ft or more cannot be maintained.
- Signage to remind about physical distancing and mask wearing posted in common areas.
- Staff and students will supply their own face masks. A supply of masks will also be available for purchase at ESC for students in case they do not have a mask that day.
- Furniture in school such as in the classrooms and on the patios, arranged to provide physical distancing.
- Plexiglass installed at the front desk to ensure safe staff-student interaction.



Monitoring Staff and Students for Symptoms of COVID-19

- Students will be asked to stay home if they show any symptoms – cough and/or fever - or have come in contact with someone with COVID-19 and remain home for 14 days, or longer until symptoms are resolved, or they have a negative test result.
- There will be daily screening of staff and students for symptoms of COVID-19. A screening table will be set up at the point of entry to school. Temperatures will be taken for everyone entering the school. A COVID-19 screening questionnaire must be completed by everyone entering the school.
 - If staff or students have any symptoms or have been in contact with someone who has a confirmed case of COVID-19, they will not be allowed entry into the school. A school director will instruct the staff or student to leave the premises and get tested for COVID-19. After receiving a negative test result or a 14-day quarantine period has been achieved, a return to school will be approved. A strict adherence to privacy policy and concerns will be adhered to throughout this process.
 - An area will be designated and used only to meet with staff who show symptoms – fever and/or cough - to reduce the risk of spreading the virus. No other activities will take place in this area. This area will be cleaned after each use.
 - Management will follow up with staff or students who have symptoms.
 - Students may return to school after 14 days if they have no symptoms or have a negative test result. (ESC's live online classes will be provided to any student who is required to quarantine).
- If there is an outbreak at the school:
 - There will be a temporary school closure.
 - The school will be deep cleaned and disinfected.
 - All staff and students will be Informed.
 - ESC will follow Ontario Public Health guidelines for length of closing and reporting.

Policy Adherence

These policies will be monitored and updated by the Director of Studies, the Director of Marketing and the Director. Ultimate decision-making for the implementation of these policies is with the Director or his designate. The school Director will monitor media, government and health policies for progress of the communicable disease and make decisions about changes and/or additions to this policy based on progress of the disease.

This policy will be given to all students prior to their starting dates and will be posted throughout the school.

Frequently Asked Questions



ENGLISH SCHOOL OF CANADA

What happens if I have symptoms of COVID-19?

If you have symptoms of COVID-19, it is important for your safety and the safety of others you stay home from school. ESC has a team of counsellors ready to help you with issues such as this. You should contact your counsellor by phone or email for assistance. They will advise you about next steps for contacting medical professionals for expert advice and obtaining a test if necessary. ESC is here to support you.



What happens if I am sent home because of symptoms?

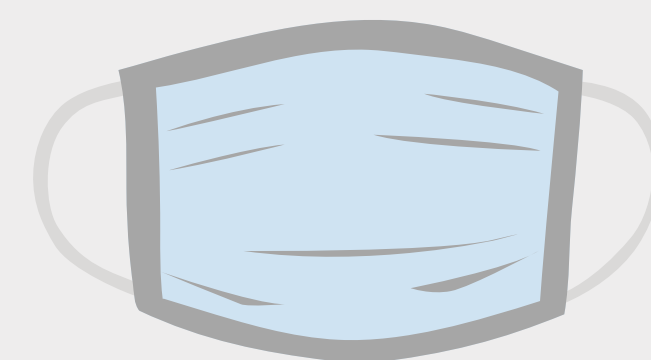
If you are sent home from school because of symptoms, ESC counsellors will be in contact with you about the next steps to take, so do not worry. We will assist you in contacting medical professionals for advice and following their recommendations.

You will be required to stay home for 14 days or until you receive a test that confirms a negative result for COVID-19. In the meantime, if you feel well enough, you will be able to continue your classes online.



Do I need to wear a mask at school?

Yes, you do. We are all in this together, so for everyone's safety, students must wear masks while on premises at school. Students are required to bring masks to school each day. Masks will be available for purchase upon arrival; however, this should only be as a last resort. During orientation, every student will be given training on acceptable types of mask and how to use them safely.



Can I study online while I am under quarantine?

Yes, you can! We want every day of your time in Canada to be valuable. You will need to fulfill government requirements for the isolation period. However, you can immediately begin learning and enjoy classes online until your in-person classes start.

You can also pass the time by participating in our online student activities such as quizzes, conversation classes, exercise classes, and more. With so much to do, your isolation period will fly by!



Will the school shut down if there is an outbreak?

If there is an outbreak at the school, the school will shut down temporarily for a deep clean. We will follow Ontario Public Health guidance in how and when to reopen the school.

During that time, you will be able to continue your studies uninterrupted online.



Can I stay in homestay while I am in Canada?

Yes, homestay is available through our partner, Canada Homestay Network.

They can place you with a homestay family to suit your needs, to help guide you through the isolation period, and to be there for you for the remainder of your stay with them in Toronto.



Supporting Documents

Languages Canada

- [COVID – 19 Reopening Guidelines](#)

Government of Ontario

- [PSHSA.ca – Health and Safety Guidance during COVID – 19 for Employers in Office Settings](#)
- [Guidance for Workplace Safety and Prevention Services Guidance on Health and Safety for Office Administration and Secretarial staff during COVID-19](#)

Canadian Business Resilience Network

- [Toolkit for Reopening Canada's Economy](#)

If you require further information on health and safety policies and procedures at English School of Canada, then please email us at **health@esc-toronto.com**. We will be happy to assist you.