

Medicine Hat Catholic Board of Education



# Notre Dame Academy

## 2020-2021 School Re-Entry Plan

*This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education, and the discovery of new evidence.*

*It is based upon the collective wiser practice and advice of Public Health Authorities, Education Authorities, and world-wide School Jurisdictions and subject matter experts.*

## Medicine Hat Catholic Board of Education is committed to the following principles:

All schools will adhere to the standards, guidelines and direction from the Chief Medical Officer for Health (CMOH) and Alberta Health Services (AHS).

- In collaboration with education partners, MHCBE may develop additional health and safety requirements for all schools to ensure consistency across the division. These additions will enhance, not duplicate, CMOH and AHS requirements.
- Psychological safety measures and trauma-informed practice will be valued and implemented alongside physical health and safety measures.
- Effective and ongoing communication with all community partners, parents, caregivers, students, unions, and employees is an essential aspect of successfully implementing these guidelines.
- Provide welcoming, caring, respectful, safe, flexible, and inclusive learning environments that embrace diversity for our learners and communities across the division within a culture of belonging. These safe and caring environments will allow our learners to be well physically, socially and emotionally, take academic risks, think creatively and develop resiliency within an environment that focuses on respect and integrity grounded in our faith.
- Ensure continuity of learning through high quality design, instruction and assessment through rich, meaningful and appropriate learning experiences that are responsive to the needs of our learners and our communities across the division. These will allow our learners to develop the core competencies of academic achievement, lifelong learning, communicating, collaborating, problem solving, innovating, critical thinking and global citizenship. Learners will be able to explore and develop their skills and passions and achieve their highest potential. Students will demonstrate citizenship, engage intellectually and grow continuously as learners.

## Trusted Sources of Information

We are committed to using information from official public health agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), and [Alberta Education](#).

### AHS Zone Environment Public Health Contacts

- [Online Form](#)
- South Zone: [MOH.South@ahs.ca](mailto:MOH.South@ahs.ca) (403)388-6111
- Weekends /Statutory Holidays – 24 hours : [MOH.Edmonton@ahs.ca](mailto:MOH.Edmonton@ahs.ca) (780)443-3940

## Provincial Measures

### Public Health Measures

#### Mass Gatherings

The Chief Medical Officer for Health's Order for Mass Gatherings continues to prohibit gatherings and events in excess of 50 people, however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large

gatherings of staff and students must not be held (i.e. assemblies, celebrations, sports, before & after school, etc.).

## Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 like symptoms (case finding) helps AHS identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up.

Medicine Hat Catholic Board of Education has implemented enhanced policies regarding reporting employee and student absenteeism to public health to assist with early identification of clusters and outbreaks. Attendance logs will be maintained at all buildings to assist with contact tracing.

## Self-isolation and Quarantine

Should children, youth, and staff have common-cold, influenza, or COVID-19 like symptoms they must stay home, be assessed by their health care provider and tested for COVID-19. When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness. If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. Staff exhibiting symptoms should contact 811 and get tested for COVID-19 as soon as testing is available.

## Physical Distancing and Minimizing Physical Contact

Physical distancing (*i.e. maintaining a distance of 2 meters between two or more people*) is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities

## Wellness & Wellbeing

Wellness and wellbeing of students, staff and school communities remains a priority. This includes a Division wide and local responsibility to foster resiliency, build relationships, and stay connected. Schools, staff, and the school community are collectively responsible for fostering safe, caring and welcoming environments that provide a continuum of supports and services for their students' and staff physical, social and mental wellbeing. In supporting resilience within this environment, the existing wellness structures, within our 3 Year Education Plan, will continue to focus on:

*Providing a continuum of support for the mental health and well-being of parent, students, and staff in a welcoming, caring, respectful and safe learning environment.*

A focus for leadership in fostering the conditions that support mental health and wellness. The following resources may be of support for leaders in this regard.

- [Working Together to Support Mental Health in Alberta Schools](#)
- [The Heart of Recovery: Creating Supportive School Environments Following a Natural Disaster](#)

Shared leadership across schools and sites, will focus on creating the conditions for the following:

- **Collaboration:** student engagement, school based collaboration, division based collaboration, parent engagement and outside partner collaboration will be a priority.

- **Assessment:** identify where students and staff are at with their mental health and well-being. Continual formative check-ins for ongoing monitoring will be provided. Clarity of process to ensure early identification for those in need of further support.
- **Continuum of Supports:** An inclusive learning environment that ensures a continuum of supports from promotion to prevention, early identification, intervention and specialized services. Effective navigation and negotiation for supports that are provided in culturally meaningful ways will be a priority to ensure an integrated pathway of supports and services.

**For all staff**, evidence-based approaches in ensuring a holistic approach to mental health and wellness. The following resources may be of support for teachers in this regard:

- Alberta Education: [Positive Behaviour Supports](#)
- Alberta Education: [Trauma Informed Practices](#)
- [Métis Nation of Alberta COVID-19 Mental Health Information](#)
- [Alberta Community and Social Services](#)
- [Supporting Learning at Home \(Mental Health\):](#) website (CRC)
- [Preparing Trauma Sensitive Teachers](#) (research paper)
- [Resilience - Tipping the Balance Towards Good Health](#) (article): Alberta Family Wellness
- [Brains Journey to Resilience](#) (video): Alberta Family Wellness
- [The Trauma Aware Educator](#) (online course)
- [Go to Educator Booster Sessions](#) (online)
- [Brain Story Certification](#) (online course)
- [Everyday Mental Health Classroom Resource](#) website

**For all staff** a focus on utilizing strategies and approach will include the above as well as the remaining tenants of positive behaviour supports such as:

positive and safe relationships (priority)

- social-emotional competencies (priority)
- positive reinforcement
- reinforcement of spiritual wellness through prayer, scripture and our religion programs
- clear consistent expectations
- clear consistent responses and consequences
- modification of the environment

## School Plan / Site Environment

### 1. Physical Distancing:

#### A. [STAGGERED START TO THE SCHOOL YEAR](#)

- Monday, Aug 31, 2020 - Grade 6 and 7 Students Only will attend – full day.
- Tuesday, Sept 1, 2020 – Grade 8 and 9 Students Only will attend – full day.
- We are doing this to reduce the anxieties students are experiencing around this whole Covid experience. We will be introducing new safety protocols which will

take time and will be more manageable with a smaller student population present.

- Wednesday, Sept 2, 2020 - this will be the first day for all students.

#### B. Arriving at School on the First Day and Afterward

- Prior to leaving your home in the morning parents must self-assess their children for symptoms of Covid. (please use screening tool labeled Screening Questionnaire at the end of this document.)
- Students will arrive at school via bus (must wear masks on the bus), walking, or parent provided transportation and enter the school through their designated door (listed below) wearing a mask.
- Students must be wearing a mask when entering the school and while in the hallways.
- Students will then go directly to their homeroom classroom. Supervision will be provided in each area of the school prior to the start of the school day. Staff will help students find their homerooms on the first day.
- All outside doors will be locked when the first bell rings.
- Students arriving late for school will be asked to enter through the front doors of the school. Due to the front doors being locked, parents will be asked to call the front office (403) 527-5118 to inform the office staff that their child will be entering the school and to inform the reason for the late arrival. Late students will check in at the office and proceed to their designated classroom.
- Designate Entrance and Exit Doors
  - Mornings:
    - grade 6/7 front door
    - grade 8/9 portable side door
    - grade 9's will enter and exit through the new washroom area once our expansion is done
  - Lunch:
    - grade 6/7 enter and exit through the gym and foods lab door (these will be relayed to the students on the first day of school)
    - grade 8/9 portable side door
    - grade 9's will enter and exit through the new washroom area once our expansion is done
  - End of the Day:
    - grade 6/7 front door
    - grade 8/9 portable side door
    - grade 9's will enter and exit through the new washroom area once our expansion is done

#### C. Classroom Expectations including Masking Protocol

- Students will stay in their homerooms for all classes. Teachers will come to the room. Teachers move from class to class not the students.
- Homerooms will be considered a cohort so with that once students are in their homerooms they can remove their masks.
- Anytime a class or student leaves their homeroom they must put their masks on.
- Students will be arranged in rows in classrooms.
- Students will have all materials in the classroom throughout the day. Students will not be using lockers except those students in our academy program (store academy equipment only).

- Students are encouraged to keep all materials (books, lunches, etc.) in a back pack.
- Bathroom breaks will be accommodated within the class time. Students are expected to remain in the classroom unless given permission and/or escorted by an adult.
- In the instances where a class is accessing a different room (library, food lab, gymnasium, robotics center, fitness room) the teacher will come to the classroom, retrieve, and lead the students to the new room. While the class is out of the room, there will be an opportunity for custodial staff to do a cleaning of the high touch surfaces in the classroom.
- Students will not be picking options. Students will rotate through all options offered in their grade level.
- Hand sanitizer will be placed at the entrance of each classroom for students to use. Students are to use be using hand sanitizer whenever they leave or re-enter their classroom.
- During attendance at the start of each class students will be asked to sanitize their hands using their own hand sanitizer which has been added as a school supply.
- At the end of class if the students are moving to another room, the teachers will spray each desk with a cleaning agent and students will use a paper towel to wipe the desks down.

#### D. Lunch Time

- Staggered Lunches
- Grades 8/9 eat first and the Grades 6/7 go outside to play then switch.
- Students will eat in their homerooms.
- There will be no microwaves, concession or vending machines available at this time.
- Students must wear masks while moving through the halls to exit the building during lunch time. Once outside, they can remove their masks. When the lunch recess is over, they must put their masks on, come back into the school and use hand sanitizer.

#### E. Academy Programming and Physical Education Classes

- All academy programming and PE classes are running
- classes will take turns with changing in change rooms
- younger grades first
- changing for PE will be optional for now
- some academies may choose change at the school or at a designated facility room based on Covid regulations.
- all equipment will be cleaned after usage.

#### F. Paper Handling

- Teachers will handle all paper in the rooms. Students will not be asked to distribute or collect paper within the classroom.
- We will encourage teachers to utilize digital assessments that are paperless in nature.

#### G. Water Fountains

- All water fountains will stay open and accessible for students.

- Students will be encouraged to bring their own water bottle from home filled to use for the day or fill it using our water bottle filler.

## **2. Cohorting:**

- Students will stay in their homerooms for all classes. Teachers will come to the room. Teachers move from class to class not the students.
- Homerooms or academy groupings will be considered a cohort so with that once students are in their homerooms or facility they can remove their masks.
- Anytime a class or student leaves their homeroom they must put their masks on.

## **3. Classrooms:**

- Students will have all materials in the classroom throughout the day. Students will not be using lockers except those students in our academy program (store academy equipment only).
- Students are encouraged to keep all materials (books, lunches, etc.) in a back pack.
- Bathroom breaks will be accommodated within the class time. Students are expected to remain in the classroom unless given permission and/or escorted by an adult.
- In the instances where a class is accessing a different room (library, food lab, gymnasium, robotics center, fitness room) the teacher will come to the classroom, retrieve, and lead the students to the new room. While the class is out of the room, there will be an opportunity for custodial staff to do a cleaning of the high touch surfaces in the classroom.
- Students will not be picking options. Students will rotate through all options offered in their grade level.
- Hand sanitizer will be placed at the entrance of each classroom for students to use. Students are to use be using hand sanitizer whenever they leave or re-enter their classroom.
- During attendance at the start of each class students will be asked to sanitize their hands using their own hand sanitizer which has been added as a school supply.
- At the end of class if the students are moving to another room, the teachers will spray each desk with a cleaning agent and students will use a paper towel to wipe the desks down.
- students will eat their lunches in their homerooms.

## **4. Office, Staff Room and Shared Space Access**

- A. Staff will have access to all shared staff spaces but will need to wear a mask when entering the office and will need to sanitize prior to and after leaving these areas. Students will not enter the office, unless directed to do so. All student interactions will be conducted at the front office window at a safe distance wearing a mask.
- B. Staff will have access to the staff room for lunch and coffee times. All food items will need to be contained in their own bags and removed at the end of the day. There will be no shared utensils or kitchenware. Staff will need to bring any such items with them to work each day. Staff will be asked to sanitize their hands prior to entering the staff room and immediately as they exit.

- C. Front doors will be locked at all times. If a visitor needs to have access to the school, they will have to call the office (403) 527-5118 and one of the office team will attend to their need at the front door. If the visitor needs to physically come into the building, they must self-assess, use hand sanitizer and put a mask on. There will be no loitering of visitors or parents allowed.
- D. Couches will be removed at the front of the school to encourage students not to loiter in these areas before, during and after school.

## **5. Access Control**

- A. All evening user groups will be cancelled to allow for proper sanitization each evening.
- B. Parents wishing to meet with a teacher or school administrator will need to arrange a time and space in a room adequate for proper social distancing. Mask will be provided if needed.
- C. Parents will be asked to call the front office (403) 527-5118 if they are picking up their student for a medical or other appointment. When the call has been received the student will be escorted/observed to the front door to ensure they have been received by their parents.
- D. Deliveries will be screened using the covid screening assessment to ensure the safety of the delivery. The front doors may be locked. Drivers will contact the number posted on the front door to be allowed entry.
- E. Contractors will prearrange times to enter the building and will be asked to complete the covid 19 screening tool prior to entering. They will be encouraged, when possible, to work while students are not present in the early morning or late afternoon/evenings. Access for contractors will be arranged with the school custodian or division facility management (Francis).

## **6. Arrival Protocol:**

- A. Students will arrive at school via bus, walking, or parent provided transportation and enter the school through their designated door. Each student will be assigned a specific entry point to the building nearest their home room. This will be communicated to each family prior to the school year. Students will then go to their homeroom classroom. Lockers will not be used at this time, so students can go directly to their classroom. Supervision will be provided in each area of the school prior to the start of the school day. All doors will be locked when the first bell rings.

- B. Students arriving late for school will be asked to enter through the front doors of the school. Parents will be asked to call the front office (403) 527-5118 to inform the office staff that their child will be entering the school and to inform the reason for the late arrival. Late students will check in at the office and proceed to their designated classroom.

## **7. Food and Nutrition Services:**

- A. At this time there will be no food service available to students and families at NDA this includes the parent council hot lunch program, breakfast program, concession and vending machines.
- B. Our school foods cooking classes will continue while adhering to the guidelines provided by the health authority (no sharing of food outside of the foods laboratory), and will include instruction on proper sanitation techniques and cleaning procedures.
- C. Students will NOT have access to microwaves in their classrooms or hallways at this time.

## **8. Paper Handling:**

- A. Teachers will handle all paper in the rooms. Students will not be asked to distribute or collect paper within the classroom. Any paper distributed to the students will be handed to each student by the teacher directly (paper will not be given to the first person in the row and then handed to the students behind etc.). If paper is collected by the teacher the students or teacher will place the assignment/test into a designated bin where it will remain for 3 days. We will encourage teachers to utilize digital assessments that are paperless in nature.

## **9. Hand washing Facilities:**

- A. All washrooms will be available for handwashing. Additionally, there will be a series of hand sanitizer stations located throughout the school near each classroom. Sanitizing stations will be available at all entrance/exits at the school. Students will be asked to sanitize their hands when leaving their classroom to ensure anything touched while out of the room will not be contaminated, and then sanitize again prior to re-entering the room.

## **10. Temporary Storage Area:**

- A. None available to NDA.

## **11. Infirmary Room:**

- A. NDA does not have an infirmary room, but if a student does become ill or display flu-like symptoms the following will take place
  - mask them
  - isolate into break out rooms
  - call parents immediately for child pick-up

## **12. Water Fountains:**

- A. All water fountains will stay open and accessible for students.
- B. Students will be encouraged to bring their own water bottle from home filled to use for the day or fill it using our water bottle filler.
- C. Additional hand sanitizer stations will be located near the water fountains, and students will be required to use the hand sanitizer prior to using the water fountains.

## **13. Playgrounds:**

- A. All playgrounds will stay open for student access. Grade 6 students will be the only ones allowed on the small playground on the NDA Field.

## **14. Practice Fire Drills, Lockdown, and Hold and Secure:**

- A. Drills will continue as per division policy. Lockdown and hold and secure drills will occur in the same manner as previous years. Fire Drills will occur six times per year and students will follow the designated evacuation maps. Staff and students will be required to maintain distance from other classes/cohorts when they are gathered in the field/outdoor spaces while attendance is taken. Classrooms/cohorts will be sent back into the school one class at a time through each entry/egress door. The teacher in charge will hold the door open for their class as they enter the school to limit the number of students touching the door surfaces.

# School Program & Activity Guidelines

## 1. Activity Planning:

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:

- Does the activity involve shared surfaces or objects frequently touched by hands?
- Can an activity be modified to increase opportunities for physical distancing?
- What is the frequency / possibility to clean high touch surfaces (i.e. electronic devices, instruments, equipment, toys)?

We will pose these 3 risk factors to teachers so they can use their professional decision-making skills to address each risk activity in a safe manner.

## 2. Music, Dance, and Theatre Programs:

Our music teacher will be using the link below to plan all activities accordingly.

<https://open.alberta.ca/dataset/covid-19-information-guidance-for-live-music-dance-and-theatre>

## 3. CTF or CTS Programs:

CTS - Grade 8 and 9 MHC partnership - to follow MHC protocol. Buses will have seating plans designed for them.

Foods - Foods Class can prepare food for others as long as the instructor takes all safety protocols such as having students wear masks, gloves and hair nets. Instructor must deliver the food. If this can be avoided it should.

## 4. Field Trips:

Field trips should not be scheduled, they remain cancelled at this time.

Academy offsite and option programming will proceed with appropriate social distancing and hand washing procedures in place. Buses will have seating plans designed for them. All protocols will be followed by the academy instructor and options instructors in compliance with the community facility.

## 5. Gymnasiums:

Priority to conduct PE classes outside (weather permitting).

PE teachers to select activities and sports that promote social distancing.

A gym schedule will be created for academy and non-academy classes. We have the luxury of 3 gym spaces to allow for ample spacing.

Equipment to be sprayed after use.

### Academy Programming and Physical Education Classes

- All academy programming and PE classes are running
- classes will take turns with changing in change rooms
- younger grades first
- changing for PE will be optional for now
- some academies may choose change at the school or at a designated facility room based on Covid regulations.
- all equipment will be cleaned after usage not at the facility

## 6. Extracurricular Activities:

Make sure our teachers are aware of this link

<https://open.alberta.ca/dataset/62c062a4-a66d-4264-b840-4bde3d05c328/resource/aeb59c6f-5fc0-4c0d-b889-8547f0e1c098/download/covid-19-relaunch-guidance-outdoor-recreation.pdf>

Waiting for guidance from the ASAA and MHJHAA. In most cases a cohort of 50 will be considered based on present protocols for team play.

Sports teams will be established, but only allowed to practice at this time. No game play will take place with other schools.

## 7. Work Experience: N/A

## 8. International Students:

14 days isolation if returning to attend NDA (unless student(s) has been in Canada for longer than 14 days prior to attending NDA)

## 9. Out of School Care (Before and After School Care): N/A

## 10. Academy Programs:

Academy programs will continue. All off campus facility protocols must be followed by the instructor. Buses will have seating plans designed for them.

Priority to conduct PE classes outside (weather permitting).

Academy teachers to select activities and sports that promote social distancing.

A gym schedule will be created for academy and non-academy classes. We have the luxury of 3 gym spaces to allow for ample spacing.

Equipment to be cleaned after use.

### Academy Programming and Physical Education Classes

- All academy programming and PE classes are running
- classes will take turns with changing in change rooms
- younger grades first
- changing for PE will be optional for now
- some academies may choose change at the school or at a designated facility room based on Covid regulations.
- all equipment will be cleaned after usage not at the facility

# Student & Staff Health

## 1. Stay Home When Sick:

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms they must stay home. Staff must complete the [AHS Self-Assessment](#). Staff must advise their administrator if they are unable to attend work due to illness and log the absence appropriately.

Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

If a student or staff develops symptoms in or outside of the school that could be caused by COVID-19 or by a known preexisting condition (i.e. allergies), the individual should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.

## 2. Mandatory Daily Health Checks:

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.

- School Administrators will use the Division developed school protocol to clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. See *Appendix B*.
- Parents / guardians are required to keep students' home who are showing symptoms listed on the health check form.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
  - School Division along with School Administrators will ensure staff are aware of their responsibility to assess themselves daily prior to entering the school.

### **3. Illness While On-Site:**

Staff who become ill must notify their supervisor and immediately self-isolate.

- Students exhibiting signs of illness must be moved to a breakout room in the office.
- Parents/caregivers must be notified and advised to pick-up their child immediately.
- Parents must designate an emergency contact for student pickup. Within the Alberta Government's pandemic response, this is something that all families must adhere to.
- MHCBE will communicate to families that they are expected to designate an emergency contact who will be able to immediately pick up the student if parents/guardians are unable to do so.
- An immediate pickup assumes that the student will be picked up within an hour.
- Staff supervising symptomatic students must;
  - Keep all other staff out of the breakout room in the office,
  - Provide the student with a face mask,
  - Use strict hand washing techniques, and
  - Maintain physical distancing
- After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff.
- All items the student touched/used that day must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected (i.e. paper, books, cardboard puzzles) must be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school must follow outbreak notification procedures as per routine zone protocols (*under review for September 2020*).

### **4. Students and Staff with Pre-Existing Conditions:**

Individuals who have allergies or ongoing health issues must be tested at least once according to the [Alberta Health Services Guidance Document](#). This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline), the individual must follow [Stay Home When Sick Protocol](#).

## 5. Confirmed case of COVID - 19

If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents / guardians, and students. It is important for the school to ensure that they collaborate with the Division Office and the Zone Medical Officer of Health during potential and confirmed cases.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort / class home or to close a school will be made by the local Medical Officer of Health. If this were to occur the school will support students and staff to learn or work at home if they are required to self-isolate.

## 6. Student Hand Washing Requirements:

Constant reminders via audio announcements, morning visual announcements of:

Soap and water for 20 seconds are the preferred method for cleaning hands.

- Before leaving home, on arrival at school, and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (i.e. to another classroom, indoor-outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty
- Regularly throughout the day

## 7. Staff Hand Washing Requirements:

Soap and water for 20 seconds are the preferred method for cleaning hands.

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (i.e. to another classroom, indoor-outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching the face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating
- After contact with body fluids (i.e., runny noses, saliva, vomit, blood)

- Before and after cleaning tasks
- When donning and doffing gloves
- After handling garbage
- Whenever hands are visibly dirty and regularly throughout the day

## **8. Learners with Diverse Needs:**

If the student needs support for eating:

- Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food.
- Frequently wash hands with plain soap and water.
- Place all Learners with Diverse Needs and parent/guardian provided food items in a sanitized designated area upon arrival.
- Parents will be asked to have food provided in clean containers with their own utensils.

# **Personal Protective Equipment (PPE)**

## **1. Cleaning Schedules:**

- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low contact the custodian or school administration.
- Custodial Staff must be made aware if the infirmary area has been occupied. Cleaning is required prior to next use.
- The following surfaces are disinfected daily:
  - Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
  - Hallways and Corridors: Light switches, elevator buttons, stair railings, water fountain push buttons & mouth pieces, entrance door handles, alarm panels, inside handicap door buttons
  - Washrooms: All surfaces
  - Offices: Desks, chairs, telephones, light switches, doorknobs, copier

## **2. Cleaning by Staff Supporting Learners with Diverse Needs:**

- Staff working with Learners with Diverse Needs will have access to disinfectant sprays and paper towels.
- These spaces need to be left neat and uncluttered at the end of the day.

### 3. Keyboards – Electronic devices:

Phones, Chromebook, computers, and other frequently touched electronics like tablets, remotes, keyboards, mice, earbuds, and other devices must be cleaned and disinfected regularly.

### 4. Shared Printers, Touch Screens:

When possible send all print jobs or copying jobs from your computer to minimize copier contact.

- Every user must perform hand washing prior to using the machine or apply ample hand sanitizer.
- Photocopier room – staff will be encouraged to stay outside of the room until their colleague has completed their work. Once the staff member is done using the photocopier or piece of equipment they will be expected to properly clean it.

### 5. Toys and Sports Equipment:

MHCBE staff will select the minimum number of toys and sports related equipment required.

- Selected items must be easily cleaned. No stuffed toys or porous items.
- Parents/guardians must not allow students to bring toys from home.
- PE equipment to be sprayed after use.

### COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. [Coronavirus disease \(COVID-19\)](#) is a new strain that was discovered in 2019 and has not been previously identified in humans.

### Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

### Signs and Symptoms

- respiratory symptoms (shortness of breath and breathing difficulties)
- fever, cough, and/or nasal drip
- nausea, vomiting, and/or diarrhea

Symptoms may appear **2-14 days after exposure**.

### **How to avoid spread**

- For staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) to stay home from school/work. If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, social distancing (2 meters/6 feet) and hand hygiene.
- Please note, masks are recommended for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 8-1-1 for health advice and guidance.
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- Avoid skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, office washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the public health officer

### **Respiratory Etiquette**

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and disposing of used tissues in a plastic-lined waste container.
- Followed by hand washing.

### **Hand washing is required**

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating

### **How to wash hands**

Follow video from World Health Organization <https://www.youtube.com/watch?v=3PmVJQUCm4E> and,

- remove jewelry
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
  1. Rub palm to palm
  2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
  3. Rub palm to palm with fingers interlaced
  4. Back of fingers on opposing palms
  5. Rub thumb rotationally, clasped in opposing hand
  6. Rub tips of fingers rotationally on opposing palm
  7. Rinse hands thoroughly
  8. Dry hands with paper towel

9. Use paper towel to shut off water

**If No Sink Is Available**

- Use waterless antiseptic agents. For COVID-19 a 60% alcohol agent is required.
  - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.
- If hands are soiled with visible contamination, they must first be washed with soap and water.

## Appendix C - Daily Wellness and Wellbeing Checks

Parents, students, and staff are encouraged to use the following resources, in collaboration with their schools, as formative assessment to identify where students and staff are with their mental health and wellbeing.

### Students

1. [Mental Health Continuum](#)
2. [Emotion Thermometer](#)
3. [Scaling Questions](#)
4. [Outcome Scale](#)
5. [4-Pack](#)

### Staff

1. [Wellness Together Canada](#)
2. [Mental Health Continuum](#)
3. [Wellness Wheel: Minds Matter](#)

## COVID-19 INFORMATION

# Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

### Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child attending the program, have any of the below symptoms:	YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days <u>and who is ill**?</u>	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment (PPE).

\*\* "ill" means someone with COVID-19 symptoms on the list above"

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.