

COVID-19 Detailed School Health and Safety Operational Plan

Administrators must complete and submit the following sections of the COVID-19 Detailed School Health and Safety Operational Plan to their area superintendent by August 7th. A draft of the completed template should be shared with school councils and the local Yukon First Nation by August 5th for feedback. We know these are very tight time-lines and we will support you in this work. Please consult with your superintendent.

Approved operational plans should be made available for parents and education partners by August 12th. Schools should maintain a copy of the operational plan onsite at all times. A Yukon Workers' Compensation Health and Safety Board Safety Officer may review it at any time your school is in operation.

Contact information

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Date:	August 6, 2020

1. Supporting Social-Emotional Wellness and Trauma Informed Learning

<p>Supporting Social-Emotional Wellness and Trauma Informed Learning</p>	<p><i>The document “Five Steps to Guide the Social Emotional Wellness of Staff and Student’s Return to School: Regulate-Reason-Relate, contains suggestions of how to support student and staff wellness. From this document (and other resources/ideas you may have) indicate how you will support staff and student wellness:</i></p>
<p>For staff</p>	<p>staff meeting to start the year, discuss concerns, fears anxieties</p> <p>continued check-ins on a regular basis for the first 4 months</p> <p>open door policy (admin)</p> <p>principal contacts staff members 1 week before school starts</p> <p>open dialogue and primary/intermediate channels on Teams</p>
<p>For students</p>	<p>morning announcements</p> <p>check in with teachers, re students at the end of the day</p> <p>trauma-informed approaches to teaching and relationship building</p> <p>sensory room used for students to help regulate</p> <p>additional break times outside for students/teachers (more than just PE)</p> <p>-encourage play based learning approach</p>

2. Physical distancing

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Measures used to maintain physical distancing	Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
Between staff	<p>The current limits on social gatherings <u>do not apply to school settings and school-related activities</u>. There can be any number of students and staff in a school setting at any given time if they are not all in one area and can keep a safe distance of 2 metres from each. Physical distancing by and among staff is <u>strongly recommended</u>.</p>	<p>Limit staff room capacity to 6,</p> <p>Staff meetings on Zoom, in the gym for all staff small group meetings can be booked in the library</p> <p>Workroom will see a rotation of teachers, 3 max at one time</p> <p>Set up schedule before/after school when the workroom is busy, if necessary</p> <p>Workroom area sanitized on a regular basis throughout the day using sanitizing wipes – masks are mandatory</p> <p>Provide an in/out box for photocopies in the staff workroom</p> <p>Social distancing maintained during all meetings</p> <p>In-person meetings will take place in the library, with physical distancing</p> <p>Use of Teams for primary communication between teachers</p>
Between staff and students	<p>Physical distancing will not always be possible, particularly with younger students and students with special needs. Measures should be appropriate for a student’s developmental stage and ensure optimal academic, social and emotional learning.</p> <p>When physical distancing cannot be maintained, focus should be placed on minimizing physical contact and emphasizing other measures such as hand hygiene,</p>	<p>use of posters and floor stickers to remind anyone in the building of physical distancing (includes foot stickers, directional arrows, wall posters)</p> <p>floor sign that asks visitors to stop just outside of the office</p> <p>staff to use a variety of physical cues to direct students to the appropriate locations for activities</p>

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	<p>enhanced cleaning and disinfection and staying home when sick.</p>	<p>teachers, EA's, LAT, PE teacher, and any available staff will monitor physical distancing, especially at the beginning and end of the school day</p> <p>sensory room used to assist students to self-reg when necessary</p> <p>hygiene station at the front entrance way and in each classroom (includes hand sanitizer, hand-washing soap, paper towels)</p> <p>sanitizing wipes to be readily available – mostly for teacher use</p> <p>teachers educate students on the proper use of sanitizing station equipment</p>
<p>Between students</p>	<ul style="list-style-type: none"> • Students from the same household do not need to maintain physical distance from each other. • Organize classrooms into smaller groups and/or spread students out to minimize direct physical contact. <ul style="list-style-type: none"> ○ Consider modifying classroom configurations (e.g. separating tables, placing student desks in a row) and locations (e.g. gymnasiums, cafeterias, and outdoors) that allow greater distance between students and staff. • Groups of students should stay together throughout the day and not mix with other groups. <ul style="list-style-type: none"> ○ Staff should remain with the same group whenever possible and limit 	<p>desks, spaced out in rows, to maintain physical distancing in the classroom</p> <p>where there a U-shaped tables, spread students out to minimize physical student interaction</p> <p>each class is a 'pod' and interacts only with other pod members</p> <p>teachers primarily work with their pod</p> <p>for primary grades, teachers will place tape on the floors to maximize physical distancing</p> <p>tape used on floors to mark areas where desks need to be, or where students are to sit</p> <p>staggered entry and exit out of the school so that everyone does not come in at the same time – monitored by inside and outside school staff as per supervision schedule</p>

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	<p>the number of student groups they interact with throughout the day.</p> <ul style="list-style-type: none"> • Manage flow of people in common areas especially smaller areas such as hallways. • Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing. • Close greetings such as hugs and handshakes should be avoided. Instead, encourage non-physical gestures such as “air fives”, waves or nods. • Students should be regularly reminded to keep their hands to themselves. • Help young students learn about physical distancing and less physical contact by creating games that promote safe spacing and include basic principles such as “two arm lengths apart”. • Incorporate more individual activities or activities that encourage more space between students and staff. • Adapt group activities to minimize physical contact and reduce shared items, when feasible and reasonable. • Close physical contact may be necessary (e.g. to comfort an upset student). <ul style="list-style-type: none"> ○ Hand washing and personal practices will help mitigate the risk associated with physical contact. <p>Recess/playgrounds</p> <ul style="list-style-type: none"> • The risk of COVID-19 transmission is lower in outdoor settings than it is indoors, as a result outdoor recess and breaks are encouraged. 	<p>in primary and early intermediate grades, hooks will be colour coded with tape spaced out in a pattern that will allow physical distancing</p> <p>lockers will continue to be used for gr 6/7. Lockers will have colour-coded stars, so that there is a pattern of spacing occurring; no locks on lockers – they are used as cubby storage for the older grades</p> <p>masks are recommended for students aged 10+</p> <p>outside – when the bell rings, students will line up in their designated areas, so that a staggered entrance can occur</p> <p>upon entry and after students are ready to enter the classrooms, they must wash/sanitize their hands before sitting down</p> <p>recess breaks will also be staggered</p> <p>Group 1 10 - 10:15, lunch recess 11:35 - 12pm (Grades K, 1, 4, 5)</p> <p>Group 2 10:15 - 10:30, lunch recess 12 - 12:25pm (Grades 2, 3, 6, 7)</p> <p>when one group is on lunch recess, the other group is eating lunch</p> <p>any time a group comes in from the outside, they must wash their hands.</p> <p>groups will play in designated areas on the playground</p>
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	<ul style="list-style-type: none"> • Whenever possible, schools should stagger recess and breaks to reduce mixing between groups. • Students and staff members should practice hand hygiene before and after any recess or break period. <ul style="list-style-type: none"> ○ Students should wash their hands after using playground equipment 	<p>school assemblies will be done in smaller groups, in the gym, or over the PA system or through the use of video applications</p>
<p>Teaching materials, toys and manipulatives</p>	<ul style="list-style-type: none"> • If developmentally appropriate, remove toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that decrease the likelihood of physical contact. • Avoid sharing toys/objects between students as much as possible or if they do share, clean and disinfect after each use. • Objects and materials brought from home by students should be cleaned with soap and water or disinfectant before use in the classroom. • There is no evidence that textbooks, paper and other paper-based products transmit the COVID-19 virus. Books and paper-based educational resources can be distributed or shared with students. 	<p>in the primary grades, especially in K and gr 1, small groups of students will be assigned their own manipulatives</p> <p>students need to be taught how to sanitize manipulatives after use so the they are ready for the next group</p> <p>teachers also need to make certain they are able to spray down or sanitize popular objects on a regular basis</p> <p>students should not bring material or toys to share from home, unless they are used in self-regulation</p> <p>Rotate toys/manipulatives each day and store used toys for 2-5 days before taking them out again</p>

3. School cleaning and disinfecting procedures

Please note that we began a process for tracking and coordinating cleaning practices in the spring. Custodians are using checklists and log sheets to ensure all spaces are cleaned. Custodians will:

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- use log sheets for disinfecting areas during the school day including bathrooms, common areas, and high touch surfaces such as water fountains and handrails
- use log sheets to document that the overnight cleaning and disinfecting is completed

COVID 19 METHOD OF CLEANING GENERAL GUIDELINES

- Color coding of buckets for different areas to avoid cross contamination
- Color coding of cloth/rags used for classrooms and washrooms to avoid cross contamination
- EP 50 Dilution Ratio: Cleaning 1:38, Disinfecting 1:12
- CAVICIDE: Disinfecting; use as is, no mixing ratio
- Air dry when applying aerosol, wipes, and sprayer to surface for effective results.

Day – Custodian (10-2pm):

- Sweeping floor with damp mop/bucket. Use multi surface solution cleaner for rinsing the mop head (no dry mopping/ or sweeping, as this can distribute virus droplets into the air), when feasible to do so, floor scrubber shall be used to clean floors with recommended cleaning solution.
- Cleaning high traffic areas with multi-surface cleaner or EP50: wipe down surfaces that has an obvious dirt/impurities with a damp rug and cleaning solution.
- Spraying of disinfectant in all high traffic contact areas, students contact areas, occupant contact areas after first break. Disinfectant must air dry for most effective results.
- Spraying of disinfectant at toilet rims, toilet seats, faucets, flush levers, and at wall mounted sanitary napkin disposal bin after lunch. Surfaces must be cleaned if there are any form of impurities in all types of surfaces prior to disinfecting.
- Washing washroom floors and change room floors with disinfectant after lunch

Day – Teachers/School Staff:

- Hand held sprayer and Aerosol:
 - Wipe down surfaces with damp rag or damp paper towel to remove soil/obvious impurities prior to spraying disinfectant.
 - Spray disinfectant to surfaces
 - Allow to air dry for most effective results.
- Wipes:
 - Directly wipe surface area and air dry for most effective results.

Night – Custodian (3:30-12am):

- Shift shall start at 3:30 PM to minimize contact from school occupants and to observe social distancing
- Wiping down or removing dirt, soils, and other impurities on all desk and tables, all students contact areas; toys, books, etc., and occupant contact areas with damp cloth/rags using EP50 or degreaser or multi surface cleaner (following proper dilution for cleaning) to be completed prior to spraying with EP50 or Cavicide (following proper dilution for disinfecting) or any product recommended by Health Canada. Product will be dependent on supply availability.
- Vacuuming floor
- Washing classroom floors with multi-surface cleaner or disinfectant.
- Washing washroom floors/change room floors with disinfectant solution in a mop bucket. Weekly pressure washing with disinfectant in all surface area of the washrooms and change rooms including walls.
- Washing gym floors with floor scrubber with multi surface cleaner solution

NEED Procedure of how this will be tracked/monitored by custodians to ensure work is done

4. Hand hygiene, respiratory etiquette and Covid-19 instruction

Please refer to the following websites for information on accessing posters and signs:

[COVID-19 posters for offices and workplaces](#)

[YG Printing Services for COVID-19 signage](#)

For information on acquiring floor decals and arrows contact Anne Daub at Anne.Daub@gov.yk.ca or by phone at 667-5931. Student focused Elementary and Secondary posters for handwashing a safe practice will be sent to schools.

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> • Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the 	teachers will be responsible for instructing the students

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<p>spread of illness and least likely to cause harm if accidentally ingested. Antibacterial soap is not needed for COVID-19.</p> <ul style="list-style-type: none">● Soap and water must be used when hands are visibly dirty.● Alcohol based hand rub can be used if hands are visibly clean.<ul style="list-style-type: none">○ Technical grade ethanol should not be used as it is not approved by Health Canada for use with children or pregnant women.● Portable, refillable bottles can be used, however only identical contents may be refilled into the bottles/containers.<ul style="list-style-type: none">○ Perform diligent hand hygiene and clean/disinfect bottles before refiling.● Alcohol based hand rub should be made available at school entrances and exits, entry points to classrooms and other high traffic areas.● Alcohol based hand rub should be safely stored out of the reach of young students.● Students and young children in particular should be supervised when using alcohol based hand rub to prevent misuse.● Staff and students should be provided with age-appropriate education in proper hand hygiene and respiratory etiquette. Posters or signage should be placed around the school. Examples include:<ul style="list-style-type: none">○ https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html○ https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf	
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<ul style="list-style-type: none"> ● Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. Additional hand hygiene practices should be performed at the following times indicated in Appendix 2. ● Students and staff should cough and sneeze into their elbow, sleeve or a tissue. <ul style="list-style-type: none"> ○ Used tissues should be throw away and hand hygiene performed immediately. ○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible. ● Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette. <ul style="list-style-type: none"> ○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer). 	
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Hand washing stations	Location
Staff	Staff room, in classrooms, in staff washrooms, in kitchens, health room
Students	In classrooms, classroom washrooms and hallway washrooms, kitchen, health room
Hand sanitizer stations	Location

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Staff	Entranceways, office (including main office, principal’s office, sensory room, classrooms, health room, library
Students	Entranceways, office (including main office, principal’s office, spare office space) sensory room, classrooms, health room, library
Public	Entranceways, office (including main office, principal’s office, spare office space), library, sanitizing wipes used for the public phone before and after use

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<p>Meals and food handling</p> <ul style="list-style-type: none"> ● Students and staff should observe proper hand hygiene before and after eating. ● Physical distancing should be maintained while students are eating. ● Where possible students should take their lunch in their classroom. ● Schools should have a “no food and drink sharing” policy. <ul style="list-style-type: none"> ○ Food from home should be stored with the students’ belongings and must not be shared with others. 	<p>limited nutrition program (Food For Learning), only if students accidentally came without lunch or breakfast)</p> <p>otherwise students bring their own lunches and eat in their classrooms, at their own desks</p> <p>no food or drinks are shared</p> <p>students bring their own water bottles</p> <p>all garbage is “packed out” in the child’s lunch kit</p> <p>students wash hands and wipe desks, before and after eating</p> <p>staff helping with Food For Learning distribute food with napkins, staff having washed their hands</p>

<p>School cafeterias</p> <ul style="list-style-type: none">• Students should keep a distance of two metres between each other as much as possible. Promote physical distancing by:<ul style="list-style-type: none">○ Reducing the number of students dining together at one time.○ Removing/rearranging dining tables.○ Placing tape or other markings on the cafeteria floors.○ Staggering meal service times to reduce the number of students present at any one time.○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room.• All staff who are handling food must practise diligent hand hygiene and a food safety certificate is recommended.• Do not use buffets. Food should be served in individual portions or food items individually wrapped using single-use food grade packaging.• Cutlery, napkins and other items should be provided to students, rather than allowing them to pick up their own items. <p>Water fountains</p> <ul style="list-style-type: none">• Consider having students fill water bottles rather than having them drink	
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<p>directly from the mouthpiece of a water fountain.</p> <ul style="list-style-type: none"> ○ Non-touch or automatic water filling stations are ideal. 	
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5. Personal Protective Equipment

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
	Location of Sick-Kit	<p>located in a room, just off the mail office</p> <p>sick kit is available in our health room</p> <p>this room includes a hand-washing station, sanitary wipes, disposable gloves, disposable masks</p> <p>first aid station contains a variety of band aids, a locked cabinet for prescription meds, alcohol wipes, temperature thermometer</p>
	Location of sick area	<p>located in a room just off the main office</p>

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<p>Personal protective equipment (PPE) is not recommended in school settings, beyond what is normally used by staff as a regular precaution for hazards encountered in the workplace.</p> <p>Teachers and other staff may choose to wear a non-medical mask; however, this is a personal choice.</p> <ul style="list-style-type: none"> • Wearing a non-medical mask is not an appropriate substitute for physical distancing or other control measures in a school setting. • If worn, masks should be changed when visibly soiled, damp or damaged. • If masks are worn or disposed of incorrectly, risk of infection can increase. • For additional information refer to Wearing a non-medical mask in Yukon. <p>Masks are recommended for use by children, ages 10 and older, where a 2m distance cannot be maintained</p> <ul style="list-style-type: none"> • In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. <p>Specific situations may require the use of PPE:</p>	<p>Which staff will require PPE due to job duties?</p>	<p>staff who are dealing with students one-on-one, like counsellor, LAT, EAs, Reading Recovery, should wear masks when in close proximity with students</p> <p>gloves and masks should be worn by adults who are dealing with K students who have “accidents”</p>
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<ul style="list-style-type: none">• A PPE kit should be available in case a student or staff becomes ill while at school (see appendix 1 for more information)<ul style="list-style-type: none">○ The kit should contain alcohol-based hand rub, disposable gloves and masks, for use by the ill○ Individual and staff member attending to them.• Custodial and teaching staff should follow routine processes when cleaning blood or body fluids.<ul style="list-style-type: none">○ High level disinfection is required e.g., 1:9 dilution or 5000ppm○ Staff must wear disposable gloves and wash hands before wearing and after removing gloves.• Staff members whose regular job duties mean physical distancing is not possible.<ul style="list-style-type: none">○ For example, when assisting students with activities of daily living.		
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6. Programming and Activity Guidelines

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Program Area	Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
Arts, Music, Drama Considerations	<ul style="list-style-type: none"> • <i>Singing and playing woodwind and brass instruments must not occur at this time, as these activities increase the risk of spreading the virus due to aerosolized respiratory fluids.</i> 	<p>Choral classes will not be held</p> <p>Any instruments used will need to be cleaned after every use (ukulele, etc)</p>
Physical Education	<ul style="list-style-type: none"> • <i>The risk of COVID-19 transmission is lower in outdoor settings than it is indoors. Wherever possible physical education classes should be held outside.</i> • <i>Physical education classes should follow the contact sports and sport and recreation guidelines.</i> 	<p>Classes are to be held outside</p> <p>no contact sports</p> <p>hand washing after the activities</p>
Cooking Classes	<ul style="list-style-type: none"> • All students and staff should sanitize their hands prior to cooking and meal preparation. • Kitchen workspaces should be reconfigured to ensure 2 metres physical distancing can be maintained. • Where possible, staff members should eliminate the sharing of cooking equipment and instruments. • Classroom surfaces, workstations, equipment, utensils and containers must be cleaned and disinfected between each class/use. See <i>Cleaning and disinfection</i> section for more information. 	<p>if cooking takes place in a one-on-one setting, masks shall be worn by both student and instructor, and hand washing throughout is essential</p>
Outdoor Education	<ul style="list-style-type: none"> • The risk of COVID-19 transmission is lower in outdoor settings than it is indoors; as a result, outdoor education and on the land programming is encouraged. 	<p>outdoor classes and activities are encouraged, with physical distancing maintained</p>

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	<ul style="list-style-type: none"> • When physical distancing is not possible (e.g. sitting on a bus), students should be assigned a partner or seat that does not change for the duration of the trip. • Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip. • Field trips within Yukon and Canada are permitted if public health guidelines are followed. Guidance is based on the current epidemiology of COVID-19 and will be re-evaluated at the beginning of the school year. <ul style="list-style-type: none"> ○ Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member. ○ Hotel stays are permitted, with no more than two students per room. • International field trips are not currently permitted. 	<p>hand hygiene is essential when coming back in</p> <p>bussing will follow described protocols set by the bussing company</p>
<p>Libraries</p>	<ul style="list-style-type: none"> • There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. There is no need to limit the distribution or sharing of books or paper based educational resources to students. • Sign in logs should be maintained for members of the public accessing community libraries housed in schools. <ul style="list-style-type: none"> ○ Members of the public should be self-screening prior to entering a library housed in a school. Signs may be in place 	<p>visitors must come into the office, after visiting the sanitation station in the front door of the school</p> <p>logs are already maintained by consultants and other visitors will also register at the front office</p> <p>the library is not used by the general public</p>

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	at the library entrance to remind the public to not enter if they are sick.	
Computer labs and Instructional Tech	<ul style="list-style-type: none"> • Computer workstations should be reconfigured to ensure 2 metres physical distancing between each workstation. • Students should conduct proper hand hygiene before and after using shared IT equipment. • Where possible, IT equipment should be cleaned between each use using disinfectant wipes containing 70% alcohol. <ul style="list-style-type: none"> ○ To facilitate cleaning, consider using covers that protect keyboards and other high touch areas on electronic devices. • Refer to the Yukon guidelines on cleaning and disinfecting in the work place. 	<p>there is no computer lab at HFES</p> <p>students will wash hands before and after use of a computer or iPad</p> <p>computer carts and iPads will be used by students but all users must be trained in properly maintaining the computers (wipe down keyboards and cases)</p> <p>use of sanitizing wipes to keep completers clean</p>
Extra-curricular programming	<i>Guidelines are being finalized and will be sent shortly...</i>	

7. Itinerant staff, guest and public access

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Applicable Information from “Health and safety guidelines for K-12 school settings”	Relevant issue or group	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> • Educational specialists and consultants are permitted to enter the school if public health guidance is followed and movement within the building is limited as much as possible. • All visitors, including educational specialists and consultants, must report to the front office upon entering the school. <ul style="list-style-type: none"> ○ Anyone who is ill or experiencing symptoms will not be permitted further entry. ○ A record of all visitors should be kept for a minimum of thirty days. • All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building. • Visitors should use designated entrance and exit doors and limit 	Sign in procedure	All visitors sign in at the office
	Space for itinerant staff	if space is needed, we have one office can be used for very small meetings (1-1)
	Visitor entrance/exit	We encourage limiting parent access to school except for programs that require parents/caregivers to be present. Indicate parent/caregiver waiting areas Procedure for those parents/ caregivers permitted to be present in classes (like Learning Together/Kindergarten
	Parents	Procedures for parents to support early learning programs like Learning Together and Kindergarten (most direct access/access to these classrooms only). Directions/signs for all other parents – minimize access to classrooms/designated waiting area
	Drop-off/pick-up schedules	much of our drop off and pick up is dictated by the bussing schedule – students are directed towards the grade-specific play areas once they are off their bus

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<p>their movement within the school as much as possible</p> <ul style="list-style-type: none"> • Stagger the timings of pick-up and drop-off if possible. <ul style="list-style-type: none"> ○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers. <p>Parents must wait for students in a designated area.</p>		dependent on grade level, students are assigned to enter and leave through one of four doorways. Any pickups and drop offs during the day require students to enter through the front door and check in at the office.
	Elders, ESWs, CELCs, Education Advocates (new) and special presenters	Same as for other visitors

8. After school use and Joint Use Agreement users

Applicable Information from "Health and safety guidelines for K-12 school settings"	Item	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> • Public access for after school use should be permitted provided user groups follow the general guidelines contained in this document. These requirements should be communicated through an 	JUA and community use August –mid September	NA
	User group washrooms	

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<p>updated user group agreement.</p> <ul style="list-style-type: none"> • As much as possible user group access and movement throughout the school should be restricted. For example, adapting entrance and exit protocols, locking hallway doors, providing floor markings as appropriate. • Cleaning and disinfection should take place between each user group. <ul style="list-style-type: none"> ○ To reduce the custodial burden consider having user groups use school’s facilities less frequently for a longer period of time. • User groups must have access to designated washrooms within the school. • Groups renting school spaces are responsible for maintaining sign in logs should the need for contact tracing arise. 	<p>User group restrictions</p>	
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9. When someone becomes sick at school

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
See Appendix 1	Staff and student instruction on what to do if one becomes sick at school	staff training will take place on August 18 students will be taught what to do someone becomes sick at school (first day of school)
	Staff training	Staff will receive training on August 18.

10. Monitoring absenteeism

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report absenteeism that is higher than	Monitoring and reporting absenteeism	admin assistant will monitor student absences for a prolonged student absence, the Principal will check in with the family if necessary, the Principal will contact Communicable Diseases for direction if necessary if there is a larger percentage of students away, Communicable Diseases will be notified

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<p>expected (i.e. >5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and "Yukon School Surveillance Reporting Tool" should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.</p> <p>Schools should monitor student absenteeism for extended absences as this may indicate that a student has COVID-19. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any COVID-19 symptoms before returning to class.</p>		
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11. Communication

Two communication documents will be provided for you on Wednesday, August 5th to help you with communicating your school-specific plans to parents and our partners. These must be sent out by August 12 to parents, School Council, First Nation, and partners.

1. Cover letter for parents
2. School routines, schedules and programs for 2020-21.

12. Appendices

Appendix 1

What to do if a student or staff gets sick?

These protocols should be shared with school administrators, staff members, parents, guardians and students to provide clear expectations for what happens when a staff member or students gets sick.

Staying home when sick

Parents and caregivers should assess their children for symptoms before sending them to school. All students and staff should stay home if they:

- have any symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease, OR
- travelled outside of British Columbia, Northwest Territories or Nunavut in the last 14 days, OR
- had close contact with someone diagnosed with COVID-19 and have been directed to self-isolate by Yukon Communicable Disease Control.

Parents and caregivers should keep their children at home if they are displaying symptoms. To help assess symptoms, parents can use the [COVID-19 self-assessment tool](#) or contact a health care provider for additional guidance.

Students can return to school when they are symptom free or if a health care provider has cleared them to return to school.

Staff should assess themselves daily for symptoms. Staff should stay home if they are experiencing symptoms until a health care provider has cleared them to return to school.

What should students and staff members do if they are diagnosed with COVID-19?

Students and staff members that have been diagnosed with COVID-19 should self isolate at home and follow the instructions of public health officials. After self-isolation is completed and on the advice of public health officials, students and staff members can return to school.

What should you do when student or staff member shows symptoms of COVID-19 at school?

Responding quickly and calmly if a staff member or student develops symptoms of COVID-19 at school has the potential to reduce the transmission of the virus to other staff and students.

If a student develops symptoms of Covid-19

Staff must take the following steps:

1. Immediately separate the symptomatic student from others in a designated, supervised area.
2. Contact the student's parent or caregiver to pick them up as soon as possible.

3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available, or use a tissue to cover their nose and mouth.
4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used masks and tissues as soon as possible and perform hand hygiene.
5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, thoroughly wash your hands with soap and water or disinfect with alcohol based hand rub.
6. Once the student is picked up, wash your hands with soap and water or disinfect with alcohol based hand rub.
7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them.
8. All items the student touched/used while isolated must be cleaned and disinfected as soon as the student has been picked up.

If a staff member develops symptoms of Covid-19

Staff should go home as soon as possible. If unable to leave immediately:

1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they leave the school or wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them.
5. If concerned, staff should be encouraged to use the [COVID-19 self-assessment tool](#) or contact a family physician or nurse practitioner.

School administration is responsible for supplying the masks and cleaning materials necessary for safely responding to symptomatic students and staff members.

What should students and staff members do if they are diagnosed with COVID-19?

Should a COVID-19 positive person be identified significant efforts will be undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in a school or workplace.

Schools **should not** notify students, parents, caregivers and staff if someone is diagnosed with COVID-19. Information about any potential or confirmed cases should be treated as confidential. All necessary notifications will be done by Yukon Communicable Disease Control in conjunction with the Department of Education.

Appendix 2

When to wash hands

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none">• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)• Whenever hands are visibly dirty• After using the washroom• Before eating and drinking• After sneezing or coughing into hands• After playing outside	<ul style="list-style-type: none">• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)• Whenever hands are visibly dirty• After using the washroom• Before eating and drinking• After sneezing or coughing into hands• Before handling food or assisting students with eating• After contact with body fluids (i.e., runny noses, spit, vomit, blood)• After cleaning tasks• After removing gloves• After handling garbage