




## 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 7<sup>th</sup>. A draft of the completed template should be shared with school councils and the local Yukon First Nation by August 5<sup>rd</sup> 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 12<sup>th</sup>. 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

School name:	FH Collins Secondary School
Address (physical location):	1001 Lewes Blvd, Whitehorse, YT
Contact name:	Jay Thomas, principal
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Signature:	
Date:	August 6 <sup>th</sup> , 2020

### 1. Supporting Social-Emotional Wellness and Trauma Informed Learning

Supporting Social-Emotional Wellness and Trauma Informed Learning	<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>
For staff	<ul style="list-style-type: none"><li>• Every staff member will be assigned an admin mentor/ contact person. This admin contact person will establish a schedule for formal check-ins with their designated staff.</li><li>• We will have regular staff meetings either via Zoom or in the school gym</li><li>• Grade 8 and 9 teachers have an early dismissal built into their schedule to connect with colleagues who teach the same grade.</li><li>• At the senior high level, subject-based Department meetings will also take place on a regular basis.</li><li>• Provide staff with a list of community resources if they require counselling or support.</li><li>• Ensure, "Employee and Family Assistance Program" poster and information is readily accessible for staff.</li></ul>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>• Staff will be required to conduct research on trauma-informed practices.</li> <li>• We will work with our designated consultants to assist in the learning and implementation of Trauma Informed Practices in the school.</li> <li>• Department Heads will also serve as supports for teachers in their respective Departments.</li> <li>• In the beginning, admin will provide daily updates and seek out what information and resources staff need.</li> <li>• The principal will visit the Wood St facility regularly to check in with the grade 8 team.</li> <li>• Provide in-servicing on blended learning.</li> <li>• Ongoing training in areas of need for the staff/student/ classroom needs.</li> <li>• Ongoing discussion with the staff to ensure they all feel safe and understand the procedures that are in place. As a team we will work together to ensure we all can correctly practice them with the health and safety of all in mind. As we move forward, we will adjust add and adapt our procedures to ensure that they become more efficient and natural throughout the year.</li> <li>• Ensure that the staff are heard and their concerns are addressed quickly and efficiently.</li> <li>• Monitor, model and review procedures. When staff have difficulty following the set procedures. daily/weekly/ as needed meeting to see how they are doing? What’s working/ What’s not and do they need more support/training/resources, etc</li> </ul>
For students	<ul style="list-style-type: none"> <li>• Continuing using resources already established in the school- LA blocks, study hall, counselling support on site, partnering with ESW’s at the school, Community Transitions Program, Transitions, Fundamentals and FLEX.</li> <li>• Students who are staying at the Gadzoosda residence will be permitted to stay in the building for the full day.</li> <li>• We will continue to offer as many options as possible, including Sports School.</li> <li>• Incorporate trauma-informed practices in all aspects of our school.</li> <li>• Supervision schedule will be established, with staff at the doors of entry.</li> <li>• Support their family and learning situation as much as possible through compassion, understanding, flexibility, and caring.</li> <li>• Continuing education and reminders on the Safe 6.</li> <li>• If required, we would have a health professional come in and answer specific questions regarding how we can safely support our students’ emotional needs..</li> </ul>

**2. Physical distancing**

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	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>Main FH Building/ Tech Wing</p> <ul style="list-style-type: none"> <li>• Maximum 12 staff in staffroom at a time</li> <li>• Maximum 6 staff in conference room at a time</li> <li>• Maximum 2 staff in downstairs photocopy room at a time (one photocopier will be moved into staffroom to reduce photocopy room congestion and traffic).</li> </ul>

COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>• <i>Maximum 2 staff in upstairs photocopy room (upstairs photocopy room will be relocated to Room 212).</i></li> <li>• <i>Whole staff meetings will be held either in the gymnasium or via Zoom. Staff at Wood St campus will attend via Zoom.</i></li> <li>• <i>Small group meetings such as subject-based meetings will still occur in person, but will be physically distanced in size-appropriate locations</i></li> <li>• <i>Chairs at all meetings will be spaced two metres apart facing the same direction.</i></li> <li>• <i>All meetings will have all social distancing measures in place.</i></li> <li>• <i>Microphones will <u>not</u> be used in face-to-face staff meetings in the gym.</i></li> <li>• <i>Staff will be encouraged to either eat their lunches in their classrooms or leave the building at lunch</i></li> <li>• <i>Staff will be required to stay home when they display symptoms of illness.</i></li> </ul> <p><i>Wood St Campus</i></p> <ul style="list-style-type: none"> <li>• <i>Maximum 6 staff in work room at a time.</i></li> <li>• <i>Staff who are assigned to the Wood St facility work exclusively at that site (no moving back and forth between the two buildings).</i></li> <li>• <i>Staff will be required to stay home when they display symptoms of illness.</i></li> </ul> <p><i>Multineeds Program (in Main Building)</i></p> <ul style="list-style-type: none"> <li>• <i>The Multineeds Room staff will exist as a bubble within the school and will have limited crossover with other staff members due to the compromised immune systems of the students in the program.</i></li> </ul>
<p>Between staff and students</p>	<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</p>	<p><i>All Buildings</i></p> <ul style="list-style-type: none"> <li>• <i>Physical distancing will be required in all classrooms.</i></li> <li>• <i>Teachers will mark the boundaries around their desk with tape on the floor</i></li> <li>• <i>All teachers must utilize either Google Classrooms or MS Teams and will be encouraged to provide support electronically where and when possible.</i></li> </ul>

COVID-19 Detailed School Operational Plan

	<p>contact and emphasizing other measures such as hand hygiene, enhanced cleaning and disinfection and staying home when sick.</p>	<ul style="list-style-type: none"> <li>• <i>Where providing support through technology is not possible, paperwork will be put on a table that is physically distanced from both staff and students, and then help will be provided with physical distancing.</i></li> <li>• <i>Hallways will have arrows indicating directional traffic (see attached map for traffic flow).</i></li> <li>• <i>Grade 8 and 9 staff have been isolated to work only with these students.</i></li> <li>• <i>If students and staff must come in close contact, staff and students will be required to wash/ sanitize hands both before and after meetings.</i></li> <li>• <i>Counselling services will still be provided to all students.</i></li> </ul> <p><i>Wood St Campus</i></p> <ul style="list-style-type: none"> <li>• <i>The grade 8 students and staff will be working out of the Wood St facility to ensure physical distancing amongst our students both in the classroom and in the common areas. Staff who work in this building do not move back and forth between the two buildings.</i></li> <li>• <i>A rotation of counselling support will be provided at the Wood St facility so that one counsellor/ LAT will be always on site.</i></li> </ul> <p><i>Multineeds Room (in Main Building)</i></p> <ul style="list-style-type: none"> <li>• <i>When training one support staff with one student, one staff shadowing. Each time an adult need to work with another student, the staff will wash their hands.</i></li> <li>• <i>Work stations are 6 feet apart and creating a kitchen and bathroom schedule to ensure student/support staff will be able to keep 6 ft from other mini pods in the classroom.</i></li> <li>• <i>When going into the hallway, ensuring it's not during break where the halls will be busy, and having another staff member check them to ensure that they are empty</i></li> </ul>
<p>Between students</p>	<ul style="list-style-type: none"> <li>• Students from the same household do not need to maintain physical distance from each other.</li> </ul>	<p><i>All Buildings</i></p>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>● Organize classrooms into smaller groups and/or spread students out to minimize direct physical contact.             <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>● Groups of students should stay together throughout the day and not mix with other groups.             <ul style="list-style-type: none"> <li>○ Staff should remain with the same group whenever possible and limit the number of student groups they interact with throughout the day.</li> </ul> </li> <li>● Manage flow of people in common areas especially smaller areas such as hallways.</li> <li>● Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing.</li> <li>● Close greetings such as hugs and handshakes should be avoided. Instead, encourage non-physical gestures such as “air fives”, waves or nods.</li> <li>● Students should be regularly reminded to keep their hands to themselves.</li> <li>● 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”.</li> <li>● Incorporate more individual activities or activities that encourage more space between students and staff.</li> <li>● Adapt group activities to minimize physical contact and reduce shared items, when feasible and reasonable.</li> </ul>	<ul style="list-style-type: none"> <li>● <i>Students in grades 8 and 9 have been put in pods to limit movement in the building.</i></li> <li>● <i>All teachers will be required to have seating plans with assigned seating to specific students.</i></li> <li>● <i>All desks are physically distanced in all classrooms.</i></li> <li>● <i>To reduce hallway congestion and opportunities for gatherings, lockers will not be used</i></li> <li>● <i>Hallways will have directions arrows and will follow “street traffic rules”- stay on the righthand side of the hallway.</i></li> <li>● <i>All classrooms have individual desks or tables with one chair; room 115 has large tables with two chairs at them (physically distanced).</i></li> <li>● <i>Students will be required to disinfect/ wash their hands when they come back into the building every time that they leave the building.</i></li> <li>● <i>Staff will be assigned duty areas to ensure physical distancing occurs. Staff will also be stationed at doors (with masks, if preferred), to ensure students sanitize their hands as they enter the building through their respective doors.</i></li> <li>● <i>Students will be shown proper ways to greet each other.</i></li> </ul> <p><i>Main Building/ Tech Wing</i></p> <ul style="list-style-type: none"> <li>● <i>At the main building: each door will be designated to be an entrance and exit for a separate grade.</i></li> <li>● <i>At the main FH building, grade 9 classes have been assigned the largest classrooms in the building, and in some cases, the retractable wall in between classrooms has been opened: 111/112, 115, 116/117, 119/120, 225, and 204 have been designated as grade 9 classrooms.</i></li> <li>● <i>All sofas, tables, and chairs have been removed from the hallways to reduce opportunities for congestion and gatherings.</i></li> <li>● <i>All furniture in the atrium has been removed.</i></li> <li>● <i>Tables above the atrium will remain in place for grade 12’s only, but will be physically distanced and have only one chair per table.</i></li> <li>● <i>Grade 8’s and 9’s will operate on a separate bell schedule.</i></li> <li>● <i>Grade 8’s and 9’s will have a separate lunch break from the grades 10-12’s.</i></li> </ul>
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	<ul style="list-style-type: none"> <li>● Close physical contact may be necessary (e.g. to comfort an upset student).             <ul style="list-style-type: none"> <li>○ Hand washing and personal practices will help mitigate the risk associated with physical contact.</li> </ul> </li> </ul> <p><b>Recess/playgrounds</b></p> <ul style="list-style-type: none"> <li>● The risk of COVID-19 transmission is lower in outdoor settings than it is indoors, as a result outdoor recess and breaks are encouraged.</li> <li>● Whenever possible, schools should stagger recess and breaks to reduce mixing between groups.</li> <li>● Students and staff members should practice hand hygiene before and after any recess or break period.             <ul style="list-style-type: none"> <li>○ Students should wash their hands after using playground equipment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <i>Breaks: students in grades 10-12 only have a 5- minute transition time in between classes; grade 8's and 9's will have a transition time plus an additional five minute "stretch" break, where the teacher may choose to take students outside for an outdoor break.</i></li> <li>● <i>Library will be used as a study hall for students who require extra support, tutoring, or have transportation issues. This will be supervised by an EA who is assigned full-time to it, as well as a rotation of teachers. Masks will be provided to staff if they wish to use them. In this study hall, the glass wall between the library and learning centre will be opened up, library bookshelves will be re-arranged, to create an open space where approximately 40 single desks and chairs will be put in (physically distanced).</i></li> </ul> <p><i>Wood St Campus</i></p> <ul style="list-style-type: none"> <li>● <i>Grade 8 students will be working out of the Wood St facility.</i></li> <li>● <i>At this facility, the grade 8 English stream will be located upstairs, and the grade 8 French Immersion will be located downstairs.</i></li> <li>● <i>Students will all enter and exit the main entrance, but a 2 minute intervals to reduce congestion.</i></li> </ul> <p><i>Multineeds Room (in Main Building)</i></p> <ul style="list-style-type: none"> <li>● <i>Support staff will talk and teach with each student about keeping their physical distance. We will also have social stories and mini videos talking about how to interact in the classroom. If a student gets too close to another student, the support staff will redirect and remind them of the procedures of keeping out distance.</i></li> <li>● <i>Students in the room typically keep their distance from each other. Students will be arriving/departing at staggered times to ensure that they can maintain physical distance in all areas of the room.</i></li> <li>● <i>Each student is working on IEP's and they typically are working on different goals than their peers. This naturally make's for minimized physical contact.</i></li> </ul>
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COVID-19 Detailed School Operational Plan

<p>Teaching materials, toys and manipulatives</p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Avoid sharing toys/objects between students as much as possible or if they do share, clean and disinfect after each use.</li> <li>● Objects and materials brought from home by students should be cleaned with soap and water or disinfectant before use in the classroom.</li> <li>● 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.</li> </ul>	<p><i>All Buildings</i></p> <ul style="list-style-type: none"> <li>● <i>Manipulatives will not be used in math classes</i></li> <li>● <i>Science labs will still be available for students to conduct labs, with physical distancing in place.</i></li> <li>● <i>Teachers will also be encouraged to do online and virtual labs.</i></li> <li>● <i>Students have been asked to supply an increased amount of pens, pencils, erasers, etc to reduce sharing of these materials.</i></li> <li>● <i>Student materials will need to be disinfected prior to their use in the school.</i></li> <li>● <i>If students must borrow and pen, pencil, or eraser, there will be an “unused” jar set up; after a student uses the pen, they will place it in a “used” jar. Pens, pencils, and erasers will then be disinfected for use the next day.</i></li> <li>● <i>Textbooks and library books will be available for regular use.</i></li> <li>● <i>Computers and technology will be disinfected prior to students use, and then after a student uses it.</i></li> <li>● <i>Computers and technology will be “bubbled” between small groups, where possible.</i></li> <li>● <i>The computers in the study hall will be disinfected before and after a student uses it.</i></li> </ul> <p><i>Multineeds Room (in Main Building)</i></p> <ul style="list-style-type: none"> <li>● <i>AAC- Student will have access to their own AAC. When a student uses pictures and sentence strip. She typically talks directly to her support staff. If she wants to talk to another person in the room.</i></li> <li>● <i>Option one is sanitizes your hands before you receive the sentence strip, take the sentence strip have the student point to it, return the sentence strip to the student and then hand sanitize your hand again. Option 2 is taking the sentence strip, read it, and ask if you can put away her words. When she says yes, then sanitizes the entire sentence strip and your hands and put them away.</i></li> <li>● <i>AAC- PECS, iPad, Eye Gazers will be sanitized each day and throughout the day as needed. Supporting staff will be in charge of sanitize each min work pod.</i></li> <li>● <i>Student’s AAC that goes between home and school will be placed in a bin and sanitized when they arrive and just before</i></li> </ul>
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		<p><i>they go home. Students will still have access to their words, (Large talking book or phone with Proloquo4Text on it).</i></p> <ul style="list-style-type: none"> <li>• <i>Art supplies- Student will have access to items the support staff manages. There will be no sharing amongst the student with supplies. All supplies will be sanitised after each art session.</i></li> <li>• <i>Home/school communication will be transitioned from paper binders to text/phone call/ or personal 365 form when possible.</i></li> <li>• <i>Student's jackets, boots, mittens, hats and backpacks will be stored on hooks in the classroom.</i></li> </ul>
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**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:

- 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

<p><b>COVID 19 METHOD OF CLEANING GENERAL GUIDELINES</b></p> <ul style="list-style-type: none"> <li>• Color coding of buckets for different areas to avoid cross contamination</li> <li>• Color coding of cloth/rags used for classrooms and washrooms to avoid cross contamination</li> <li>• EP 50 Dilution Ration: Cleaning 1:38, Disinfecting 1:12</li> <li>• CAVICIDE: Disinfecting; use as is, no mixing ratio</li> <li>• Air dry when applying aerosol, wipes, and sprayer to surface for effective results.</li> </ul> <p><b>Day – Custodian:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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## COVID-19 Detailed School Operational Plan

- 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:

- 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

## 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](mailto: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.

COVID-19 Detailed School Operational Plan

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"> <li>● Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness and least likely to cause harm if accidentally ingested. Antibacterial soap is not needed for COVID-19.</li> <li>● Soap and water must be used when hands are visibly dirty.</li> <li>● Alcohol based hand rub can be used if hands are visibly clean.               <ul style="list-style-type: none"> <li>○ Technical grade ethanol should not be used as it is not approved by Health Canada for use with children or pregnant women.</li> </ul> </li> <li>● Portable, refillable bottles can be used, however only identical contents may be refilled into the bottles/containers.               <ul style="list-style-type: none"> <li>○ Perform diligent hand hygiene and clean/disinfect bottles before refiling.</li> </ul> </li> <li>● Alcohol based hand rub should be made available at school entrances and exits, entry points to classrooms and other high traffic areas.</li> <li>● Alcohol based hand rub should be safely stored out of the reach of young students.</li> <li>● Students and young children in particular should be supervised when using alcohol based hand rub to prevent misuse.</li> <li>● 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"> <li>○ <a href="https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html">https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html</a></li> <li>○ <a href="https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf">https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf</a></li> </ul> </li> <li>● 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.</li> </ul>	<p><i>All Buildings</i></p> <ul style="list-style-type: none"> <li>● See attached floor maps for hallway traffic flow.</li> <li>● Floors will be marked with arrows; students will follow “keep to the right” road rules in the hallways.</li> <li>● Signs will be posted every 20 feet</li> <li>● Lines will be marked on the floor outside of the cafeteria to indicate physical distancing if and when they sell food.</li> <li>● A video will be made and posted on the FH Collins website prior to school starting.</li> <li>● Sanitizing stations will be located outside of every classroom</li> <li>● Hand sanitizing stations will be established at the door of every classroom</li> <li>● Developmentally appropriate instruction on Covid-19 has been developed. This instruction must be provided to students in the first two days of school. Classroom teachers of the first period in the morning will provide the instruction first thing when students enter classroom on August 20<sup>th</sup>.</li> <li>● Students will also be shown how to properly wash hands and sanitize them. Posters will be put up next to sanitizing stations.</li> <li>● Students will be shown how to cough and sneeze into elbow</li> <li>● Students will exit classrooms closest to the door first.</li> <li>● Supplies, masks, and gloves will be ordered in abundance.</li> </ul> <p><i>Multineeds Room</i></p> <ul style="list-style-type: none"> <li>● Students and staff will have ongoing lessons about how to wash hands, decreasing face touching, what to do when you touch your face, how to sneeze into a Kleenex and keeping 6 feet apart from others, why are other people wearing masks/shields, wearing a mask in public, and how to take care of your mask.</li> <li>● Staff will be looking for effective strategies to ensure that the students understand the importance each health strategy and will be working towards the student doing them independently. When the student is unable to perform the task independently the staff will assist as needed to ensure the task is completed correctly, teaching and assisting as need for each student.</li> <li>● Since the students will have limited contact with other members of the school and community. Support staff will be diligent to ensure that when</li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>● Students and staff should cough and sneeze into their elbow, sleeve or a tissue.             <ul style="list-style-type: none"> <li>○ Used tissues should be throw away and hand hygiene performed immediately.</li> <li>○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.</li> </ul> </li> <li>● Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette.             <ul style="list-style-type: none"> <li>○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer).</li> </ul> </li> </ul>	<p><i>the students is out in public the student keeps their 6 feet and the follow the "Safe 6".</i></p> <ul style="list-style-type: none"> <li>● <i>The two sinks in the classroom will have visual signs on how to wash hands correctly. Students will have detail lessons and practice on how to efficiently wash their hands. Support staff will monitor and assist when needed to ensure they are learning the skills to effectively wash their hands. Students have been working on this for several years and have not mastered this yet.</i></li> <li>● <i>Bathroom- A staff member will spray and wipe down the sink and toilet after every use.</i></li> <li>● <i>Individual student/support staff work station- will have; an alcohol base hand sanitizer, a box of Kleenex an open- air to put their tissues directly into staff will have disposable gloves if they need to assist with any bodily fluid. Lysol wipes or disinfection spray with bottle with towels (or quick access if needed)</i></li> <li>● <i>Continue to have ongoing conversation with parents/caregivers about allergies to ensure all parties are taking the necessary precautions to keep their classmates and support staff safe.</i></li> <li>● <i>If a student develops symptoms while at school. Staff will take the student's temperature, (we already have an ear thermometer), have student stay in the designated sick area, call parents/guardian to plan for them to be picked up asap.</i></li> <li>● <i>Each student will have different color facecloths and hand towels. We also have different color towels for cleaning.</i></li> <li>● <i>When students use the physio bed we will either disinfect or we will change the removable cloth mat.</i></li> </ul>
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Hand washing stations	Location
Staff	<p><i>Main Building/ Tech Wing</i></p> <ul style="list-style-type: none"> <li>● <i>Staff washrooms inside staffroom</i></li> <li>● <i>Downstairs student washrooms located in the atrium and on the southside of the building</i></li> <li>● <i>Upstairs student washrooms located at the southside of the building</i></li> <li>● <i>Gender-neutral washrooms located on the westside of the building</i></li> <li>● <i>Any classroom that is outfitted with a sink.</i></li> </ul> <p><i>Wood St</i></p> <ul style="list-style-type: none"> <li>● <i>Designated staff washrooms</i></li> </ul>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>Any room that has running warm water</li> </ul>
Students	<p><i>Main Building/ Tech Wing</i></p> <ul style="list-style-type: none"> <li>Downstairs student washrooms located in the atrium and on the southside of the building</li> <li>Upstairs student washrooms located at the southside of the building</li> <li>Gender-neutral washrooms located on the westside of the building</li> <li>Any classroom that is outfitted with a sink.</li> </ul> <p><i>Wood St.</i></p> <ul style="list-style-type: none"> <li>All designated student washrooms</li> </ul>
<b>Hand sanitizer stations</b>	<b>Location</b>
Staff	<p><i>All Buildings</i></p> <ul style="list-style-type: none"> <li>Staff will access the same locations as students: at every entrance to the building; at every entrance to classrooms, and a bottle inside of the classrooms.</li> <li>In addition, staff can access sanitizing station in the staff room.</li> </ul>
Students	<p><i>All Buildings</i></p> <ul style="list-style-type: none"> <li>At every entrance to the building</li> <li>At the door of every classroom</li> <li>Outside the library, elevator, and every washroom</li> <li>See attached map for the exact locations in the building</li> </ul>
Public	<p><i>All Buildings</i></p> <ul style="list-style-type: none"> <li>The public can access the hand sanitizing station that is located at the main entrance of the buildings.</li> </ul>
<b>Applicable Information from “Health and safety guidelines for K-12 school settings”</b>	<b>Detailed implementation actions and/or program change</b>
<p><b>Meals and food handling</b></p> <ul style="list-style-type: none"> <li>Students and staff should observe proper hand hygiene before and after eating.</li> </ul>	<p><i>Main Building Only</i></p> <p><i>Meals and Food Handling</i></p> <ul style="list-style-type: none"> <li>Students who take cafeteria program as a course will be required to obtain food safe certification</li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>● Physical distancing should be maintained while students are eating.</li> <li>● Where possible students should take their lunch in their classroom.</li> <li>● Schools should have a “no food and drink sharing” policy.             <ul style="list-style-type: none"> <li>○ Food from home should be stored with the students’ belongings and must not be shared with others.</li> </ul> </li> </ul> <p><b>School cafeterias</b></p> <ul style="list-style-type: none"> <li>● 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"> <li>○ Reducing the number of students dining together at one time.</li> <li>○ Removing/rearranging dining tables.</li> <li>○ Placing tape or other markings on the cafeteria floors.</li> <li>○ Staggering meal service times to reduce the number of students present at any one time.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <i>Students enrolled in these courses will wear masks and gloves and will physically distance from each other in the cafeteria.</i></li> <li>● <i>The FH Collins cafeteria program will continue, primarily to serve students in grades 8, 9, and staff.</i></li> <li>● <i>Students in grades 8 and 9 will be eating their lunches in their period 2 classrooms.</i></li> <li>● <i>Food will be pre-ordered and individually prepared and packaged for students who order it.</i></li> <li>● <i>There will be some additional portions that will be available for purchase by staff and additional students. These portions will be individually packaged.</i></li> <li>● <i>There will be no potlucks in the school.</i></li> <li>● <i>Posters for no food sharing will be posted around the school.</i></li> <li>● <i>Students who bring lunches from home will keep their food in their possession.</i></li> <li>● <i>Students will have the option to eat lunch outside or leave the premises with their parents.</i></li> <li>● <i>Grade 8’s and 9’s will have a lunch break separate from the seniors’ departure time in the morning.</i></li> </ul> <p><i>School Cafeteria</i></p> <ul style="list-style-type: none"> <li>● <i>The cafeteria will not operate as a served buffet</i></li> <li>● <i>For students who purchase food, lines at the cafeteria will be marked to ensure physical distancing.</i></li> <li>● <i>Lunches will not be eaten in the Atrium or any other common area.</i></li> <li>● <i>We will continue to provide a breakfast program for students; however, the breakfasts will now consist of prepackaged foods such as yogurt cups, individual milk cartons, individual cereal boxes, etc.</i></li> <li>● <i>Disposable knives, forks, and spoons will be available and will be provided to students and staff instead of self-serve</i></li> </ul> <p><i>All Buildings</i></p> <p><i>Water Fountains</i></p> <ul style="list-style-type: none"> <li>● <i>Students and staff will be encouraged to bring refillable, non-disposable water bottles and use the filtered water bottle filler that is at every water fountain.</i></li> <li>● <i>Water fountains will be disinfected on a rotational basis multiple times a day.</i></li> </ul>
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COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room.</li> <li>● All staff who are handling food must practise diligent hand hygiene and a food safety certificate is recommended.</li> <li>● Do not use buffets. Food should be served in individual portions or food items individually wrapped using single-use food grade packaging.</li> <li>● Cutlery, napkins and other items should be provided to students, rather than allowing them to pick up their own items.</li> </ul> <p><b>Water fountains</b></p> <ul style="list-style-type: none"> <li>● Consider having students fill water bottles rather than having them drink directly from the mouthpiece of a water fountain.             <ul style="list-style-type: none"> <li>○ Non-touch or automatic water filling stations are ideal.</li> </ul> </li> </ul>	
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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
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COVID-19 Detailed School Operational Plan

<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>	<p><b>Location of Sick-Kit:</b>  <b>Main Office (Main Building)</b>  <b>Vice-Principal’s Office (Wood St Campus)</b>  <b>Department Head’s Room (Tech Wing)</b>  <b>MultiNeeds Teacher (MNR)</b></p>	<p><i>Provide details of location of sick-kit, ensure appropriate supplies are available (hand sanitizer, disposable gloves/masks) for use by the symptomatic individual and supervisor</i></p> <p><i>Sick kit, and all items such as hand sanitizer, masks, gloves, will be located in the main office.</i></p>
<ul style="list-style-type: none"> <li>Wearing a non-medical mask is not an appropriate substitute for physical distancing or other control measures in a school setting.</li> </ul>	<p><b>Location of sick area</b></p>	<p><i>Student sick area will be in Mike Toews’ office in the main building (he will not be working out of this office this year). See map for location</i></p>
<ul style="list-style-type: none"> <li>If worn, masks should be changed when visibly soiled, damp or damaged.</li> <li>If masks are worn or disposed of incorrectly, risk of infection can increase.</li> <li>For additional information refer to <a href="#">Wearing a non-medical mask in Yukon</a>.</li> </ul> <p>Masks are not recommended for use by children unless advised to do so by a health care provider.</p> <ul style="list-style-type: none"> <li>In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.</li> </ul> <p>Specific situations may require the use of PPE:</p> <ul style="list-style-type: none"> <li>A PPE kit should be available in case a student or staff becomes ill while at school (see appendix 1 for more information)</li> </ul>	<p><b>Which staff will require PPE due to job duties?</b></p>	<p><i>The following staff will be using PPE (masks and gloves):</i></p> <ul style="list-style-type: none"> <li>- Custodians</li> <li>- Staff working in the Multineeds Room. This group of staff works very closely with students who have significant physical and cognitive disabilities and require toileting, physical support, and emotional/behavioural support. These students also have compromised immune systems.</li> <li>- There will be some additional EA’s who need to use masks and gloves because the type of support that they provide to students will sometimes require getting closer than 2m.</li> <li>- Food studies teacher and students- they are preparing and serving food to students, staff, and themselves, and will use masks and gloves in the preparation and delivery of food.</li> <li>- The art and shop teachers have requested use of masks in their classrooms as sometimes the support that they provide involves them getting closer than 2m (ie- a wood teacher showing a student how to safely use an electric saw).</li> </ul> <p><i>I anticipate that this will involve purchasing supplies for approximately one hundred students and staff.</i></p>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ The kit should contain alcohol-based hand rub, disposable gloves and masks, for use by the ill</li> <li>○ Individual and staff member attending to them.</li> <li>● Custodial and teaching staff should follow routine processes when cleaning blood or body fluids.             <ul style="list-style-type: none"> <li>○ High level disinfection is required e.g., 1:9 dilution or 5000ppm</li> <li>○ Staff must wear disposable gloves and wash hands before wearing and after removing gloves.</li> </ul> </li> <li>● Staff members whose regular job duties mean physical distancing is not possible.             <ul style="list-style-type: none"> <li>○ For example, when assisting students with activities of daily living.</li> </ul> </li> </ul>		
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**6. Programming and Activity Guidelines**

Program Area	Applicable information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change



COVID-19 Detailed School Operational Plan

<p>Arts, Music, Drama Considerations</p>	<ul style="list-style-type: none"> <li>• <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></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Music- non-woodwind and brass instruments will be used (guitars, drums, etc).</i></li> <li>• <i>Also, more of an electronic music approach will be taken (Garageband, mixing equipment).</i></li> <li>• <i>Drama- drama classes will take place but with physical distancing in place and may incorporate more non-verbal activities such as miming, charade-style activities.</i></li> <li>• <i>Art- teacher has requested students wear gloves when using paint brushes and supplies to assist in sanitizing of materials. IN addition, teacher will place disposable paper on top of every workstation at the beginning of every class. This will be disposed when students leave the classroom.</i></li> <li>• <i>Portion of clay and other items such as this will not be shared.</i></li> </ul>
<p>Physical Education</p>	<ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Physical education classes should follow the contact sports and <a href="#">sport and recreation</a> guidelines.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>We will follow the Sport and Recreation guidelines when developing the physical education program.</i></li> <li>• <i>We will utilize outdoor activities where and when possible</i></li> <li>• <i>We will sanitize all equipment before and after use</i></li> <li>• <i>We will practice the Safe 6 to ensure health and safety</i></li> </ul>
<p>Cooking Classes</p>	<ul style="list-style-type: none"> <li>• <i>All students and staff should sanitize their hands prior to cooking and meal preparation.</i></li> <li>• <i>Kitchen workspaces should be reconfigured to ensure 2 metres physical distancing can be maintained.</i></li> <li>• <i>Where possible, staff members should eliminate the sharing of cooking equipment and instruments.</i></li> <li>• <i>Classroom surfaces, workstations, equipment, utensils and containers must be cleaned and disinfected between each class/use. See <a href="#">Cleaning and disinfection</a> section for more information.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Students will wash and sanitize their hands prior to cooking and food handling.</i></li> <li>• <i>Kitchens will be spaces so that physical distancing is in place.</i></li> <li>• <i>Groups of students will be assigned common cooking equipment, which will be washed and sanitized after they use it.</i></li> <li>• <i>All kitchen items and surfaces will be cleaned and disinfected in between each class use. We will follow the guidelines in the <a href="#">cleaning and disinfection</a> section.</i></li> </ul>
<p>Outdoor Education</p>	<ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>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.</i></li> <li>• <i>Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Outdoor ed programs will continue and will be encouraged as an alternative to PE class in the traditional gymnasium setting.</i></li> <li>• <i>When using the bus, partners will be identified for the duration of the trip, including the bus ride.</i></li> <li>• <i>If a student becomes symptomatic on a trip, that student will be isolated and returned to town in a vehicle that is separate from the others. The trip partner will also be isolated and returned to town in a separate vehicle.</i></li> </ul>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>• 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"> <li>○ Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member.</li> <li>○ Hotel stays are permitted, with no more than two students per room.</li> </ul> </li> <li>• International field trips are not currently permitted.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Additional chaperones will be required to go on trips to accommodate this.</i></li> <li>• <i>Overnight trips may continue, with reduced numbers to accommodate availability of tents (single person per tent)</i></li> <li>• <i>There will be no international trips in 2020/21</i></li> </ul>
Libraries	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Sign in logs should be maintained for members of the public accessing community libraries housed in schools.             <ul style="list-style-type: none"> <li>○ Members of the public should be self-screening prior to entering a library housed in a school. Signs may be in place at the library entrance to remind the public to not enter if they are sick.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Our library will serve as the study hall in addition to a library.</i></li> <li>• <i>Books and materials will still be available for sign out</i></li> <li>• <i>Signage for sanitizing will be posted in the library for social distancing and sanitizing.</i></li> <li>• <i>Our library is not a public library.</i></li> </ul>
Computer labs and Instructional Tech	<ul style="list-style-type: none"> <li>• Computer workstations should be reconfigured to ensure 2 metres physical distancing between each workstation.</li> <li>• Students should conduct proper hand hygiene before and after using shared IT equipment.</li> <li>• Where possible, IT equipment should be cleaned between each use using disinfectant wipes containing 70% alcohol.             <ul style="list-style-type: none"> <li>○ To facilitate cleaning, consider using covers that protect keyboards and other high touch areas on electronic devices.</li> </ul> </li> <li>• Refer to the Yukon guidelines on <a href="#">cleaning and disinfecting in the work place.</a></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Desktop computers will be reconfigured to ensure physical distancing is in place.</i></li> <li>• <i>Students must wash or sanitize hands prior to using technology.</i></li> <li>• <i>Students will wipe off technology before using technology, and then again after using technology.</i></li> <li>• <i>We will seek to purchase keyboard covers</i></li> <li>• <i>Computers will be designated to be for Wood St only, and will stay with the Wood St cohort for the duration of the time that they are there.</i></li> </ul>

COVID-19 Detailed School Operational Plan

Extra-curricular programming	<i>Guidelines are being finalized and will be sent shortly...</i>	<i>Guidelines on extra-curricular programs are being developed...</i>
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**7. Itinerant staff, guest and public access**

<b>Applicable Information from “Health and safety guidelines for K-12 school settings”</b>	<b>Relevant issue or group</b>	<b>Detailed implementation actions and/or program change</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• All visitors, including educational specialists and consultants, must report to the front office upon entering the school.                             <ul style="list-style-type: none"> <li>○ Anyone who is ill or experiencing symptoms will not be permitted further entry.</li> <li>○ A record of all visitors should be kept for a minimum of thirty days.</li> </ul> </li> <li>• All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building.</li> <li>• Visitors should use designated entrance and exit doors and limit their movement within the school as much as possible</li> </ul>	Sign in procedure	<i>All guests, consultants, parents, visitors who must enter the building will enter through the front door and sign in at the front desk. They will indicate the sign in time, and the sign out time</i>
	Space for itinerant staff	<i>Itinerant staff will work in the conference room next to the staff room or in the LA room with the LA teachers.</i>
	Visitor entrance/exit	<i>All visitors will use the main entrance to the buildings and immediately come to the main office. Visitors to Wood St will check in at the vice-principal’s office.</i>
	Parents	<i>Access to the school will be limited except for exceptional circumstances that will require parents to come into the school. If a parent needs to come into the school for a meeting, they will sign in at the main office, wait on one of the socially distanced chairs in the office, and then be escorted to the conference room, where meetings will take place. If the parent is meeting with an administrator, the meeting will take place in the administrator’s office. At Wood St, parents will wait outside of the vice-principal’s office on physically distanced chairs.</i>
	Drop-off/pick-up schedules	<i>Students will arrive at the building at the same time; however, each door into the building will be designated to be an entrance/exit for each grade (see floor map for specific designation). There will be a staggered lunch break for grade 9’s. Grade 8 students at Wood St will enter/ exit the main entrance to the building.</i>
	Elders, ESWs, CELCs, Education Advocates (new) and special presenters	<i>ESW’s and CELC’s have their own designated offices and entrances into the building and will continue to follow procedures in place for arriving at their offices. Special presenters will follow the above sign in procedures for other guests.</i>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>• Stagger the timings of pick-up and drop-off if possible.             <ul style="list-style-type: none"> <li>○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers.</li> </ul> </li> </ul> <p>Parents must wait for students in a designated area.</p>		
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**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"> <li>• 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 updated user group agreement.</li> <li>• 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.</li> <li>• Cleaning and disinfection should take place between each user group.</li> </ul>	JUA and community use August –mid September	<p><i>Details on JUA will provided early next week (Aug 4 or 5)</i>  <i>Click or tap here to enter text.</i></p>
	User group washrooms	<ul style="list-style-type: none"> <li>• <i>User groups will use the washrooms in the main atrium.</i></li> </ul>
	User group restrictions	<ul style="list-style-type: none"> <li>• <i>User groups will only have access to the atrium, gymnasium (if they are a sports-based group), and music room (if they are a music-based group).</i></li> <li>• <i>Downstairs hallway doors will be locked and secured; stairwells will also be identified as being off limits.</i></li> <li>• <i>Signs in atrium for which washrooms to use will also be posted.</i></li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ To reduce the custodial burden consider having user groups use school's facilities less frequently for a longer period of time.</li> <li>• User groups must have access to designated washrooms within the school.</li> <li>• Groups renting school spaces are responsible for maintaining sign in logs should the need for contact tracing arise.</li> </ul>		
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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	<ul style="list-style-type: none"> <li>• <i>Staff will be informed of the information in Appendix 1 on Tuesday, August 18th. Jay Thomas, principal, will provide this information to staff.</i></li> </ul>
	Staff training	<ul style="list-style-type: none"> <li>• <i>Staff will be shown how to put PPE off and on PPE, as per the website.. Staff will practice putting equipment on and act out scenarios (socially distanced).</i></li> </ul>

**10. Monitoring absenteeism**

Applicable Information from "Health and safety guidelines for K-12 school settings"	Item	Detailed implementation actions and/or program change

COVID-19 Detailed School Operational Plan

<p>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 expected (i.e. &gt;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 "<a href="#">Yukon School Surveillance Reporting Tool</a>" 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>	<p>Monitoring and reporting absenteeism</p>	<ul style="list-style-type: none"> <li>• <i>We will monitor attendance that is 10% higher for students, using historical data. Teachers will make initial contact with families to check in on attendance and try to obtain reasons for absences.</i></li> <li>• <i>We will report any absences that are thought to be as the result of a communicable disease using the existing reporting tool.</i></li> <li>• <i>If students return after a lengthy illness, they will be screened at the main office, asking them if they have had symptoms of Covid-19.</i></li> </ul>
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**11. Communication**

Two communication documents will be provided for you on Wednesday, August 5<sup>th</sup> 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"><li>• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li><li>• Whenever hands are visibly dirty</li><li>• After using the washroom</li><li>• Before eating and drinking</li><li>• After sneezing or coughing into hands</li><li>• After playing outside</li></ul>	<ul style="list-style-type: none"><li>• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li><li>• Whenever hands are visibly dirty</li><li>• After using the washroom</li><li>• Before eating and drinking</li><li>• After sneezing or coughing into hands</li><li>• Before handling food or assisting students with eating</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood)</li><li>• After cleaning tasks</li><li>• After removing gloves</li><li>• After handling garbage</li></ul>