

Medicine Hat Catholic Board of Education



École St. John Paul II School
2020-2021 COVID-19 Re-Entry Plan

This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education, and the discovery of new evidence. It is based upon the collective practice and advice of Public Health Authorities, Education Authorities, and world-wide School Jurisdictions and subject matter experts.

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

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

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

Trusted Sources of Information

We are committed to using information from official public health agencies as trusted sources of information, including:

[Alberta Health Services](#)

[Public Health Agency of Canada](#)

[Alberta Education](#).

AHS Zone Environment Public Health Contacts

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

Provincial Measures

Public Health Measures

Mass Gatherings

The Chief Medical Officer for Health's Order for Mass Gatherings continues to prohibit gatherings and events in excess of 50 people; however, this Order does not apply to regular school activities. As such,

there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large gatherings of staff and students must not be held (e.g. assemblies, celebrations, sports, before and/or after school, etc.).

Case Finding, Contact Tracing and Outbreak Management

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

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

Self-isolation and Quarantine

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

Physical Distancing and Minimizing Physical Contact

Physical distancing (e.g. *maintaining a distance of 2 meters or 6 feet between two or more people*) is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities.

Wellness & Well-being

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

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

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

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

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

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

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

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

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

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

School Plan / Site Environment

1. Physical Distancing:

A. Designated Entrance/Exit Doors

Teachers will meet their classes at the designated entrance during every typical transition (morning, recess, lunch break) to lead their students into the school and straight to the classroom, one class/cohort at a time.

- North East Entrance (near gym) – Gr. 5 & 6
- South East Entrance (beside bike racks) – Gr. 1, Gr. 2/3
- South Entrance (front of school) – Gr. 4
- West Entrance (end of modular wing) – ELP A.M./P.M., KIN A.M./P.M.

B. Staggered Morning Recess *Times may change

- 10:00-10:15 A.M. – Grades 1-3 go outside for recess
- 10:15-10:30 A.M. – Grades 4-6 go outside for recess

C. Staggered Lunch / Recess *Times may change

- Students will eat their lunches in their homeroom classrooms only.
- 11:50-12:10 P.M. – Grades 1-3 eat lunch; Grades 4-6 go outside for recess
- 12:10-12:30 P.M. – Grades 4-6 eat lunch; Grades 1-3 go outside for recess

D. Students will be arranged in rows in classrooms in Grades 1-6.

E. ELP and Kindergarten students will be seated at designated spots around large tables.

F. Buses will have designated seating plans for all student passengers.

G. During Music class, the teacher will travel to the individual classrooms so that the student cohorts can remain in their own space (until further notice).

H. After entering the school via designated door entrance, all students will report directly to their classroom. Teachers will create a process that limits the number of students going out to their lockers to put their belongings away. Other than lunches and jackets (and other typical winter clothing) students will have all of their materials for the school day in the classroom for the duration of the school day.

I. Bathroom breaks will be accommodated within the class time to minimize the number of students in the bathroom area at one time.

J. Students are expected to remain in the classroom cohort unless given permission and/or escorted by a staff member to leave the classroom. In the instance where a classroom cohort needs to access the gym or library, the teacher will lead the students to/from that space to ensure social distancing from other cohorts.

K. Reinforcing Expectations:

- Students will be regularly reminded to social distance, as much as possible.

- Avoid physical contact in the hallways, as much as possible
- Gr. 4-6 students and all staff will wear a face mask when in common areas, including: school bus, entering/exiting the school, hallways, bathrooms, library, gym, etc.
- Students and staff may remove their face mask while eating their lunch and while outside on recess breaks.

2. Cohorting:

- A. Teachers will meet their classes at the designated entrance during every typical transition (morning, recess, lunch break) to lead their students into the school and straight to the classroom, one class/cohort at a time.
- B. Students will remain with their normal classroom cohort throughout the school day. This includes when going to the library and to the gym. Cohorting is the best way to minimize the spread of contagion within the school.
- C. Students will eat their lunches in their own homeroom/class only and remain seated in their own desks.
- D. There will be NO school-wide assemblies or gatherings of any kind until further notice.

3. Classrooms:

- A. Staggered Morning Recess *Times may change
 - 10:00-10:15 A.M. – Grades 1-3 go outside for recess
 - 10:15-10:30 A.M. – Grades 4-6 go outside for recess
- B. Staggered Lunch /Recess *Times may change
 - Students will eat their lunches in their homeroom classrooms only.
 - 11:50-12:10 P.M. – Grades 1-3 eat lunch; Grades 4-6 go outside for recess
 - 12:10-12:30 P.M. – Grades 4-6 eat lunch; Grades 1-3 go outside for recess
- C. Students will be arranged in rows in classrooms in Grades 1-6. ELP and Kindergarten students will be seated at designated spots around large tables.
- D. Hand sanitizer will be available at the entrance of each classroom for students and staff to use. Hand sanitizer will also be available at each student desk for their own use (as per the Supply List).
- E. At the start of each class (first thing in the morning, after recess, before eating lunch, after lunch recess, before the end of the school day) the students will be asked to wash and/or sanitize their hands.
- F. Classrooms will be de-cluttered of any extra furnishings/items to facilitate more thorough cleaning. This includes the removal of all area rugs, large carpets, soft seating/pillows, floor rockers, reading tents, etc.

- G. Students will not be permitted to share school supplies. Students will be expected to have their own supplies/materials ready for their own use at the start of each school day. In some cases, teachers may be distributing items (e.g. pencils, pencil crayons, etc.) and collecting them at the end of the day.

4. Office, Staff Room and Shared Space Access

- A. Staff will have access to all shared staff spaces but will need to wear a mask when entering the office and will need to sanitize prior to and after leaving these areas. Students will not enter the office, unless directed to do so. All student interactions will be conducted at the front office window at a safe physical distance.
- B. Staff will have access to the staff room for lunch and coffee breaks. All food items should be contained to their own bags and removed at the end of the day for sterilization at home (e.g. utensils, containers, mugs, other kitchenware, etc.). Staff will be asked to bring any such items with them to work each day. Staff will be expected to sanitize their hands prior to entering and exiting the staff room.
- C. The front doors of the school will remain locked at all times. If a parent or visitor needs to have access to the school, they will need to call the front office. A staff member will meet the parent or visitor at the front door.
- D. If there is a pre-determined need for a parent or visitor to physically enter the school building, and permission to do so has been granted by the front office, the visitor will need to complete a Covid-19 Self-Assessment, be expected use hand sanitizer and wear a sanctioned face mask (which must be self-supplied). There will be no loitering of parents or visitors permitted.
- E. The tables, chairs, and soft-seating furniture in the Learning Commons will be removed (and off-limits to all students and staff) until further notice. Extra chairs and soft-seating in the staffroom and break-out rooms will also be removed.

5. Access Control

- A. All evening user groups are cancelled to allow for proper sanitization each evening.
- B. Parents wishing to meet with a teacher and/or school administrator will need to pre-arrange a time and space in a room that will adequately allow for proper physical distancing. A face mask will be required to be worn by both parties.
- C. Parents will be asked to call the front office if they are picking up their child for a medical/dental appointment. When the call has been received, the student will be escorted (observed) to the front door to ensure they have been received by their parent/guardian.
- D. Deliveries will be screened using the Covid-19 Self-Assessment in advance of any entry into the school-building. The front doors will remain locked. Drivers will contact the number posted on the front door to be given entry into the building.

- E. Contractors will pre-arrange times to enter the school building and will be asked to complete the Covid-19 Self-Assessment prior to entering. Likewise, contractors will be asked to (when possible) to work in the building while students are not present (e.g. well before the school day starts and/or after school ends). Access for contractors will be arranged with the school at the discretion of the head custodian and/or the Facilities & Operations / Maintenance Supervisor.

6. Arrival Protocol:

- A. Students will arrive to the school via the school bus, walking, or parent-provided transportation. Students will gain access to the school through their designated entrance (see 1. Physical Distancing). This will be communicated to each family prior to the school year. Teachers will meet their classes at the designated entrance during every transition (morning, recess, lunch breaks) to lead their students into the school, upon which time they will proceed straight to the classroom, one class/cohort at a time.
- B. Students arriving late to school will be asked to enter through the front doors of the school. Parents will be asked to call the front office to inform the secretary that their child will be entering the school late and to inform the office as to the reason for the late arrival. Late students will check-in at the front office and immediately proceed to their designated homeroom classroom.

7. Food and Nutrition Services:

Food services such as a milk program will still be available. The “Hot Lunch” program (facilitated by School Council) is yet to be determined. Student access to the vending machines will be determined and communicated to the students.

8. Paper Handling:

Teachers will handle all paper in the classrooms. Students will not be asked to distribute or collect paper within the classroom. Any paper distributed to the students will be handed to each student by the teacher directly. In the event that there is a need for shared items to be used by all students (e.g. textbooks, Bibles, etc.) these items will need to be stored in a place for a minimum of 24 hours prior to being used again.

9. Hand-Washing Facilities:

- A. All washrooms will be available for hand-washing. Sinks are also available in each classroom. Additionally, there will be a hand-sanitizer station located at the entrance of each classroom. Similarly, sanitizing stations will be available at all entrance/exits to the school.
- B. Students will be asked to sanitize their hands when entering and exiting their classroom to mitigate cross-contamination.

10. Infirmary/Sick Room:

ESJPII School does not have an infirmary room. In the event that a student becomes ill or display cold or flu-like symptoms, the following steps will be taken:

- A face mask will be worn by the student
- The student will be seated in a designated isolation room
- Parents (or the emergency contacts listed) will be called to come pick up their child within a maximum of one hour

11. Water Fountains:

- A. All water fountains and water bottle filling stations will remain open and accessible for students. They will be sanitized regularly throughout the school day.
- B. Students will be asked to bring their own water bottle from home (already filled with water) before coming to school. Filling-stations will be used when necessary (e.g. refills) at the discretion of the classroom teacher. Classroom sinks will also be used to fill water bottles.
- C. Hand-sanitizer stations will be located near the water fountains. Students will be required to apply some hand-sanitizer prior to using the water fountains.

12. Playground Equipment / Field Areas:

The playground equipment and field areas will remain open for student access. Staggered recess breaks will help keep numbers of students on the equipment to a more manageable level. The school reserves the right to introduce a schedule for the use of the playground equipment if deemed necessary.

13. Practice Fire Drills, Lockdowns and Hold & Secure:

Drills will continue as per Division policy. Lockdown and Hold & Secure Drills will occur in the same manner as previous years. Fire Drills will occur 6 times per year and students will continue to follow the designated evacuation maps. Staff and students will be required to maintain some distance from other classes/cohorts when they are gathered in the field muster point while attendance is taken. Classrooms/cohorts will be sent back into the school one class at a time via their designated entrance. The teacher in charge will hold the door open for their class as students enter the school (to limit the number of students touching the door surfaces).

School Program & Activity Guidelines

1. Activity Planning:

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

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

Teachers will need to use their professional discretion and evaluate the risk factors identified, against the need and/or desire to proceed with the activity. School administration reserves the right to alter or cancel an activity, as deemed necessary.

2. Music Programs:

The following link from Alberta Health will be used to guide programming in Music classes.

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

As it stands right now, no singing or use of woodwind instruments (e.g. the recorder) are permitted. There will be activities using mobile percussion and hand instruments, musicianship, aural appreciation, choral speech, theatre-drama and movement. The teacher will ensure that all instruments are thoroughly sanitized at the end of each class.

No performance-based activities will take place until further notice (e.g. Christmas Concert).

3. Field Trips:

No field trips will be scheduled. They are all cancelled until further notice.

4. Gymnasiums:

Alberta Health Guidelines suggest that the priority is for teachers to conduct Gym classes outside (weather permitting).

The teachers are reminded to select activities and sports that can best support physical distancing.

Where applicable, designated gym equipment (bags) will be kept in each classroom cohort for their use. Items that cannot be stored in the classroom will need to be sanitized after each use.

5. Extracurricular Activities:

The following link from Alberta Health will be used to guide extra-curricular activities.

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

As it stands right now, no extra-curricular activities will be permitted (e.g. intramurals).

6. International Students:

In the event that a student returns from a trip outside of Canada, a mandatory 14 day quarantine period at home is absolutely required.

7. Out of School Care (Before and After School Care):

A detailed (separate) re-entry plan for the Out of School Care Program is being developed by the OSC Coordinator and Alberta Licensing personnel. Those parents will be contacted with these details accordingly.

Student & Staff Health

1. Stay Home When Sick:

If any students or staff are ill with or exhibit any common cold/flu, influenza or COVID-19 like symptoms – they must go and/or stay home.

Staff are required to complete the [AHS Self-Assessment](#) prior to returning to work. Staff must advise school administration if they are unable to attend work due to illness, and must log the absence accordingly.

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

If a student or staff develops symptoms inside/outside of the school that could be caused by COVID-19 or by a known pre-existing condition (e.g. seasonal allergies, etc.) the individual should be tested for COVID-19 at least once to confirm that COVID-19 is not the source of their symptoms, before entering or returning to the school.

2. Mandatory (Daily) Health Checks:

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

- School Administration is required to use the Division-developed school protocol to clearly communicate with parents and caregivers their responsibility to assess their children (daily) before sending them to school. (See Appendix B)
- Parents / guardians are required to keep students home who are showing symptoms listed on the health check form.

The Division and School Administration will ensure that staff are aware of their responsibility to assess (daily) prior to entering the school.

3. Illness While On-Site:

Staff who become ill must notify the front office and immediately self-isolate.

- Students exhibiting signs of illness must be moved to a designated isolation room in the front office to ensure adequate supervision.
- Parents/caregivers will be notified and asked to pick-up their child immediately.
- Parents must designate an emergency contact for student pickup (as a back-up). This is a mandatory requirement within the Alberta Government's Pandemic Response protocols.
- MHCBE will communicate to families that they are expected to designate an emergency contact who will be able to immediately pick up the student if the parents/guardians of a child are unable to do so.
- An “immediate pickup” assumes that the student will be picked up within a maximum of one hour.

- Staff supervising symptomatic students must:
 - Keep all other staff out of the designated isolation room
 - Provide the student with a face mask
 - Use strict hand-washing techniques
 - Maintain appropriate physical distancing
- After the student is picked-up, a sign must be posted indicating that the designated isolation room was used and therefore must be cleaned by the appropriate custodial staff.
- All items the student touched/used that day must be cleaned and sanitized as soon as the student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, etc.) must be removed from the designated isolation room and then stored in a sealed container for a minimum of 10 days.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school must follow proper outbreak notification procedures as per routine Zone protocols (under review for September 2020).

4. Students and Staff with Pre-Existing Conditions:

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

5. Confirmed Case of COVID-19:

If there is a confirmed case of COVID-19 identified within the school setting, the Zone Medical Officer of Health will work directly with the school Division and school administration to provide follow-up recommendations and messaging for staff, parents/guardians, and students. Schools are required to collaborate with the Division Office and the Zone Medical Officer of Health during potential and/or confirmed cases of COVID-19 in the school.

Alberta Health Services holds the right to request that a given school shut down 'in-person' classes to allow a Public Health investigation to take place. The decision to send a cohort / class home and/or to close a school will be made by the local Medical Officer of Health. In the event that this scenario were to occur, the school will support students to learn at home (and staff to work from home) if they are required to self-isolate.

6. Student Hand Washing Requirements:

The staff will reinforce proper hand washing protocols to students on a very regular basis. The teachers will closely monitor hand washing in the classrooms. Appropriate hand washing signage will be placed throughout the school and bathroom areas indicating soap and water for 20 seconds is the preferred method for cleaning hands:

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

7. Staff Hand Washing Requirements:

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

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

8. Learners with Diverse Needs:

If the student needs support with eating:

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

Personal Protective Equipment (PPE)

1. Cleaning Schedules:

- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the operational day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low, the teacher will contact the custodian or front office.
- The school custodian must be immediately contacted after a designated isolation room has been used/occupied. Sanitization is required prior to next use.
- The following surfaces are disinfected daily:
 - Classrooms – desks, chairs, pencil sharpeners, telephones, door-knobs, light switches, sink faucets, soap dispensers
 - Hallways / Corridors – light switches, stair railings, water fountain push buttons, entrance door handles, alarm panels, handicap door buttons
 - Washrooms – all surfaces must be sanitized
 - Offices – desks, chairs, desk-tops, telephones, light switches, doorknobs, copier

2. Keyboards / Electronic Devices:

Phones, Chromebooks, desktop computers, I-pads, and other frequently touched electronics like remotes, keyboards, computer mouse, ear-buds, noise-cancelling earphones, and other devices must be cleaned and disinfected regularly.

Homeroom teachers who wish to use a Chromebook cart will need to control the distribution of individual Chromebooks and ensure that they are thoroughly sterilized prior to being returned to the cart.

3. Shared Printers, Touch Screens:

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

- Every user must perform hand-washing protocols prior to using the machine and/or apply ample hand sanitizer
- Photocopier Room – staff will be encouraged to stay outside of the room until their colleague has completed their work. Once the staff member is done using the photocopier or piece of equipment, they will be expected to properly clean it. No single staff member should occupy the photocopier room for an unreasonable amount of time.

4. Sports Equipment / Classroom Toys:

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

- Selected items must be able to be easily cleaned/sanitized. No stuffed toys or porous items are permitted until further notice.
- Parents/guardians must not allow students to bring toys from home.
- Gym equipment (used in the gym storage room) must be sanitized after each use.

COVID-19 Facts

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

Transmission

The virus is thought to spread mainly from person-to-person.

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

Signs and Symptoms

- Respiratory symptoms (shortness of breath and breathing difficulties)
- Fever, cough, and/or nasal drip
- Nausea, vomiting, and/or diarrhea

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

How to avoid spread

- Staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) are asked to stay home from school/work. If you have symptoms contact 811 for guidance
- The consistent practice of good respiratory etiquette, social distancing (2 meters or 6 feet) and good hand hygiene
- Masks are equally recommended for people who are not experiencing symptoms
- Follow the guidelines from the Health Minister and self-isolate, when required
- Contact Health Link 811 for health advice and guidance
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- Avoid skin-to-skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas
- Use phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the Public Health Officer

Respiratory Etiquette

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

Hand-washing is required

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

How to wash hands

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

- Remove jewelry
- Wet hands with running water
- Distribute liquid cleanser/soap thoroughly over hands
- Clean hands for 20 seconds following Steps 1-9:
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced
 4. Back of fingers on opposing palms
 5. Rub thumb rotationally, clasped in opposing hand
 6. Rub tips of fingers rotationally on opposing palm
 7. Rinse hands thoroughly
 8. Dry hands with paper towel
 9. Use paper towel to shut off water

If No Sink Is Available

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

Parents / Students must use this questionnaire (daily) to decide if their child should attend school.

Risk Assessment: Initial Screening Questions

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

– “unprotected” means close contact without appropriate personal protective equipment (PPE).

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

If you have answered “**NO**” to all the above questions, you may attend school.

Appendix C – Daily Wellness & Well-Being Checks

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

Students

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

Staff

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