



COVID-19 Detailed School Health and Safety Operational Plan

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

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

Contact information

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Date:	August 6, 2020

1. Supporting Social-Emotional Wellness and Trauma Informed Learning

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	<i>Regular discussions at staff meetings and regular check-ins. Counselling services available through Dept., Mental Health, and Margaret Thomson Centre. Support available from key individuals in the School and Community. Will post a list of elders and support people available in the community. Resources available on-line, books on Trauma Informed Learning, and PD Days. Encourage and plan for outdoors/physical movement opportunities throughout the school week.</i>
For students	<i>Dedicated class discussion and social/emotional learning times. Counselling services available with Mental Health Worker or Margaret Thomson Staff. Communicate options to parents. Apply skills learned in PD (above) into our classroom/school practice. Discuss and encourage healthy lifestyle choices including physical activity, healthy eating, adequate sleep, etc.</i>

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	<u>The current limits on social gatherings 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>	Provide Details on: <ul style="list-style-type: none"> • Maximum # of staff in staff-room capacity = 3 • <i>Detail how you will conduct staff meetings: Staff meetings can be held in the Gathering Room\gym</i> • <i>with tables/chairs set to accommodate 2 metre spacing. Zoom meetings or Primary\Secondary meetings can be arranged.</i> • <i>EA’s\staff can utilize Maker Space room to use the computers but must follow social distancing rules</i>

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<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 contact and emphasizing other measures such as hand hygiene, enhanced cleaning and disinfection and staying home when sick.</p>	<p><i>Provide details on:</i></p> <ul style="list-style-type: none"> ● <i>Map of the school will be posted to show all entry and exit points</i> ● <i>Primary class will enter in back doors (K4-3) and exit at the front exit (staggered time)</i> ● <i>Grade 4-7 will enter in the front entrance and exit at staggered times (will be posted)</i> ● <i>Grade 8-12 will enter and exit at the high school wing.</i> ● <i>Teachers will use visual cues, posters, decals, arrows to remind students regarding physical distancing</i> ● <i>EA’s will assigned certain classes</i> ● <i>LAT will assist the grade 1\2\3 teacher in the morning in the vacant grade 4 class</i> ● <i>Students and staff will receive Trauma Informed Learning training during PD days or during staff meetings. Resources will be ordered with the assistance of consultants</i> <p>Click or tap here to enter text.</p>
<p>Between students</p>	<ul style="list-style-type: none"> ● Students from the same household do not need to maintain physical distance from each other. ● Organize classrooms into smaller groups and/or spread students out to minimize direct physical contact. <ul style="list-style-type: none"> ○ Consider modifying classroom configurations (e.g. separating tables, placing student desks in a row) and locations (e.g. gymnasiums, cafeterias, and outdoors) that allow greater distance between students and staff. ● Groups of students should stay together throughout the day and not mix with other groups. <ul style="list-style-type: none"> ○ Staff should remain with the same group whenever possible and limit the 	<p><i>Provide details, if applicable, on:</i></p> <ul style="list-style-type: none"> ● <i>Changing configuration and placement of desks to maximize physical distancing: arrange desks for 2 metre spacing and all facing in the same direction or away from others. Non-essential furniture will be removed to allow for greater spacing.</i> ● <i>Moved grade 4’s to another classroom (Science Room) to allow for extension of the grade 1\2\3 class due to large size. Smaller groups will utilize space with EA’s and LAT teacher.</i> ● <i>No modifications will be made to library and gym .</i> ● <i>Marking distances for reference between desks/tables: tape and decals (ordered)</i> ● <i>Plans developed for safe hallway and staggered transition and breaks will be posted and practiced.</i> ● <i>. For classes heading out for recess, the teacher who is on supervision duty will take his/her class outside 5 minutes</i>

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	<p>number of student groups they interact with throughout the day.</p> <ul style="list-style-type: none"> • Manage flow of people in common areas especially smaller areas such as hallways. • Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing. • Close greetings such as hugs and handshakes should be avoided. Instead, encourage non-physical gestures such as “air fives”, waves or nods. • Students should be regularly reminded to keep their hands to themselves. • Help young students learn about physical distancing and less physical contact by creating games that promote safe spacing and include basic principles such as “two arm lengths apart”. • Incorporate more individual activities or activities that encourage more space between students and staff. • Adapt group activities to minimize physical contact and reduce shared items, when feasible and reasonable. • Close physical contact may be necessary (e.g. to comfort an upset student). <ul style="list-style-type: none"> ○ Hand washing and personal practices will help mitigate the risk associated with physical contact. <p>Recess/playgrounds</p> <ul style="list-style-type: none"> • The risk of COVID-19 transmission is lower in outdoor settings than it is indoors, as a result outdoor recess and breaks are encouraged. • Whenever possible, schools should stagger recess and breaks to reduce mixing between groups. 	<p><i>early and classes will re-enter the school one class at a time after recess to avoid congestion in the boot room areas. This will be closely monitored and practiced by staff and students. Adjustments will be made accordingly.</i></p> <ul style="list-style-type: none"> • <i>Ways your school has maximized space: Moved grade 4 class to Science Room and moved junior high to high school wing.</i> • <i>Ways your school will minimize mixing of groups: Elementary Classrooms will remain together with no mixing, and High School will remain in their own wing with separate exits.</i> • <i>Provide staggered recess schedule: K4\K5 will have recess breaks 10:35 – 10: 10:50. 1\2\3; 1015 – 10:30, Grades 4:- 7 will stagger breaks when needed when the gym is free, and go for walks. Grade 8-12 will have staggered breaks at the basketball court, walks and in the gym. Schedule will be posted.</i> • <i>Plan for assemblies and other school-wide events virtually: Zoom and other uses of technology. Will use school field and smaller groups in the gym for assemblies and other events.</i> • <i>Hand washing and personal practices will be enforced at all times when entering and exiting the school.</i> • <i>Students will wash hands\sanitize hands after touching any gym equipment. Teachers will keep their own personal equipment in the classroom in-order to keep track of what requires disinfecting.</i> <p>Click or tap here to enter text.</p>
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	<ul style="list-style-type: none"> ● Students and staff members should practice hand hygiene before and after any recess or break period. <ul style="list-style-type: none"> ○ Students should wash their hands after using playground equipment 	
<p>Teaching materials, toys and manipulatives</p>	<ul style="list-style-type: none"> ● If developmentally appropriate, remove toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that decrease the likelihood of physical contact. ● Avoid sharing toys/objects between students as much as possible or if they do share, clean and disinfect after each use. ● Objects and materials brought from home by students should be cleaned with soap and water or disinfectant before use in the classroom. ● There is no evidence that textbooks, paper and other paper-based products transmit the COVID-19 virus. Books and paper-based educational resources can be distributed or shared with students. 	<p><i>When considering developmental appropriateness and suitability for sanitizing, what toys and manipulatives will remain/be removed?</i></p> <p>Student school supplies and subject manipulatives will be kept in separate student bins/bags for use. Items that must be shared will be disinfected in between use, ex. iPads. Toys/manipulatives will be carefully chosen (easily cleaned) and disinfected after use. Toys that are not easily cleaned will be put in storage or allowed when more staff can assist with cleaning. Anything brought from home will be thoroughly cleaned prior to use.</p>

3. School cleaning and disinfecting procedures

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

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

COVID 19 METHOD OF CLEANING GENERAL GUIDELINES

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

Day – Custodian:

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

Day – Teachers/School Staff:

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

Night – Custodian:

- Shift shall start after the end of the school day 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.

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- 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 washing with disinfectant in all surface area of the washrooms and change rooms including walls.
 - Washing gym floors with floor scrubber with multi surface cleaner solution
- NEED Procedure of how this will be tracked/monitored by custodians to ensure work is done

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

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

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

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

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

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> • Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness and least likely to cause harm if accidentally ingested. Antibacterial soap is not needed for COVID-19. • Soap and water must be used when hands are visibly dirty. • Alcohol based hand rub can be used if hands are visibly clean. 	<ul style="list-style-type: none"> • <i>Describe details for posting signs and floor markings. Attaching a floor map with these details will suffice and can be included on “foot traffic flow” map.</i> • <i>Developmentally appropriate instruction on Covid-19 has been developed. This instruction must be provided to students in the first two days of school. Indicate who will be responsible for delivering this instruction</i> <p>All posters and Wash Stations\Sanitizers will be set-up on August 24th and 25th by all staff.</p>

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<ul style="list-style-type: none">○ Technical grade ethanol should not be used as it is not approved by Health Canada for use with children or pregnant women.● Portable, refillable bottles can be used, however only identical contents may be refilled into the bottles/containers.<ul style="list-style-type: none">○ Perform diligent hand hygiene and clean/disinfect bottles before refiling.● Alcohol based hand rub should be made available at school entrances and exits, entry points to classrooms and other high traffic areas.● Alcohol based hand rub should be safely stored out of the reach of young students.● Students and young children in particular should be supervised when using alcohol based hand rub to prevent misuse.● Staff and students should be provided with age-appropriate education in proper hand hygiene and respiratory etiquette. Posters or signage should be placed around the school. Examples include:<ul style="list-style-type: none">○ https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html○ https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf● Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. Additional hand hygiene practices should be performed at the following times indicated in Appendix 2.● Students and staff should cough and sneeze into their elbow, sleeve or a tissue.<ul style="list-style-type: none">○ Used tissues should be thrown away and hand hygiene performed immediately.○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.● Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette.	<p>A Covid-19 Sanitation Needs was developed for the school. All stations will be clearly marked.</p> <p>Teachers will provide instruction for their students and regular hand washing lessons will be conducted by staff and nurses.</p> <p>Hand washing and sanitizing supplies have been ordered and will be available when needed.</p> <p>All staff will also receive training on proper hand hygiene and respiratory etiquette.</p>
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<ul style="list-style-type: none"> ○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer). 	
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Hand washing stations	Location
Staff	2 bathrooms in staffroom
Students	K4 – 3: bathrooms in their classrooms Kaska; bathroom in their classroom Grade 4 – 12: 2 bathrooms near the gym and 2 bathrooms in the gym
Hand sanitizer stations	Location
Staff	-Staff room, all entrances, ,all classroom entrances, photo copier room, Gathering Room
Students	-Classroom entrances, library, gym, school entrance, Gathering Room, Kitchen, and shop
Public	-Library, all school entrances, library, Main Office area

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
Meals and food handling	<i>Provide details, if applicable:</i>

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<ul style="list-style-type: none">● Students and staff should observe proper hand hygiene before and after eating.● Physical distancing should be maintained while students are eating.● Where possible students should take their lunch in their classroom.● Schools should have a “no food and drink sharing” policy.<ul style="list-style-type: none">○ Food from home should be stored with the students’ belongings and must not be shared with others. <p>School cafeterias</p> <ul style="list-style-type: none">● Students should keep a distance of two metres between each other as much as possible. Promote physical distancing by:<ul style="list-style-type: none">○ Reducing the number of students dining together at one time.○ Removing/rearranging dining tables.○ Placing tape or other markings on the cafeteria floors.○ Staggering meal service times to reduce the	<ul style="list-style-type: none">● <i>Does your school have a nutrition program? Fruit and light snacks are kept on hand in the office to be handed out on an as needed basis.</i>● <i>Will your school be taking lunch in the classroom more often? Yes, daily</i>● <i>Indicate plan for distribution of food (nutrition programs/cafeterias) Will only be accessed from the office.</i>● <i>Plan for physical distancing (2m) in cafeteria or when picking up food: N/A</i>● <i>Messages/signs about no food sharing/buffets or potlucks: in all classrooms and communicated to parents by email</i> <p>➤ <u>Lunches will be delivered to each class on a daily basis. Proper hand washing and hygiene is mandatory for all handling food.</u> <u>Students will bring water bottles to school and not use the water fountain (will be disconnected).</u> <u>Will apply to purchase a water filling station for the school.</u></p> <p><u>Any food brought from home will be stored with student names and will not be shared.</u></p> <p><u>The Gathering Room will be measured to keep a distance of 2 metres and some chairs will be removed. High School students may eat in the Gathering Room due to small class sizes.</u></p> <p><u>Tape and decals will be cleared placed to avoid close contact.</u></p> <p><u>Food will be served as individual portions and all cutlery will be carefully wrapped with napkin.</u></p> <p><u>Jordan’s Principle hired 2 cooks to prepare food for the students and both have their food safety certificates. Also staff that will deliver food to the classrooms will be required to obtain their food Safety Certificates.</u></p>
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<p>number of students present at any one time.</p> <ul style="list-style-type: none">○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room. <ul style="list-style-type: none">● All staff who are handling food must practise diligent hand hygiene and a food safety certificate is recommended.● Do not use buffets. Food should be served in individual portions or food items individually wrapped using single-use food grade packaging.● Cutlery, napkins and other items should be provided to students, rather than allowing them to pick up their own items. <p>Water fountains</p> <ul style="list-style-type: none">● Consider having students fill water bottles rather than having them drink directly from the mouthpiece of a water fountain.<ul style="list-style-type: none">○ Non-touch or automatic water filling stations are ideal.	<p style="text-align: center;"><u>Signs will be posted: No Food Sharing\ Potlucks\Buffets</u></p>
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5. Personal Protective Equipment

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
	Location of Sick-Kit	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 The kits will be stored in the main office. It will be stored in a marked cupboard.
	Location of sick area	Describe where this is located/mark on floor map Sick area will be the Photo-copier room in the top cupboard. Students will wait in the waiting area next to the office while waiting for assistance.

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<p>Personal protective equipment (PPE) is not recommended in school settings, beyond what is normally used by staff as a regular precaution for hazards encountered in the workplace.</p> <p>Teachers and other staff may choose to wear a non-medical mask; however, this is a personal choice.</p> <ul style="list-style-type: none"> Wearing a non-medical mask is not an appropriate substitute for physical distancing or other control measures in a school setting. If worn, masks should be changed when visibly soiled, damp or damaged. If masks are worn or disposed of incorrectly, risk of infection can increase. For additional information refer to Wearing a non-medical mask in Yukon. <p>Masks are not recommended for use by children unless advised to do so by a health care provider.</p> <ul style="list-style-type: none"> In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. <p>Specific situations may require the use of PPE:</p> <ul style="list-style-type: none"> A PPE kit should be available in case a student or staff becomes ill while at school (see appendix 1 for more information) 	<p>Which staff will require PPE due to job duties?</p>	<p>Some staff may be required to perform some duties that require PPE. Identify who those staff are and describe why they anticipate needing PPE. Ensure you have supplies ordered and only available for those staff who require it. Describe the anticipated PPE needs including the total amount of masks and gloves needed.</p> <p>Any staff members such as Reading Recovery, LAT, and EA’s may choose to wear a mask when working closely with students. Masks can also be worn when doing supervision after school or during lunch.</p> <p>Require: 80 washable masks, 400 disposable masks, and 1000 gloves</p> <p>*Purchase enough masks for staff who may\will come into contact with students within less than 2m distance (Dealing with injury, behavior, and comforting)</p> <p>Custodial staff will receive proper training on routine disinfecting and cleaning blood or body fluids.</p> <p>Staff will be reminded to wash hands before and after wearing disposable gloves during regular staff meetings. Staff members will be appointed duties to keep on top of any Covid concerns.</p>
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<ul style="list-style-type: none"> ○ The kit should contain alcohol-based hand rub, disposable gloves and masks, for use by the ill ○ Individual and staff member attending to them. ● Custodial and teaching staff should follow routine processes when cleaning blood or body fluids. <ul style="list-style-type: none"> ○ High level disinfection is required e.g., 1:9 dilution or 5000ppm ○ Staff must wear disposable gloves and wash hands before wearing and after removing gloves. ● Staff members whose regular job duties mean physical distancing is not possible. <ul style="list-style-type: none"> ○ For example, when assisting students with activities of daily living. 		

6. Programming and Activity Guidelines

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Program Area	Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
Arts, Music, Drama Considerations	<ul style="list-style-type: none"> • <i>Singing and playing woodwind and brass instruments must not occur at this time, as these activities increase the risk of spreading the virus due to aerosolized respiratory fluids.</i> 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p>We do not have a music teacher at this time, so singing will be not permitted.</p>
Physical Education	<ul style="list-style-type: none"> • <i>The risk of COVID-19 transmission is lower in outdoor settings than it is indoors. Wherever possible physical education classes should be held outside.</i> • <i>Physical education classes should follow the contact sports and sport and recreation guidelines.</i> 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p>Use the school playground, basketball court and field for gym classes. All equipment will be labeled and classes will maintain their own balls\equipment in their classrooms. A bin clearly marked “to disinfect” will be used for equipment used that day.</p> <p>Any physical education classes will follow the contact sports and recreation guidelines.</p> <p>Click or tap here to enter text.</p>
Cooking Classes	<ul style="list-style-type: none"> • All students and staff should sanitize their hands prior to cooking and meal preparation. • Kitchen workspaces should be reconfigured to ensure 2 metres physical distancing can be maintained. • Where possible, staff members should eliminate the sharing of cooking equipment and instruments. • Classroom surfaces, workstations, equipment, utensils and containers must be cleaned and disinfected between each class/use. See <i>Cleaning and disinfection</i> section for more information. 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p>Students and staff will sanitize hands before and after cooking.</p> <p>Cooking space will be limited to 2 metres physical distancing and will be done in small groups only.</p> <p>The space and equipment will be thoroughly cleaned after use.</p> <p>A schedule will be posted.</p>

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<p>Outdoor Education</p>	<ul style="list-style-type: none"> • The risk of COVID-19 transmission is lower in outdoor settings than it is indoors; as a result, outdoor education and on the land programming is encouraged. • When physical distancing is not possible (e.g. sitting on a bus), students should be assigned a partner or seat that does not change for the duration of the trip. • Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip. • Field trips within Yukon and Canada are permitted if public health guidelines are followed. Guidance is based on the current epidemiology of COVID-19 and will be re-evaluated at the beginning of the school year. <ul style="list-style-type: none"> ○ Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member. ○ Hotel stays are permitted, with no more than two students per room. • International field trips are not currently permitted. 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p>All Complex Field Trips will be conducted with Covid guidelines and will be sent a week early for proper screening.</p> <p>Seating on the bus will be assigned to family groups first and partner seating for the entire year.</p> <p>Any outdoor trips on the land or in hotels will focus on family grouping first.</p>
<p>Libraries</p>	<ul style="list-style-type: none"> • There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. There is no need to limit the distribution or sharing of books or paper based educational resources to students. • Sign in logs should be maintained for members of the public accessing community libraries housed in schools. <ul style="list-style-type: none"> ○ Members of the public should be self-screening prior to entering a library housed in a school. Signs may be in place at the library entrance to remind the public to not enter if they are sick. 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p>Sign- in logs will be maintained for both school and public. Students will be reminded to wash hands before and after reading a library book.</p> <p>Signs will be posted for public library to self-screen themselves prior to entry.</p>
<p>Computer labs and Instructional Tech</p>	<ul style="list-style-type: none"> • Computer workstations should be reconfigured to ensure 2 metres physical distancing between each workstation. • Students should conduct proper hand hygiene before and after using shared IT equipment. 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p><u>Will purchase enough disinfectant wipes for cleaning keyboards.</u></p>

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	<ul style="list-style-type: none"> Where possible, IT equipment should be cleaned between each use using disinfectant wipes containing 70% alcohol. <ul style="list-style-type: none"> To facilitate cleaning, consider using covers that protect keyboards and other high touch areas on electronic devices. Refer to the Yukon guidelines on cleaning and disinfecting in the work place. 	<p>Where possible, computers will be assigned to certain classes\individuals</p> <p>Proper cleaning will be conducted after each use.</p> <p>Computers will be used at student workstations only.</p>
Extra-curricular programming	<i>Guidelines are being finalized and will be sent shortly...</i>	<i>Guidelines on extra-curricular programs are being developed... TBD pending guidelines being finalized</i>

7. Itinerant staff, guest and public access

Applicable Information from “Health and safety guidelines for K-12 school settings”	Relevant issue or group	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> Educational specialists and consultants are permitted to enter the school if public health guidance is followed and movement within the building is limited as much as possible. All visitors, including educational specialists and consultants, must report 	Sign in procedure	<i>Your school’s sign in location and procedures</i> Every guest is required to sign the guest book or report to the Admin. Assistant upon entry.
	Space for itinerant staff	<i>Provide details of location of itinerant staff work space</i> We have 3 extra office spaces for Educational Specialists and consultants to use while visiting.

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<p>to the front office upon entering the school.</p> <ul style="list-style-type: none"> ○ Anyone who is ill or experiencing symptoms will not be permitted further entry. ○ A record of all visitors should be kept for a minimum of thirty days. 		<p>The guest book entry is required and must follow school Covid guidelines.</p>
<ul style="list-style-type: none"> • All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building. 	<p>Visitor entrance/exit</p>	<p><i>Signs will be posted in the visitor entrances and social distancing will be followed,</i></p>
<ul style="list-style-type: none"> • Visitors should use designated entrance and exit doors and limit their movement within the school as much as possible 	<p>Parents</p>	<p>Parents are welcome for CDC meetings, but must wear a mask. Parental access is limited except for dropping off and picking up children. Any special events, they are required to wear a mask for the safety of the children.</p>
<ul style="list-style-type: none"> • Stagger the timings of pick-up and drop-off if possible. 	<p>Drop-off/pick-up schedules</p>	<p><i>Indicate your school's plans for staggering drop-off and pick-up</i> All drop-offs and Pick-ups will be clearly marked on each entrance. The schedules will be mailed out to parents as well.</p>
<ul style="list-style-type: none"> ○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers. <p>Parents must wait for students in a designated area.</p>	<p>Elders, ESWs, CELCs, Education Advocates (new) and special presenters</p>	<ul style="list-style-type: none"> • <i>Detail your school plan for welcoming/sign-in/and procedures for Elders ESWs/CELCs, and special presenters.</i> -special guests will be greeted at the main entrance by a staff member • <i>Whitehorse schools only: Education Advocates (new program from FNED)</i> <p><i>CELC has his own office in the school and will have to follow school Covid guidelines at all times.</i></p> <p><i>Any elders will also follow all Covid guidelines and will be welcomed by the Principal.</i></p> <p>Click or tap here to enter text.</p>

8. After school use and Joint Use Agreement users

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> • Public access for after school use should be permitted provided user groups follow the general guidelines contained in this document. These requirements should be communicated through an updated user group agreement. • As much as possible user group access and movement throughout the school should be restricted. For example, adapting entrance and exit protocols, locking hallway doors, providing floor markings as appropriate. • Cleaning and disinfection should take place between each user group. <ul style="list-style-type: none"> ○ To reduce the custodial burden consider having user groups use school’s facilities less frequently for a longer period of time. • User groups must have access to designated washrooms within the school. • Groups renting school spaces are responsible for maintaining sign 	JUA and community use August –mid September	<i>Details on JUA will provided early next week (Aug 4 or 5)</i> n/a
	User group washrooms	<i>Identify community use/user group washrooms</i> Public Library: use 2 public bathrooms Ross River Recreation: 2 Public bathrooms in the gym Kid’s Club: 2 Public bathrooms in the gym
	User group restrictions	<i>Identify areas that are restricted access in your school</i> The user groups are designated certain bathrooms and are not allowed access to other areas. The students will public user group must follow all school Covid guidelines. User Groups will be provided with school Covid guidelines and maintain an accurate sign-in log. The User groups will get training on proper cleaning guidelines and will be supplied with cleaning supplies.

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<p>in logs should the need for contact tracing arise.</p>		
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9. When someone becomes sick at school

<p>Applicable Information from “Health and safety guidelines for K-12 school settings”</p>	<p>Item</p>	<p>Detailed implementation actions and/or program change</p>
<p>See Appendix 1</p>	<p>Staff and student instruction on what to do if one becomes sick at school</p>	<p><i>Indicate the date of when and who will ensure that staff and students are informed about what to do if they become sick at school. Provide all staff with information in Appendix 1.</i> The first two days of school will be training days for Covid-19. Procedures will be shared to all staff. The staff will review Covid-19 guidelines and procedures with students. This will be done on a daily basis until students are properly trained.</p>
	<p>Staff training</p>	<p><i>Describe how staff will be trained for responding to symptomatic students and donning and doffing PPE. For the latest information on wearing non-medical masks please check refer to this website.</i> <i>-this will also take place at the Health and Safety PD on August 24/20</i></p>

10. Monitoring absenteeism

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Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<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. >5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and “Yukon School Surveillance Reporting Tool” should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.</p> <p>Schools should monitor student absenteeism for extended absences as this may indicate that a student has COVID-19. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any COVID-19 symptoms before returning to class.</p>	<p>Monitoring and reporting absenteeism</p>	<p><i>Indicate your plans for monitoring and reporting absenteeism. How will you monitor extended absences? How will you screen students returning after a prolonged absence?</i></p> <p>Daily attendance is recorded by the homeroom teachers and the CELC and Administration team red flag concerns. Parents\guardians are also encouraged to call the school if their child becomes ill. The CELC also conducts home visits or calls home to check if students are absent. The Admin. Staff will call the Health Authorities immediately if any health issues arises.</p> <p>The existing process will be completed and sent to proper authorities.</p> <p>The Administration team will monitor the extended absences very closely and will work with the First Nation Health Dept. as well.</p>

11. Communication

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

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

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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.

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Appendix 2

When to wash hands

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