



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 5rd 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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Signature:	Click or tap here to enter text.
Date:	August 10, 2020

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1. Supporting Social-Emotional Wellness and Trauma Informed Learning

Supporting Social-Emotional Wellness and Trauma Informed Learning	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:
For staff	Supporting staff to practice self-care, being cognizant of staff members and their families’ vulnerability during this unprecedented time. Being available as administrator for one on one check ins with staff. Encouraging staff members to access their benefits for counseling if desired. Setting up a system whereas staff members can check in with each other. Ensuring any new information is communicated to staff members in a timely manner to help alleviate anxiety.
For students	Allowing for more student support during the course of the day at school if needed. Providing more space in the school timetable for student support. Training and resources for staff will be provided and will be ongoing. Spending as long as it takes at the beginning of the year as a school to establish routines and relationships. Meeting students where they are at socially and emotionally and moving forward from there.

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 meters from each. Physical	<p>Provide Details on:</p> <ul style="list-style-type: none"> • Maximum # of staff in staff-room capacity • Detail how you will conduct staff meetings • Provide schedule and maximum capacity of teacher work area

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	<p>distancing by and among staff is <u>strongly recommended</u>.</p>	<ul style="list-style-type: none"> • What steps will be taken to ensure safety at in-person meetings <p>Staffroom capacity at 5 people at one time. Staff meetings will either be done in the school library or gymnasium with physical distancing measures or by Zoom, (This will depend on the risk at the time) August training is planned for the library. No more than two teachers working with students within a classroom. Handwashing before meetings and seating areas disinfected.</p>
<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>	<ul style="list-style-type: none"> • Physical distancing will be maintained within the school by spacing desks and chairs appropriately. • Centre lines will be put down on the hallway floors to create one-way traffic flow. • Hooks and lockers will be utilized with appropriate physical distancing. Visual cues for students and staff will be developed at the training for Covid-19 in August. • Students will play outside in a primary and intermediate bubble. • School specific ways of limiting the number of adults working per class. • Specialized teachers will go to the classes to teach. • Students will enter and exit the building using assigned doors. • <ul style="list-style-type: none"> - For the first several weeks of school the emphasis will be on new routines, relationships and community building. (Teachers will share resources on community building during the Covid-19 training days. - Staggered morning recess and a reverse lunch (primary/intermediate)

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<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 number of student groups they interact with throughout the day. • 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 	<p>Provide details, if applicable, on:</p> <ul style="list-style-type: none"> • Changing configuration and placement of desks to maximize physical distancing • Repurposing larger spaces like gyms, libraries or multi-purpose spaces for classes if needed. • Marking distances for reference between desks/tables • Plans developed for safe hallway movement and minimized congestion by staggering transition times • Ways your school has maximized space • Ways your school will minimize mixing of groups • Provide staggered recess schedule • Plan for assemblies and other school-wide events virtually <p>Desks will be in rows tables will have limited seating with work zones taped off on the tables. Students will all be facing the same way (not each other).</p> <p>Marks on the floors of classrooms for placement of tables and desks.</p> <p>Lanes in the hallways set up with one way traffic flow.</p> <p>Any small group activities are to be within classroom bubbles.</p> <p>Staggered morning recess – primary recess/intermediate recess.</p> <p>Reverse lunch – primary/intermediate.</p> <p>Outdoor play will be done in zones –An intermediate and primary zone.</p>
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	<p>and include basic principles such as “two arm lengths apart”.</p> <ul style="list-style-type: none"> ● 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. ● 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. 	<p><i>When considering developmental appropriateness and suitability for sanitizing, what toys and manipulatives will remain/be removed?</i></p> <p>Manipulatives or toys that can be easily sanitized will remain in classrooms. Consideration of assigning a bin of manipulatives to each student for personal use only will be given.</p>

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	<ul style="list-style-type: none">• 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>Other items will be stored until it is safe to use them.</p> <p>Any area carpets or pillows will be removed from rooms.</p> <p>Students will have their own containers of pencils, markers, scissors etc. These items will not be kept in community bins. There will be no sharing of pens, pencils or scissors.</p>
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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

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 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.

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<ul style="list-style-type: none"> • 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 <p>NEED Procedure of how this will be tracked/monitored by custodians to ensure work is done</p>
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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"> • 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. • 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 <p>Upon entering the building, students will use hand sanitizer.</p> <p>Students will go to their assigned area to hang up coats etc. They will take what they need out of their backpacks (homework/water bottles/personal items), stow the pack and go to their classroom seating.</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 refilling.● 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 throw away and hand hygiene performed immediately.	<p>Students will enter their classroom, put their personal items on their desk and proceed to their assigned sink to wash their hands. Every time a student transitions or enters the building, they will be required to wash their hands.</p> <p>A portable hand sanitizer will be in each room – After a bathroom break – students will be required to sanitize their hands.</p> <p>Students will have water bottles in the classroom at their desks – bottles brought home each evening for sanitizing.</p> <p>Posters will be at the entrances and all hand washing stations. Additional posters about physical distancing will be up in the hallways and in classrooms.</p> <p>Classroom teachers and support staff will work with students to demonstrate and teach proper hand washing.</p> <p>Playground zones will be assigned to intermediate and primary students – students will enter the building two at a time, side-by-side (taped line showing two lanes) – hands sanitized – outdoor shoes off and coats hung up. Personal belongings on their desks and hand washed.</p> <p>Expectations for entering/leaving the school, hand washing and movement within the school established with modeling and co-created criteria with students.</p>
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<ul style="list-style-type: none"> ○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible. ● Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette. <ul style="list-style-type: none"> ○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer). 	
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Hand washing stations	Location
Staff	Staff room – 2 bathrooms and a kitchen sink with hand soap. Every classroom has a sink.
Students	Please see the building plans for washrooms. Every classroom has a sink.
Hand sanitizer stations	Location
Staff	Portable hand sanitizer bottles in every classroom. There will hand sanitizer at the entrance of the school. Hand sanitizer will be available in the office.
Students	Portable hand sanitizer bottles in every classroom. There will be hand sanitizer at the entrance of the school. Hand sanitizer will be available in the office.

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Public	Hand sanitizer at the front entrance of the school. Hand sanitizer will be available in the office.
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Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<p>Meals and food handling</p> <ul style="list-style-type: none"> ● Students and staff should observe proper hand hygiene before and after eating. ● Physical distancing should be maintained while students are eating. ● Where possible students should take their lunch in their classroom. ● Schools should have a “no food and drink sharing” policy. <ul style="list-style-type: none"> ○ Food from home should be stored with the students’ belongings and must not be shared with others. 	<p><i>Provide details, if applicable:</i></p> <ul style="list-style-type: none"> ● <i>Does your school have a nutrition program?</i> ● <i>Will your school be taking lunch in the classroom more often?</i> ● <i>Indicate plan for distribution of food (nutrition programs/cafeterias)</i> ● <i>Plan for physical distancing (2m) in cafeteria or when picking up food</i> ● <i>Messages/signs about no food sharing/buffets or potlucks</i> <p>Students will be instructed not to share food. This can be a part of co-created classroom expectations that are posted on the wall and reviewed daily.</p> <p>Students will be eating in their own classrooms and remain in their desks while eating.</p> <p>Students will be instructed to bring water bottles from home which will be filled at the classroom sink.</p> <p>For any food prepared in the kitchen, hand washing protocols will be followed, appropriate spacing and gloves will be used.</p> <p>Students will be using water bottles for drinking, not fountains.</p> <p>Staff asked about who has their “Food Safe” certificate.</p> <p>Compost and recycling will continue in the classrooms. They will be emptied using gloves. Hands to be washed immediately after.</p>

<p>School cafeterias</p> <ul style="list-style-type: none">• Students should keep a distance of two metres between each other as much as possible. Promote physical distancing by:<ul style="list-style-type: none">○ Reducing the number of students dining together at one time.○ Removing/rearranging dining tables.○ Placing tape or other markings on the cafeteria floors.○ Staggering meal service times to reduce the number of students present at any one time.○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room.• All staff who are handling food must practice diligent hand hygiene and a food safety certificate is recommended.• Do not use buffets. Food should be served in individual	
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<p>portions or food items individually wrapped using single-use food grade packaging.</p> <ul style="list-style-type: none"> • 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. 	
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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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<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>Location of Sick-Kit</p>	<p>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</p> <p>Sick kits will be located in classrooms, in the office and in the sick room. A sick kit will be available for field trips as well.</p>
<p>Teachers and other staff may choose to wear a non-medical mask; however, this is a personal choice.</p>	<p>Location of sick area</p>	<p>Describe where this is located/mark on floor map</p> <p>The designated sick room will be used.</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>Which staff will require PPE due to job duties?</p>	<p>Some staff may be required to perform some duties that require PPE.</p> <p>Staff will be identified if their regular duties require them to wear PPE. The logic behind why PPE is indicated will be discussed and recorded.</p> <p>The Principal will ensure that appropriate supplies are ordered and that these supplies are only available for those staff who require it.</p> <p>It is anticipated that materials for 4 sick kits will be needed for emergent situations.</p> <p>Additional material supplies will be assessed through discussions between and among the Principal and staff.</p> <p>Staff members dealing with a sick student will require PPE. If a staff member is identified at vulnerable, they may choose to wear PPE.</p> <p>Any staff member who is disinfecting an area will require gloves, and staff members cleaning the sick room, after a student has been sick will require full PPE.</p> <p>Having fifty masks, 20 gowns, and 100 pairs of gloves would be a good start.</p> <p>Any staff member using a sound system will be required to disinfect the system using gloves after each use.</p>

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<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)<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.		<p>Specialist teachers who work in all the classrooms will have PPE made available to them, as required.</p>
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<ul style="list-style-type: none"> ○ For example, when assisting students with activities of daily living. 		
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6. Programming and Activity Guidelines

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>Our arts program will not include choir singing or wind instruments such as a recorder. Arts classes will be held in homeroom classrooms.</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>Unless the weather doesn’t permit outdoor physical education, all physical education classes will be held outdoors. When indoors, physical education should avoid vigorous games that invite close contact. Sanitizing of equipment will occur after a single use. Hand washing will occur before and after entering the gymnasium.</p>

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<p>Cooking Classes</p>	<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>Any cooking with classes will be done with proper physical distancing, no sharing of cooking implements and using hygiene protocols in place.</p>
<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>Protocols for a student becoming sick on a field trip will be organized by staff, administration, school council and directions from Yukon Education. All field trips will require a sick kit. Parents will be contacted and expected to pick up their child, if their child becomes sick on a field trip.</p>

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<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>Students will have to wash their hands before entering the library. They can sign out a book and return to their classroom. They must wash their hands before continuing in their classroom.</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. • 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><i>Details of your plan to mitigate risks associated with this program area</i></p> <p>Students will be using laptops or iPads at their own desks. After a single use they will be cleaned. Students will be instructed on how to clean their devices correctly.</p>

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<p>Extra-curricular programming</p>	<p>Guidelines are being finalized and will be sent shortly...</p>	<p>Guidelines on extra-curricular programs are being developed... Protocols developed by Yukon Education will be followed.</p>
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7. Itinerant staff, guest and public access

<p>Applicable Information from “Health and safety guidelines for K-12 school settings”</p>	<p>Relevant issue or group</p>	<p>Detailed implementation actions and/or program change</p>
<ul style="list-style-type: none"> • Educational specialists and consultants are permitted to enter the school if public health guidance is followed and movement within the building is limited as much as possible. • All visitors, including educational specialists and consultants, must report to the front office upon entering the school. <ul style="list-style-type: none"> ○ Anyone who is ill or experiencing symptoms will not be permitted further entry. 	<p>Sign in procedure</p>	<p><i>Your school's sign in location and procedures</i> Educational specialists, consultants and guests will enter by the front door, sanitize their hands using the sanitizer and then report to the office where they will be given instructions as to where they can wash their hands. After they wash their hands, they will be escorted to the class they are working in. They will be asked to wear a mask unless the activity can be completed at a safe physical distance or is done outside.</p>
	<p>Space for itinerant staff</p>	<p><i>Provide details of location of itinerant staff work space</i> Itinerant staff will be designated a teaching/learning space for working and will follow outlined protocols for hand hygiene and physical distancing.</p>

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<ul style="list-style-type: none"> ○ A record of all visitors should be kept for a minimum of thirty days. • All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building. • Visitors should use designated entrance and exit doors and limit their movement within the school as much as possible • Stagger the timings of pick-up and drop-off if possible. <ul style="list-style-type: none"> ○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers. <p>Parents must wait for students in a designated area.</p>	Visitor entrance/exit	<p>We encourage limiting parent access to school except for programs that require parents/caregivers to be present. Parent/caregiver waiting areas will be designated in the lobby.</p> <p>Procedure for those parents/ caregivers permitted to be present in classes (like Learning Together/Kindergarten) Parents and caregivers will sanitize their hands as they enter the building. Protocols will be reviewed. A staff member will be at the door to greet them and direct the parent/caregiver to the nearest washroom to wash their hands. They will then be escorted to the classroom they are joining.</p>
	Parents	<ul style="list-style-type: none"> • Procedures for parents to support early learning programs like Learning Together and Kindergarten will be communicated to staff and participants. (most direct access/access to these classrooms only). • Directions/signs for all other parents – minimize access to classrooms/designated waiting area <p>N</p>
	Drop-off/pick-up schedules	<p>Indicate your school's plans for staggering drop-off and pick-up</p> <p>As students are dropped off, staff will be present to direct students to their playground Zones. Students will be assigned specific entrances for going into the building. For pick up, parents will be instructed to wait at their vehicle. A staff member will escort their child to the parent if necessary.</p>
	Elders, ESWs, CELCs, Education Advocates (new) and special presenters	<ul style="list-style-type: none"> • Detail your school plan for welcoming/sign-in/and procedures for Elders ESWs/CELCs, and special presenters. <p>See procedures for parents entering the building to work with classes.</p> <ul style="list-style-type: none"> • Whitehorse schools only: Education Advocates (new program from FNED)

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		Same protocol as above for consultants.
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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"> 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. 	JUA and community use August –mid September	<p><i>Details on JUA will provided early next week (Aug 4 or 5)</i></p> <p>All after school groups will follow the same strict hygiene measures as special guests. Any area or equipment will be sanitized after use. The assigned entrance and exit must be used. User groups must remain in their assigned area while in the school building. The leader of the after school group must be present as members enter the building to ensure protocols are being followed. Every member of a user group must sign in. Washrooms used will be sanitized. A cleaning log/user agreement must be filled out each time a group uses the school. Other areas of the school will be locked and off limits.</p>
	User group washrooms	<p><i>Identify community use/user group washrooms</i></p> <p>The washrooms attached to the gym only.</p>
	User group restrictions	<p><i>Identify areas that are restricted access in your school</i></p> <p>The only area a user group may use is the gym and the two washrooms. All other areas are restricted. All hallway and classroom doors will be locked. The custodian will check the cleaning log and report any discrepancies to the administration.</p>

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<ul style="list-style-type: none"> ○ To reduce the custodial burden consider having user groups use school's facilities less frequently for a longer period of time. • User groups must have access to designated washrooms within the school. • Groups renting school spaces are responsible for maintaining sign in logs should the need for contact tracing arise. 		
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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	<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>

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	one becomes sick at school	August 12, 2020 – An electronic notice will be sent to families as well it will be posted on our Chief Zzeh Gittlit School website.
	Staff training	<p>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.</p> <p>If a student is symptomatic, the teacher will contact the office. Trained staff members will be able to pick up the student from the classroom. The student will be given a mask to put on and the trained staff member wearing full PPE will escort the student to the sick room. Parents will be called for pick up. Staff will be trained prior to school classes opening for students about how to respond to a sick student.</p>

10. Monitoring absenteeism

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report absenteeism that is higher than expected (i.e. >5-10% above baseline), as determined by the school	Monitoring and reporting absenteeism	<p>Indicate your plans for monitoring and reporting absenteeism. How will you monitor extended absences? How will you screen students returning after a prolonged absence? For an extended absence, families will be contacted to determine why there is an extended absence. The Yukon School Surveillance Reporting Tool will be completed if it is suspected the absence was due to a communicable disease. Students will not return to school unless all symptoms are absent.</p>

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

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

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

12. Appendices

Appendix 1

What to do if a student or staff gets sick?

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

Staying home when sick

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

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

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

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

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

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

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

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

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

If a student develops symptoms of Covid-19

Staff must take the following steps:

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

If a staff member develops symptoms of Covid-19

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

1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they leave the school or wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them.

5. If concerned, staff should be encouraged to use the [COVID-19 self-assessment tool](#) or contact a family physician or nurse practitioner.

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

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

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

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

Appendix 2

When to wash hands

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