



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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Date:	August 5, 2020

1. Supporting Social-Emotional Wellness and Trauma Informed Learning

Supporting Social-Emotional Wellness and Trauma Informed Learning	<i>The document "Five Steps to Guide the Social Emotional Wellness of Staff and Student's Return to School: Regulate-Reason-Relate, contains suggestions of how to support student and staff wellness. From this document (and other resources/ideas you may have) indicate how you will support staff and student wellness:</i>
For staff	<ul style="list-style-type: none"> •counsellors will facilitate mini-workshop on resources available to support teachers and to teach in the classrooms (refresher course as all staff have access to Second Step and Mind Up) •share resources for staff - counselling services etc. •these supports and delivery will be further enhanced with support of counsellors
For students	<ul style="list-style-type: none"> •Second step and Mind up will be mandated for use in the classrooms •training for all staff on efficient use of resources already in the building •focus on yearlong theme - WE CARE

2. Physical distancing

Measures used to maintain physical distancing	Applicable Information from "Health and safety guidelines for K-12 school settings"	Detailed implementation actions and/or program change
Between staff	The current limits on social gatherings <u>do not apply to school settings and school-related activities</u> . There can be any number of students and staff in a school setting at any given time if they are not all in one area and can keep a safe distance of 2 metres from each. Physical distancing by and among staff is <u>strongly recommended</u> .	<p>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 • What steps will be taken to ensure safety at in-person meetings <p>FRONT OFFICE:</p> <ul style="list-style-type: none"> • Open existing window at front desk to minimize need to come into office • Convert door into Dutch door - maintain openness but prohibit entry •Hand sanitizer at front entrance - only entrance for public

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		<p>STAFF ROOM</p> <ul style="list-style-type: none"> • Capacity of 10 • Remove couches; • Remove extra chairs <p>WORK ROOM</p> <ul style="list-style-type: none"> • Sign in and limit capacity • Scheduled daily deep cleans <p>STAFF MEETINGS/ SBT MEETINGS/</p> <ul style="list-style-type: none"> • Conducted in gym where staff can maintain physical distance of 2m • Conducted remotely through Zoom • parent meetings will be conducted respecting the 2 m distancing or via zoom <p>WASHROOMS (only one washroom for each gender with 50 staff)</p> <ul style="list-style-type: none"> • Scheduled deep clean
<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>Building physical distancing into all staff student interactions, inside or outside the school</i> • <i>Develop use of visual cues to establish safe boundaries for teacher-student interactions.</i> • <i>Provide map of school traffic “flow” and specifics about entering and exiting</i> • <i>School specific ways of limiting the number of adults working per class</i> • <i>Provide details on how students with physical, health or social-emotional needs will be supported (see also Section 5).</i> <ul style="list-style-type: none"> • Provide directionality map of all stairwells and halls upon entry to school - flow of school • classrooms have desks at 1.5 m apart (seat to seat) to allow up to 25 students in a class - floor will be mark for appropriate desk placement • create and teach how to respect physical

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		<p>distancing using positive and supportive simple language</p> <ul style="list-style-type: none"> • ancillary staff schedules to be posted and shared on TEAMS to minimize adults in classrooms • Counsellors will work with staff (August 19 to address trauma and re-connecting with students without contact • all staff will BE PROVIDED with a mask for use when distancing is NOT possible - in the event of injury, trauma or need to separate students • masks will be provided in the event of a sick child and for the attending adults in the sick bay area - which will be thoroughly cleaned after each use • clear signage in both languages will be posted to support physical distancing and flow through the school • in the event of fire or fire drill - the closest exit will be use regardless of signage to ensure safe evacuation of the school
<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. 	<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</i> • <i>Repurposing larger spaces like gyms, libraries or multi-purpose spaces for classes.</i> • <i>Marking distances for reference between desks/tables</i> • <i>Plans developed for safe hallway movement and minimized congestion by staggering transition times (floor maps welcome)</i> • <i>Ways your school has maximized space</i> • <i>Ways your school will minimize mixing of groups</i> • <i>Provide staggered recess schedule</i> • <i>Plan for assemblies and other school-wide events virtually</i>

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	<ul style="list-style-type: none"> • 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 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"> • Provide map of directionality through halls and stair wells posted at entrance to school (we will enter school through front door - grades 4-7 and soccerfield door k-3 allowing for muster points on front lawn and soccerfield behind a cone - respecting physical distancing • classrooms will be at full capacity 18-k; 22-grades 1-3; up to 25 in grade 4-7 - desks will be spaced and marked for maximum separation at 1.5m from seat to seat in the most populated classrooms - others will be 2m • soft furniture will be removed • focus on WE CARE as our theme for the year; develop 'EWES gesture' for reminding of physical distancing <ul style="list-style-type: none"> • teach and practice 'air 5s' • assemblies will be conducted by zoom and projected on screens within the classrooms • three recess in the morning and three after lunch - one k-7 class during each of these recess to preserve classroom bubbles and minimize mixing of same-aged groups • Sinks in k classes, 2 of the three grade one classes and 2 of the intermediate classes - two hand washing stations in most congested hall all other sinks located in washrooms on top floor and basement • max. number of students in washroom sign will be posted outside washroom • hand sanitizer in each classroom to use upon entry to class - if hands visibly dirty - student will use washroom • cones placed on field and front lawn - classes 2 m apart and students' arm's length apart to enter school one class at a time at beginning of day • staff will encourage physical distancing before and after school while whole school population is outside • classes will be dismissed as per the provided schedule - staggered dismissal with supervising staff outside to encourage physical distancing when whole school is outside
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	<ul style="list-style-type: none"> o 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"> o Students should wash their hands after using playground equipment 	<ul style="list-style-type: none"> •bus line ups will be 2 m apart with physical distancing being respected between students in line •classes educated on proper handwashing, social distancing, safe six, • lockers all marked with one of 4 colours - students will be sent into hall one colour at a time to get dressed and to be able to maintain physical distancing •Hooks will be assigned between three classes: ie. 1a, 1b, 1c, 1a, etc as each class has a different recess and dismissal schedule this will allow for physical distancing while the whole class can prepare at the same time • RPAY has been contacted to facilitate 'distance play' •at -30 and below, students wait for buses inside •-30 lines (2 m apart and with physical distancing between students in line) will be in gym and buses carefully escorted down outside stairs at back of gym to buses as they arrive •Dismissal schedule will be posted and each class will leave with their assigned bubble of classes (Recess 1 group will leave first one week, second the next and last the third week - rotate and repeat.
<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 	<p><i>When considering developmental appropriateness and suitability for sanitizing, what toys and manipulatives will remain/be removed?</i></p>

	<p>decrease the likelihood of physical contact.</p> <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. 	<ul style="list-style-type: none"> •KINDERGARTEN & GRADE : centre time will be assigned for the day (reducing sharing of toys)i.e. at blocks for the day and not blocks then dress-up •keep number of students at each centre to two •spray will be provide to sanitize after use •PE equipment brought from home will be stored outside the classroom and not shared •agendas will be sent back and forth from school but not shared between students •students will provide own recess equipment and will store this equipment outside of the classroom – sharing of this equipment will not be encouraged
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3. School cleaning and disinfecting procedures

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

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

<p>COVID 19 METHOD OF CLEANING GENERAL GUIDELINES</p> <ul style="list-style-type: none"> • 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 Ration: 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.
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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.
 - Washing washroom floors/change room floors with disinfectant solution in a mop bucket. Weekly pressure washing with disinfectant in all surface area of the washrooms and change rooms including walls.
 - Washing gym floors with floor scrubber with multi surface cleaner solution
- NEED Procedure of how this will be tracked/monitored by custodians to ensure work is done

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

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

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

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

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

Applicable Information from "Health and safety guidelines for K-12 school settings"	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> • Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the 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"> ◦ Technical grade ethanol should not be used as it is not approved by 	<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> • proper handwashing technique posters posted in all washrooms above the sinks • safe six posters in English and French in all classrooms • hand sanitizer in every classroom for use upon entry • desks sanitized before every recess and dismissal

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<p>Health Canada for use with children or pregnant women.</p> <ul style="list-style-type: none"> • 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"> •alcohol wipes for computers and shared whiteboard pens •hand sanitizer at main entrance •students taught proper handwashing, coughing/sneezing etiquette and safe distancing in classes along with second step by teachers in class •tissues in classrooms for use •sick students immediately removed from general classroom and isolated in sick bay - mask provided for student and for attending staff; area thoroughly cleaned afterwards; sick kits will be provided for every class and also in the sick area - signage will be placed on door of counsellor area to reduce traffic while sick child is awaiting pickup •all garbage cans in school are no-touch cans •doors left open where possible to reduce 'touch' •old fountains replaced with handwashing stations
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<ul style="list-style-type: none"> o Used tissues should be throw away and hand hygiene performed immediately. o 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"> o 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 washroom in basement - two sinks per gender; one barrier-free washroom on main floor; gym washrooms; staffroom sink and a few sinks in classrooms
Students	<p>Top Floor: One washroom with three sinks (girls) two sinks (boys); one handwashing station in hall (to replace old fountain); two classrooms with sinks</p> <p>Main floor - two classrooms with sinks and one handwashing station (to replace old fountain)</p> <p>Basement: 4 washrooms with 5 sinks per gender; three k classes with sinks</p>
Hand sanitizer stations	Location
Staff	<ul style="list-style-type: none"> •Hand sanitizer station upon entry to school •every classroom has hand sanitizer bottle

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Students	<ul style="list-style-type: none"> •Hand sanitizer station upon entry to school •every classroom has hand sanitizer bottle
Public	<ul style="list-style-type: none"> •hand sanitizer station at main entry

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 	<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> <ul style="list-style-type: none"> •students will have their lunches in their own classrooms - no student monitors this year •no sharing of food or drink - will be taught to students and signage posted •students will bring own water bottles to be filled at no-touch fountains •physical distancing maintained during lunch - eat at own desk and no sharing of any food between students •hands washed before meals •hands sanitized upon entry to class •lunches provided to students will be prepared following most recent guidelines and packaged individually and handed out to students (not allow students to handle fruit etc)and distributed from main office

<p>and must not be shared with others.</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	
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<p>practise diligent hand hygiene and a food safety certificate is recommended.</p> <ul style="list-style-type: none">• 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.	
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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
<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 	<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> <ul style="list-style-type: none"> Sick kit will be kept in every class, counselling area close, front office to sick bay area in cupboard
	<p>Location of sick area</p>	<p>Describe where this is located/mark on floor map</p> <ul style="list-style-type: none"> sick bed is in counsellor area
	<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> <ul style="list-style-type: none"> All staff will be provided with a mask and care their own mask to be used in cases when physical distancing cannot be maintained (in case of injury, trauma or when students may self-harm) masks may be worn when working closely with students with exceptionalities which require them to be in close proximity to their student students may wear masks upon the advisement of their physician or parents water bottles will be provided by students and will be filled at no-touch fountains staff will be trained on procedures in the event of illness and students demonstrating symptoms staff will be trained on proper mask use, disposal and infection transition

<p>Wearing a non-medical mask in Yukon.</p> <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) <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., 		
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<p>1:9 dilution or 5000ppm</p> <ul style="list-style-type: none"> o 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"> o 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> <ul style="list-style-type: none"> •music will focus on percussion and theatre; delivered in the classrooms - teacher moves - no classes

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<p>Physical Education</p>	<ul style="list-style-type: none"> • The risk of COVID-19 transmission is lower in outdoor settings than it is indoors. Wherever possible physical education classes should be held outside. • Physical education classes should follow the contact sports and sport and recreation guidelines. 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> •RPAY has been contacted to support safe recess play and games •outdoor education programming for grade 6-7 will continue with two hours outdoor education every two weeks; large bus vs small bus will have to be considered •PE will be outside, weather permitting until October •once it is too cold, appropriate PE will be facilitated in the gym as per guidelines provided by the DoE and CMO
<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> <ul style="list-style-type: none"> •cooking classes will be suspended until further notice
<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 	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> •grade 6-7 outdoor education programming will be continuing as per all H&S guidelines •bus partners will be assigned and parents as chauffeurs will not be permitted •safety plans and mitigation of risk will be

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	<p>or seat that does not change for the duration of the trip.</p> <ul style="list-style-type: none"> • 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"> o Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member. o Hotel stays are permitted, with no more than two students per room. • International field trips are not currently permitted. 	<p>required prior to outing</p> <ul style="list-style-type: none"> •overnights will not be permitted this fall
<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"> o 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> <ul style="list-style-type: none"> •Library period will be provided in the classrooms for K-3 and in the library for 4-7

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<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> <ul style="list-style-type: none"> • in class computers will be cleaned between users • work station keyboards will be cleaned after each use • work stations will be 2 m apart • portable laptops will be used whenever possible in the classrooms
<p>Extra-curricular programming</p>	<p><i>Guidelines are being finalized and will be sent shortly..</i></p>	<p><i>Guidelines on extra-curricular programs are being developed..</i></p> <ul style="list-style-type: none"> • no extracurricular at this time

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 	<p>Sign in procedure</p>	<p><i>Your school's sign in location and procedures</i></p> <ul style="list-style-type: none"> • all specialists will hand sanitize upon entry to school

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<p>followed and movement within the building is limited as much as possible.</p>		<ul style="list-style-type: none"> •log book is located at main office •visitor tag is required
<ul style="list-style-type: none"> • All visitors, including educational specialists and consultants, must report to the front office upon entering the school. 	<p>Space for itinerant staff</p>	<p><i>Provide details of location of itinerant staff work space</i></p> <ul style="list-style-type: none"> •specialists will use the room between 200 and 201, room 10 and room 12 as necessary • rooms will be cleaned after each student
<ul style="list-style-type: none"> o Anyone who is ill or experiencing symptoms will not be permitted further entry. o A record of all visitors should be kept for a minimum of thirty days. 	<p>Visitor entrance/exit</p>	<p><i>We encourage limiting parent access to school except for programs that require parents/caregivers to be present. Indicate parent/caregiver waiting areas Procedure for those parents/ caregivers permitted to be present in classes (like Learning Together/Kindergarten)</i></p> <ul style="list-style-type: none"> •visitors enter through front entrance •visitors use hand sanitizer upon entry •check in with front office • student will be called down to meet visitor
<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. • 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"> o If there are multiple entrances, pick-up and drop off can be split at separate 	<p>Parents</p>	<ul style="list-style-type: none"> • <i>Procedures for parents to support early learning programs like Learning Together and Kindergarten (most direct access/access to these classrooms only).</i> • <i>Directions/signs for all other parents - minimize access to classrooms/designated waiting area</i> •visitors enter through front entrance •visitors use hand sanitizer upon entry •check in with front office • student will be called down to meet visitor •parents will wait outside for students - primary exit on primary yard and intermediate on parking side •students will wait in foyer and hall by office for parents as necessary which will be marked with distancing decals •directional maps will be posted at the entrance of the school, with signage at the

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<p>entrances to avoid parents gathering in large numbers.</p> <p>Parents must wait for students in a designated area.</p>		doors and a newsletter to communicate changes for pick up and dismissal routines.
	Drop-off/pick-up schedules	<p><i>Indicate your school's plans for staggering drop-off and pick-up</i></p> <ul style="list-style-type: none"> •we are fully bused school - almost all students come and leave by bus • we will line up for specific buses on soccer field behind appropriate cone respecting physical distancing •student dismissal will be staggered and schedule according to their bubble group
	Elders, ESWs, CELCs, Education Advocates (new) and special presenters	<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> •we do not have ESW or CELC assigned to our school • <i>Whitehorse schools only: Education Advocates (new program from FNED)</i> <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 	JUA and community use August - mid September	<p><i>Details on JUA will provided early next week (Aug 4 or 5)</i></p> <p>Click or tap here to enter text.</p>

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<p>guidelines contained in this document. These requirements should be communicated through an updated user group agreement.</p> <ul style="list-style-type: none"> • As much as possible user group access and movement throughout the school should be restricted. For example, adapting entrance and exit protocols, locking hallway doors, providing floor markings as appropriate. • Cleaning and disinfection should take place between each user group. <ul style="list-style-type: none"> ○ To reduce the custodial burden consider having user groups use school's facilities less frequently for a longer period of time. • User groups must have access to designated washrooms within the school. • Groups renting school spaces are responsible for maintaining sign in logs should the 	<p>User group washrooms</p>	<p><i>Identify community use/user group washrooms</i> User groups will be limited to basement washrooms only sign in on washroom door after hours</p>
	<p>User group restrictions</p>	<p><i>Identify areas that are restricted access in your school</i></p> <ul style="list-style-type: none"> •User groups will be restricted to room 10 and gym with no access to upper floors •contact logs will be maintained

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<p>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></p> <ul style="list-style-type: none"> •staff training and assigned personnel to this duty will be shared with staff on august 18 •students will sent home if displaying symptoms of COVID/FLU and permitted to return if symptoms are absent and/or a neg. test can be shown •sick student will be given a mask in classroom and escorted to sick bay •attending staff will wear a mask • parents informed •room access restricted •room deep cleaned after student leaves •proper handwashing after student leaves
	<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></p> <ul style="list-style-type: none"> •staff will be trained on August 18 using resources available to us and facilitated by the admin team

10. Monitoring absenteeism

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</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> <ul style="list-style-type: none"> • Front desk secretary will monitor absenteeism as she completes and monitors ASPEN attendance • 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. • Principal will monitor staff absenteeism requiring a medical note if staff absent over 5 days; testing will be encouraged to reduce days away

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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.		
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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.

Reviewed by HEOC

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.

Reviewed by

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