

Medicine Hat Catholic Board of Education



Mother Teresa School 2020-2021 School Re-Entry Plan

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

Message from the Principal:

Thank you to all of our staff, parents, students and community members for your patience and understanding as we prepare for our school re-entry this fall. The health and safety of everyone is of the utmost importance during these times. We want you to know that we care about your child's educational future and are working hard to ensure the smoothest possible transition back into our school building.

Please don't hesitate to contact the school at any time if you have any questions or concerns. We are here to help you! (403-529-2000)

- Ms. Street

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

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

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

Trusted Sources of Information

We are committed to using information from official public health agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), and [Alberta Education](#).

AHS Zone Environment Public Health Contacts

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

Provincial Measures

Public Health Measures

Mass Gatherings

The Chief Medical Officer for Health's Order for Mass Gatherings continues to prohibit gatherings and events in excess of 50 people, however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large gatherings of staff and students must not be held (i.e. assemblies, celebrations, sports, before & after school, etc.).

Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 like symptoms (case finding) helps AHS identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up. Medicine Hat Catholic Board of Education has implemented enhanced policies regarding reporting employee and student absenteeism to public health to assist with early identification of clusters and outbreaks. Attendance logs will be maintained at all buildings to assist with contact tracing.

Self-isolation and Quarantine

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

Physical Distancing and Minimizing Physical Contact

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

Wellness & Well-being

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

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

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

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

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

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

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

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

- [Go to Educator Booster Sessions](#) (online)
- [Brain Story Certification](#) (online course)
- [Everyday Mental Health Classroom Resource](#) website

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

positive and safe relationships (priority)

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

First Day of School

- Supervision starts at 8:30am (students should **not** arrive any earlier)
- Buses will **not** drop students off prior to the 8:30am supervision start time
- Students who arrive between 8:30am (supervision start) and 8:45am (warning bell) should go to the playground/field area at the back of the school
- If parents stay outside with their child on the first day, please adhere to physical distancing guidelines.
- When the warning bell rings at 8:45am, students will find their homeroom teacher (look for their sign) and their teacher will lead them into the school through their designated entry door. **Students in Grades 4-6 must wear their mask as they enter the building. Parents will not be permitted to enter with their child/ren.**
- Students who arrive after 8:45am must enter the school through the main entrance and check in at the office (ie: verbally tell the secretary their first and last name as well as their homeroom) **Students in Grades 4-6 must wear their mask as they enter the building. Parents will not be permitted to enter with their child/ren.**
- At the end of the day, students will exit the building through their designated doors (signs will be posted at all entry/exit points) and go to the bus zone, parent pick up spot, or home
- Parents may wait outside their child's exit door if they wish or pre-arrange a designated spot for picking up their child. **Parents will not be permitted to enter the building for student pick-up.** If picking up your child on school property, social distancing guidelines should be followed
- **Students will not be allowed to come into the school building early or stay later at the end of the day. The school day begins at 8:50am (warning bell at 8:45am) and ends at 3:20pm.**

- Exterior doors will be locked at 9:00am. Any students arriving after this time and any parents/visitors requiring access must phone the office. ALL parents/visitors will be required to wear a mask upon entry.

School Plan / Site Environment

General:

1. Physical Distancing:

- Removal of extra (unnecessary) furniture in classrooms to make room for increased physical distancing
- Assigned entry/exits for students to use at all times (before/after school, recess, lunch, any other times during the day) **Signage will be posted**
- Recesses (additional morning recess, additional afternoon recess, staggered lunch times) with varied grade levels during each to allow for more physical distancing
- Designated recess areas outside
- All students will eat lunch in their homerooms (students must bring their own utensils - they will not be allowed to share with others and the school will not provide utensils for them) **Parents will not be permitted to drop off lunches during the day. Please send your child to school with their lunch in the morning.**
- Homeroom students remain together throughout the course of the day (no combined programming at this time - ie: RTI, Reading Buddies, etc.)
- Parents are not permitted to enter the school at drop-off/pick-up times
- Parents are required to make an appointment if they wish to enter the school. Procedures will be shared at that time on when and how to enter the building (ie: entrance doors, self-screening tool etc.)
- Classes will take place outdoors when possible (ie: Phys. Ed)
- "Tight to the Right" method for addressing hallway traffic. Hallway traffic arrows will be added at a later date.
- ALL assemblies and other large group gatherings are cancelled/postponed at this time (virtual option will be used if necessary)

2. Cohorting:

- Homeroom students will remain together for the entire day (any programming where mixing of students typically occurs will be cancelled at this time)
- Shared Learning spaces will not be utilized at this time (ie: STREAM Commons, Learning Commons)

3. Classrooms:

- Hand sanitizer stations provided at each classroom entrance
- Desks are spaced as far apart from one another as possible and students are situated so as not to be facing one another (all unoccupied desks will be removed)
- Assigned seating for students will occur

- Removal of all non-essential items in classrooms
- Removal of all cloth covered surfaces (ie: chairs, curtains, table cloths, carpets/rugs etc) to allow for appropriate sanitization processes to occur
- Teachers will monitor students so they are not sharing supplies, personal items, food etc.

4. Office, Staff Room and Shared Space Access

- Signs posted reminding all staff, students, parents, visitors of protocol
- Staff will disinfect surfaces after coming in contact (ie: fridge, microwave, photocopier, stapler, hole punch etc.)
- Limit amount of paper mail that staff receive
- Staff will store personal belongings in their classroom and not in shared spaces

5. Access Control:

- Parents/Guardians will not be permitted to enter the school at drop-off/pick-up times
- Main doors will be locked at 9:00am. Parents/Visitors requiring access will phone the school to make an appointment or request entry.
- Parents/Visitors throughout the day must use the self-screening tool posted at the front entrance before entering the building
- All guests/visitors will sanitize their hands upon entry/exit and **MUST** wear a mask

6. Arrival Protocol:

- Parents/Guardians must remain outside of the school when dropping off or picking up their child/ren
- Physical distancing of 2 meters will be maintained by those gathering outside at drop-off and pick-up times
- Any parents who have students with special circumstances must communicate with school administration to set up an alternate plan
- Students arriving late must enter through the main entrance (Gr. 4-6 must wear a mask) and all late students must check in at the office before proceeding to their classroom
- Main doors will be locked at 9:00am. Please call the school office for late entry after this time.

7. Food and Nutrition Services:

- Food sharing for staff and students is prohibited. This includes utensils, dishes, water bottles etc.
- All food items and containers must stay with each staff member or student's belongings during the day and any leftovers or containers must go home at the end of each day
- Students should come to school in the morning with their lunch. **Parents will not be permitted to drop off lunches during the day. Food delivery services (ie: take out, SkipTheDishes) will not be permitted.**
- School Nutrition Program will continue to run with specific health and safety measures in place (note that this program may not be up and running in the first week)

- Brown Bag Lunch Program will continue but will look different from previous years (watch for further upcoming information in this regard)
- Hot Lunch Programs are suspended at this time. This will be reevaluated at a later date to ensure proper health and safety guidelines surrounding hot lunch delivery is in place.

8. Paper Handling:

- Use of digital/electronic resources in place of paper copies when possible
- Hands will be washed/sanitized both prior to and after handling papers that will be shared with others (if anyone touches their face, eyes, nose, mouth while working with paper, they must immediately sanitize before returning to paper handling)

9. Hand Washing Facilities:

- Proper handwashing communications will be posted throughout the school
- Sanitization stations will be placed at every entrance/exit, at the entryway of each classroom and in shared spaces
- Other sanitization stations will be available on an as needed basis (ie: high touch areas)

10. Temporary Storage Area:

- Classrooms have been decluttered and two extra rooms have been designated as temporary storage areas for the time being

11. Infirmary Room:

- A small area of the Office will be designated as an “infirmary” (area next to the office washroom)
- Custodial Staff will be notified if the area is used so that appropriate sanitization processes can follow

12. Water Fountains:

- Students will be encouraged to bring refillable water bottles rather than drinking from the mouthpiece of the fountain

13. Playgrounds:

- Playground users should maintain physical distancing at all times
- Limit congregating with other people when entering and leaving the playground and when supervising children playing
- Will remain open (staggered recesses so as to have less students in each area) and will adhere to the **Alberta Guidance for Playgrounds** document

14. Practice Fire Drills, Lockdown, and Hold and Secure:

- Current drill practices will continue

School Program & Activity Guidelines

1. Activity Planning:

- Staff will modify lessons where possible to decrease shared surface/object contact
- Staff will modify lessons/activities to allow for an increase in physical distancing
- Students are not to share supplies with others. Please send your child to school with their own set of supplies according to the supply lists posted on the school website.
- Staff will be mindful of using shared items (ie: electronics, equipment etc) and understand that cleaning/sanitizing will be necessary before others use the same items

2. Music, Dance, and Theatre Programs:

- *Guidance for Music, Dance, and Theater* document will be adhered to
- Music teacher will make use of both music classrooms (limited access with allotted sanitization period between visits by different cohorts)
- Music teacher will travel to classrooms for specific music periods each day
- An increase in on-line instructional tools will be used for specific music programming
- Use of instruments will decrease and, if used, will be appropriately sanitized between uses
- Students will create individual instruments, only to be used by themselves, as part of the music program

3. CTF or CTS Programs:

- N/A

4. Field Trips:

- Cancelled

5. Gymnasiums:

- Advice of the *Alberta Guidance for Sport, Physical Activity and Recreation*, will be adhered to
- Physical Education will take place outside as much as possible (ie: weather permitting)
- Equipment use will be decreased (anything that IS used will be done so with the understanding that it MUST be sanitized before and after each use)
- School Assemblies and other large gatherings are cancelled
- Community User Groups are cancelled

6. Extracurricular Activities:

- Cancelled

7. Work Experience:

- N/A

8. International Students:

- Once Canada lifts travel restrictions and non-essential international travel resumes, international education programs will resume if quarantine requirements and public health orders are followed

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

- Will continue with increased physical distancing
- Masks must be worn when physical distancing is not possible
- Program/s will make use of outdoor spaces when possible (ie: weather permitting)
- Drop-off and Pick-up will adhere to physical distancing requirements and parents/guardians must wear a mask and complete the self-screening tool before entering the building

10. Academy Programs:

- N/A

Student & Staff Health

1. Stay Home When Sick:

- All students and staff who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases **AND** their symptoms have resolved.
- Children and students must be supported by their school to learn at home if they are required to isolate due to illness or because they are a close contact of a case of COVID-19.
- Those unsure of if they, or a student, should self-isolate must be directed to use the Alberta [COVID-19 Self-Assessment Tool](#).
 - a. If still concerned, they can be advised to contact 8-1-1, or the local public health unit to seek further input.
 - b. There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.

- If a student or staff develops symptoms in or outside of the school that could be caused by COVID-19 or by a known preexisting condition (i.e. allergies), the individual should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.

2. Mandatory Daily Health Checks:

- Self-screening tool/checklist will be provided to parents and staff (and posted at school entrances) for daily use before entering the school building
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Parents / guardians are required to keep students home who are showing symptoms listed on the health check form.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.

3. Illness While On-Site:

- Staff who become ill must notify their supervisor and immediately self-isolate.
- Students exhibiting signs of illness must be moved to the designated infirmary space.
- Parents/caregivers must be notified and advised to pick-up their child immediately. **An immediate pickup assumes that the student will be picked up within an hour.**
- Parents must designate an emergency contact for student pickup. Within the Alberta Government's pandemic response, this is something that all families must adhere to.
- Staff supervising symptomatic students must;
 - a. Keep all other staff away from the infirmary space,
 - b. Provide the student with a face mask,
 - c. Use strict hand washing techniques, and
 - d. Maintain physical distancing
- After the student is picked-up, post a sign indicating the space must be cleaned and contact the appropriate custodial staff.
- All items the student touched/used that day must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected (i.e. paper, books, cardboard puzzles) must be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school must follow outbreak notification procedures as per routine zone protocols (*under review for September 2020*).

4. Students and Staff with Pre-Existing Conditions:

- Individuals who have allergies or ongoing health issues must be tested at least once according to the **Alberta Health Services Guidance Document**. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline), the individual must follow **Stay Home When Sick Protocol**.

- Parents of children who have a pre-existing condition are encouraged to contact the school through email to let the principal know of your child's condition

5. Confirmed case of COVID - 19

- If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents / guardians, and students. It is important for the school to ensure that they collaborate with the Division Office and the Zone Medical Officer of Health during potential and confirmed cases.
- Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort / class home or to close a school will be made by the local Medical Officer of Health. If this were to occur the school will support students and staff to learn or work at home if they are required to self-isolate.

6. Student Hand Washing Requirements:

- Soap and water for 20 seconds are the preferred method for cleaning hands.
 - 1) Before leaving home, on arrival at school, and before leaving school
 - 2) After using the toilet
 - 3) Before and after any transitions within the school setting (i.e. to another classroom, indoor- outdoor transitions, etc.)
 - 4) After sneezing or coughing
 - 5) Before and after breaks and sporting activities
 - 6) Before and after eating any food, including snacks
 - 7) Before and after touching the face (nose, eyes or mouth)
 - 8) Whenever hands are visibly dirty
 - 9) Regularly throughout the day

7. Staff Hand Washing Requirements:

- Soap and water for 20 seconds are the preferred method for cleaning hands.
 - 1) Before leaving home, on arrival at work and before leaving work
 - 2) After using the toilet
 - 3) Before and after any transitions within the school setting (i.e. to another classroom, indoor- outdoor transitions, etc.)
 - 4) After sneezing or coughing
 - 5) Before and after breaks and sporting activities
 - 6) Before and after eating any food, including snacks
 - 7) Before and after touching the face (nose, eyes or mouth)
 - 8) Before and after administering medications
 - 9) Before and after food preparation, handling, or serving
 - 10) Before and after assisting student with eating
 - 11) After contact with body fluids (i.e., runny noses, saliva, vomit, blood)

- 12) Before and after cleaning tasks
- 13) After handling garbage
- 14) Whenever hands are visibly dirty
- 15) Regularly throughout the day

8. Learners with Diverse Needs:

- Children are screened case by case to determine levels of support required to safely bring students into the school environment and any specialized supports will be noted in the ISP or SRSP. Staff working with students that have Individual Support Plans or Safety and Regulation Support Plans in place must review these plans prior to working with the child.
- If the student needs support for eating:
 - 1) Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food.
 - 2) Frequently wash hands with plain soap and water.
 - 3) Place all Learners with Diverse Needs and parent/guardian provided food items in a sanitized designated area upon arrival.
 - 4) Parents will be asked to have food provided in clean containers with their own utensils.

Personal Protective Equipment (PPE)

****ALL Staff and Students (Grades 4-6) will be required to wear a mask at school when adequate physical distancing is not possible. Requirements are that masks may be removed only when Staff/Students are seated and maintaining physical distancing guidelines**

****ALL Parents and Visitors will be required to wear a mask at all times when in the school building.**

1) Cleaning Schedules:

- Additional custodians hired to ensure cleaning and sanitization of high touchpoints during the entire school day
- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied and custodians will be notified if any staff notices supplies are low
- Custodial Staff must be made aware if the infirmary space has been occupied. Cleaning is required prior to next use.

- The following surfaces are disinfected daily:
 - 1) **Classrooms:** Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
 - 2) **Hallways and Corridors:** Light switches, water fountain push buttons & mouth pieces, entrance door handles, alarm panels, inside handicap door buttons
 - 3) **Washrooms:** All surfaces
 - 4) **Offices:** Desks, chairs, telephones, light switches, doorknobs, copier

2) Cleaning by Staff Supporting Learners with Diverse Needs:

- Staff working with Learners with Diverse Needs will have access to disinfectant sprays and paper towels.
- Spaces need to be left neat and uncluttered at the end of the day (ie: Just Right Room, OT/Speech Rooms).

3) Keyboards – Electronic devices:

- Phones, chromebooks, computers, and other frequently touched electronics like tablets, remotes, keyboards, mice, earbuds, and other devices will be cleaned and disinfected regularly.

4) Shared Printers, Touch Screens:

- When possible staff will send all print jobs or copying jobs from their computer to minimize copier contact.
- Every user must perform hand washing prior to using the machine or apply ample hand sanitizer.

5) Toys and Sports Equipment:

- A minimum number of classroom toys/equipment will be used
- All toys which cannot be easily cleaned (ie: stuffed toys/porous items) will be removed from classrooms
- Parents/Guardians must not allow students to bring toys from home

COVID-19 Facts

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

Transmission

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

Signs and Symptoms

- respiratory symptoms (shortness of breath and breathing difficulties)
- fever, cough, and/or nasal drip
- nausea, vomiting, and/or diarrhea

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

How to avoid spread

- For staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) to stay home from school/work. If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, social distancing (2 meters/6 feet) and hand hygiene.
- Please note, masks are recommended for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 8-1-1 for health advice and guidance.
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- Avoid skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, office washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the public health officer

Respiratory Etiquette

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

Hand washing is required

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

How to wash hands

Follow video from World Health Organization

<https://www.youtube.com/watch?v=3PmVJQUCm4E> and,

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

If No Sink Is Available

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

Parents/Guardians/ Students must use this questionnaire daily to decide if the student should attend school.

Risk Assessment: Initial Screening Questions

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

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

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

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

Appendix C - Daily Wellness and Wellbeing Checks

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

Students

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

Staff

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