



## 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 7<sup>th</sup>. A draft of the completed template should be shared with school councils and the local Yukon First Nation by August 5<sup>th</sup> 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 12<sup>th</sup>. 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:	Revised December 12, 2020

### 1. Supporting Social-Emotional Wellness and Trauma Informed Learning

## COVID-19 Detailed School Operational Plan

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"> <li>➤ Connect individually with each staff member in the weeks before the start of school to share information, answer questions and address any personal health and safety concerns they may have</li> <li>➤ Provide in-depth discussion and review of current COVID-19 operational plan</li> <li>➤ Provide opportunity for staff to ask questions and share concerns and provide timely feedback</li> <li>➤ Arrange for staff to meet with Yukon Education Department official who can answer staff health and safety questions and concerns (Dr. Hanley would be ideal)</li> <li>➤ Provide staff with Employee Assistance Program information as well as community resources that may be of help</li> <li>➤ Clearly developed and timely communicated school and department guidelines and policies will help staff transition with the return to work</li> </ul>
For students	<ul style="list-style-type: none"> <li>➤ Provide newsletters and correspondence to families in weeks prior to school start up that outline return to school procedures and plans Having families informed of what they can expect will help alleviate anxiety, concerns and answer questions</li> <li>➤ First day of classes for students will offer opportunity for students and teachers to re-connect and spend good time together talking about procedures, classroom routines, Q and A and re-establishing relationships</li> <li>➤ Regular (daily and weekly) use of class meeting, circle times, check-ins, soft start routine at every high school block to monitor and support students as they transition back into regular school routines, and provide time to emotionally connect with peers and adults</li> <li>➤ Daily, then weekly homeroom advisory blocks for high school to help re-establish relationships with students and staff</li> <li>➤ During the first week or so, our school counsellor and LAT will be provided time each day to connect with classes to facilitate discussion around concerns, questions, struggles students maybe facing</li> <li>➤ One to one student meetings with LAT and School Counsellor for those students who need additional support will be provided</li> <li>➤ Accessing student supports from the community resources (HJ Mental Wellness Hub; HJ RCMP staff; CAFN Wellness Department and CAFN Youth Centre Staff) to help create a supportive network and multiple resource options for our youth</li> <li>➤ Continue with the implementation of our school based resources that support social emotional development and student wellbeing (Zones of Regulation, 5 Point Scale, Growth Mindset, Second Step)</li> </ul>

## 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	<p>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 distancing by and among staff is <u>strongly recommended</u>.</p>	<p><i>Provide Details on:</i></p> <ul style="list-style-type: none"> <li>• <i>Maximum # of staff in staff-room capacity</i></li> <li>• <i>Detail how you will conduct staff meetings</i></li> <li>• <i>Provide schedule and maximum capacity of teacher work area</i></li> <li>• <i>What steps will be taken to ensure safety at in-person meetings</i></li> </ul> <ul style="list-style-type: none"> <li>➤ <b>All staff are required to wear masks in all common areas of the school building</b></li> <li>➤ <b>All staff in grades 4-12 will wear masks in classrooms when unable to maintain physical distancing (2 metres)</b></li> <li>➤ <b>Posters notifying the wearing of Masks are posted throughout the building and classrooms.</b></li> <li>➤ 5-8 staff permitted in the staffroom at any one time</li> <li>➤ Physical distancing decals will be used to indicate and monitor proper physical distancing</li> <li>➤ Staff meetings will be designed to minimize number of staff in one area at every meeting: Meetings structured by elementary, high school, EA meetings. Larger staff meetings can be held in gym setting to allow for whole staff meetings while ensuring physical distancing measures; access zoom\teams as meeting option.</li> <li>➤ Provide staff sign up schedule (before\noon\after school) to schedule times for staff to use work area safely. Maximum number in teacher work area permitted at any one time is 2.</li> <li>➤ Staff will have access to work area during their scheduled prep time</li> <li>➤ To ensure safety at in-person meetings: meetings will be held in spaces that allow for safe physical distancing; hand sanitizing resources will be available in meeting rooms; tables, chairs and high touch surfaces will be wiped clean after meetings</li> </ul>
Between staff and students	<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><i>Provide details on:</i></p> <ul style="list-style-type: none"> <li>➤ <i>Building physical distancing into all staff student interactions, inside or outside the school</i></li> <li>➤ <i>Develop use of visual cues to establish safe boundaries for teacher-student interactions.</i></li> </ul>

COVID-19 Detailed School Operational Plan

	<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"> <li>➤ <i>Provide map of school traffic “flow” and specifics about entering and exiting</i></li> <li>➤ <i>School specific ways of limiting the number of adults working per class</i></li> <li>➤ <i>Provide details on how students with physical, health or social-emotional needs will be supported (see also Section 5).</i></li> <li>➤ <b>Students age 10 and older and staff are required to wear masks in all public spaces in the buildings</b></li> <li>➤ <b>Students and staff will wear masks when unable to maintain 2 metre distance from each other in common areas</b></li> <li>➤ <b>All classrooms will have desks spaced in accordance to physical distancing guidelines (min 1 meters apart)</b></li> <li>➤ <b>Posters notifying the wearing of Masks are posted throughout the building and classrooms.</b></li> <li>➤ <i>Classes will remain as separate family bubbles/cohorts as much as possible</i></li> <li>➤ <i>Hand sanitizing and hand washing guidelines will be enforced at all times</i></li> <li>➤ <i>Teachers and EAs will move between classes as much as possible to minimize large group student movement</i></li> <li>➤ <i>EA assignments / schedules will be created to minimize the number of adults interacting within a cohort classroom</i></li> <li>➤ <i>Small group instruction will occur within classrooms as required with tables, chairs and high touch areas being cleaned between group use</i></li> <li>➤ <i>Accessing alternative spaces, (example: library) for small group work and instruction will be used</i></li> <li>➤ <i>Teachers and students will co-create visual cues that will serve as reminders to them regarding safety procedures they will follow for teacher\student interactions</i></li> <li>➤ <i>Floor\carpet decals indicating physical distancing spacing and arrows for traffic flow in classrooms will be used as required</i></li> <li>➤ <i>Physical distancing guidelines will be followed when staff and students are outside of the school building</i></li> <li>➤ <i>Students and staff will enter and exit the building through their designated areas</i></li> <li>➤ <i>Playground will be divided into 4 areas/sections that grade cohorts can access safely on a 4-day rotational schedule to minimize the number of student physical interactions</i></li> <li>➤ <i>Each classroom grouping will have their own designated entrance/exit area</i></li> </ul>
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COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>➤ High school grades will have two designated entrances clearly identified</li> <li>➤ Hand sanitizing stations will be in place at each entrance area for students and staff to use upon entering and exiting the school</li> <li>➤ Floor decals indicating direction of travel as well as physical distancing indicator decals will be in place throughout the school hallways / traffic flow areas</li> <li>➤ Students with physical, health and/or social emotional needs will receive necessary supports from specialized staff who will ensure physical distancing, <b>mask wearing</b> hand hygiene and safety measures are upheld</li> <li>➤ There will be a dedicated EA assigned to the student(s) to minimize the number of adult interactions; LAT and School Counselor will provide one on one or small group support while following COVID protocols along with disinfecting areas after each student group</li> <li>➤ <b>PPE equipment (masks) will be provided to all staff who need to work very close to students</b></li> </ul>
<p>Between students</p>	<ul style="list-style-type: none"> <li>• Students from the same household do not need to maintain physical distance from each other.</li> <li>• Organize classrooms into smaller groups and/or spread students out to minimize direct physical contact.             <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• Groups of students should stay together throughout the day and not mix with other groups.             <ul style="list-style-type: none"> <li>○ Staff should remain with the same group whenever possible and limit the number of student groups they interact with throughout the day.</li> </ul> </li> <li>• Manage flow of people in common areas especially smaller areas such as hallways.</li> </ul>	<p><i>Provide details, if applicable, on:</i></p> <ul style="list-style-type: none"> <li>➤ <i>changing configuration and placement of desks to maximize physical distancing</i></li> <li>➤ <i>Repurposing larger spaces like gyms, libraries or multi-purpose spaces for classes.</i></li> <li>➤ <i>Marking distances for reference between desks/tables</i></li> <li>➤ <i>Plans developed for safe hallway movement and minimized congestion by staggering transition times (<b>floor maps</b> welcome)</i></li> <li>➤ <i>Ways your school has maximized space</i></li> <li>➤ <i>Ways your school will minimize mixing of groups</i></li> <li>➤ <i>Provide staggered recess schedule</i></li> <li>➤ <i>Plan for assemblies and other school-wide events virtually</i></li> </ul> <ul style="list-style-type: none"> <li>➤ <b>Each classroom will be organized so placement of desks maximizes physical distancing (1 m apart)</b></li> <li>➤ <b>Students age 10 and older are required to wear masks in all public spaces in the buildings</b></li> <li>➤ <b>Students age 5 and older must wear masks on the bus.</b></li> <li>➤ <b>Students will wear masks when unable to maintain 1 metre distance from each other in the classroom</b></li> </ul>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>● Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing.</li> <li>● Close greetings such as hugs and handshakes should be avoided. Instead, encourage non-physical gestures such as “air fives”, waves or nods.</li> <li>● Students should be regularly reminded to keep their hands to themselves.</li> <li>● 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”.</li> <li>● Incorporate more individual activities or activities that encourage more space between students and staff.</li> <li>● Adapt group activities to minimize physical contact and reduce shared items, when feasible and reasonable.</li> <li>● Close physical contact may be necessary (e.g. to comfort an upset student).             <ul style="list-style-type: none"> <li>○ Hand washing and personal practices will help mitigate the risk associated with physical contact.</li> </ul> </li> </ul> <p><b>Recess/playgrounds</b></p> <ul style="list-style-type: none"> <li>● The risk of COVID-19 transmission is lower in outdoor settings than it is indoors, as a result outdoor recess and breaks are encouraged.</li> <li>● Whenever possible, schools should stagger recess and breaks to reduce mixing between groups.</li> <li>● Students and staff members should practice hand hygiene before and after any recess or break period.             <ul style="list-style-type: none"> <li>○ Students should wash their hands after using playground equipment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Posters notifying the wearing of Masks are posted throughout the building and classrooms</b></li> <li>➤ Classroom cohorts/bubbles will be maintained as much as possible</li> <li>➤ Floor/carpet decals and arrows will be used to indicate traffic flow and safe distancing</li> <li>➤ Consistent grade appropriate instruction will be provided around physical distancing and safe practices to help students learn and understand new guidelines and protocols.</li> <li>➤ <b>All staff will wear masks when working one to one or in small groups</b></li> <li>➤ Grade cohorts /class bubbles will be established and operate as individual pods as much as possible</li> <li>➤ EA assignments will be designed to minimize the number of different adults working within the classroom</li> <li>➤ Teaching staff will travel to classrooms, decreasing student movement throughout the school</li> <li>➤ Library will be used for small group work (After each use, tables, chairs will be cleaned)</li> <li>➤ Students will enter and exit school through their designated areas. Students will then transition to their classroom to ensure safe physical spacing</li> <li>➤ During recess, playground will be divided into sections that grade cohorts can access safely on a rotational schedule to minimize the number of student physical interactions</li> <li>➤ High school grades will have a scheduled recess break in the morning based on homerooms that are staggered to minimize mixing of grade level groups</li> <li>➤ Students and staff will practice hand hygiene before and after recess and class breaks</li> <li>➤ Small school assemblies will be organized in manageable grade groupings that allow for safe physical distancing in our school gym. Where possible, larger assemblies can be held outside (weather permitting)</li> <li>➤ School events, like the Terry Fox Run, Forestry Trail Run will be held in smaller grade groupings. Virtually held events are also possible</li> </ul>
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COVID-19 Detailed School Operational Plan

Teaching materials, toys and manipulatives	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Avoid sharing toys/objects between students as much as possible or if they do share, clean and disinfect after each use.</li> <li>● Objects and materials brought from home by students should be cleaned with soap and water or disinfectant before use in the classroom.</li> <li>● 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.</li> </ul>	<p><i>When considering developmental appropriateness and suitability for sanitizing, what toys and manipulatives will remain/be removed?</i></p> <ul style="list-style-type: none"> <li>➤ Students will, as much as possible, have their own individual learning materials and school supplies. Where students have to share manipulatives, they will wash their hands before and after use. Manipulatives, tables, chairs and high touch areas will be cleaned and disinfected throughout the day. Students will be instructed to not bring personal objects and materials from home to school</li> <li>➤ Learning manipulative and materials necessary in K4 and K5 will be cleaned and disinfected regularly</li> <li>➤ Students will be instructed to wash hands before and after engaging in learning centers</li> </ul>

**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><b>COVID 19 METHOD OF CLEANING GENERAL GUIDELINES</b></p> <ul style="list-style-type: none"> <li>● Color coding of buckets for different areas to avoid cross contamination</li> <li>● Color coding of cloth/rags used for classrooms and washrooms to avoid cross contamination</li> <li>● EP 50 Dilution Ratio: Cleaning 1:38, Disinfecting 1:12</li> </ul>
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- 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 rag 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](mailto: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"> <li>• 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.</li> <li>• Soap and water must be used when hands are visibly dirty.</li> <li>• Alcohol based hand rub can be used if hands are visibly clean.                             <ul style="list-style-type: none"> <li>○ Technical grade ethanol should not be used as it is not approved by Health Canada for use with children or pregnant women.</li> </ul> </li> <li>• Portable, refillable bottles can be used, however only identical contents may be refilled into the bottles/containers.                             <ul style="list-style-type: none"> <li>○ Perform diligent hand hygiene and clean/disinfect bottles before refiling.</li> </ul> </li> <li>• Alcohol based hand rub should be made available at school entrances and exits, entry points to classrooms and other high traffic areas.</li> <li>• Alcohol based hand rub should be safely stored out of the reach of young students.</li> </ul>	<ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> <li>➤ Haines Junction Public Health Education nurse has been scheduled for the first week of school to provide grade grouping instructional lessons and demonstrations regarding proper hand washing procedures. Public health nurse will access educational material on COVID 19 material provided by Yukon Education.</li> <li>➤ Hand sanitizing stations will be in place in each grade entrance area, along with soap and paper towel supplies in every classroom</li> <li>➤ All students and staff will be required to use hand sanitizer when entering and exiting the school, as well as classrooms.</li> <li>➤ All students and staff will wash hands with soap and water upon entering classrooms</li> <li>➤ Proper health hygiene and etiquette will be taught, reviewed and reinforced in all grades</li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>● Students and young children in particular should be supervised when using alcohol based hand rub to prevent misuse.</li> <li>● 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"> <li>○ <a href="https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html">https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html</a></li> <li>○ <a href="https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf">https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf</a></li> </ul> </li> <li>● 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.</li> <li>● Students and staff should cough and sneeze into their elbow, sleeve or a tissue.             <ul style="list-style-type: none"> <li>○ Used tissues should be throw away and hand hygiene performed immediately.</li> <li>○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.</li> </ul> </li> <li>● Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette.             <ul style="list-style-type: none"> <li>○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer).</li> </ul> </li> </ul>	
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<b>Hand washing stations</b>	<b>Location</b>
Staff	<ul style="list-style-type: none"> <li>- Main Staff washrooms near main office and one off of staffroom</li> <li>- Staff have access to 2 sinks in each of the bathrooms in all 3 classroom wings; and access to sinks in two single use bathrooms in main hallway</li> <li>- Sinks are in all classrooms except - Rm 3, Rm 5 and Music room</li> </ul>

COVID-19 Detailed School Operational Plan

Students	- Sinks in all classrooms except Rm 3, 5 and music room Rm 3, Rm 5 can access sinks in washrooms in main hallway area, elementary area and high school wing. Music room can access sinks across from the gym or the change room bathrooms
<b>Hand sanitizer stations</b>	<b>Location</b>
Staff	- Front entrance / main office area; foyer entrance and staffroom - Hand sanitizer stations in each elementary entrance way (3); intermediate entrances (2) and high school entrances (2) - Hand Sanitizer accessible in each classroom
Students	- Front entrance / main office area; foyer entrance and staffroom - Hand sanitizer stations in each elementary entrance way (3); intermediate entrances (2) and high school entrances (2) - Hand Sanitizer accessible in each classroom
Public	Front entrance and main office area; foyer entrance; hand sanitizer station outside library entrance - Hand sanitizer stations in each elementary entrance way (3); intermediate entrances (2) and high school entrances (2)

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<b>Meals and food handling</b> <ul style="list-style-type: none"> <li>Students and staff should observe proper hand hygiene before and after eating.</li> <li>Physical distancing should be maintained while students are eating.</li> <li>Where possible students should take their lunch in their classroom.</li> </ul>	<p><i>Provide details, if applicable:</i></p> <ul style="list-style-type: none"> <li>Does your school have a nutrition program?</li> <li>Will your school be taking lunch in the classroom more often?</li> <li>Indicate plan for distribution of food (nutrition programs/cafeterias)</li> <li>Plan for physical distancing (2m) in cafeteria or when picking up food</li> <li>Messages/signs about no food sharing/buffets or potlucks</li> </ul> <p>➤ CAFN is supporting and enhancing food program delivery at St. Elias School. Current plans offer a breakfast program and supplement midday snacks and healthy lunch food that is individually wrapped and delivered.</p> <p>➤ Bus students and any students who stay for lunch (elementary and high school) will eat in their classroom(s) at lunchtime. All students will receive breakfast food delivered to their classroom</p>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>● Schools should have a “no food and drink sharing” policy.             <ul style="list-style-type: none"> <li>○ Food from home should be stored with the students’ belongings and must not be shared with others.</li> </ul> </li> </ul> <p><b>School cafeterias</b></p> <ul style="list-style-type: none"> <li>● 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"> <li>○ Reducing the number of students dining together at one time.</li> <li>○ Removing/rearranging dining tables.</li> <li>○ Placing tape or other markings on the cafeteria floors.</li> <li>○ Staggering meal service times to reduce the number of students present at any one time.</li> <li>○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room.</li> </ul> </li> <li>● All staff who are handling food must practice diligent hand hygiene and a food safety certificate is recommended.</li> <li>● Do not use buffets. Food should be served in individual portions</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Breakfast / lunch food will be prepared and delivered following COVID-19 distribution of food guidelines. Physical distancing and proper hand hygiene will be maintained. Staff are wearing masks.</b></li> <li>➤ Physical distancing will be maintained at all times. All staff and students will wash their hands before and after eating. Desks and chairs will be wiped clean at the end of the meal.</li> <li>➤ Breakfast\lunch food will be served in individual portion\individually wrapped packaging. Individual classroom trays of food (muffins, fruit, sandwiches) will be prepared and delivered to classrooms to limit student movement.</li> <li>➤ Clear guidelines and policies (no food or drink sharing, no nut products, no drinking from fountains) will be posted in classrooms throughout the school and communicated to parents</li> <li>➤ Adults preparing school food programs will practice hand hygiene and have Food Safe certification</li> <li>➤ Families\students will be encouraged to return to school 5 min. before the afternoon bell to minimize student interaction on the playground</li> <li>➤ Grade cohorts will have assigned sections of the playground each day to minimize student interaction. Playground section assignment will be on a 4 day rotational schedule.</li> <li>➤ All students and staff will need water bottles that will be filled at our non-touch automatic fountain</li> </ul>
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COVID-19 Detailed School Operational Plan

<p>or food items individually wrapped using single-use food grade packaging.</p> <ul style="list-style-type: none"> <li>• Cutlery, napkins and other items should be provided to students, rather than allowing them to pick up their own items.</li> </ul> <p><b>Water fountains</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Non-touch or automatic water filling stations are ideal.</li> </ul> </li> </ul>	
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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
	<b>Location of Sick-Kit</b>	<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"> <li>➤ Sick kit will be kept in the main office</li> <li>➤ Sick Kits have been added to the Gym Equipment room and Primary Wing</li> </ul>
	<b>Location of sick area</b>	<p>Describe where this is located/mark on floor map</p> <ul style="list-style-type: none"> <li>➤ All staff are required to wear masks in common areas of the school</li> <li>➤ Sick area is located in the Health Room which is in the main office across from the VP room</li> </ul>

COVID-19 Detailed School Operational Plan

<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"> <li>Wearing a non-medical mask is not an appropriate substitute for physical distancing or other control measures in a school setting.</li> <li>If worn, masks should be changed when visibly soiled, damp or damaged.</li> <li>If masks are worn or disposed of incorrectly, risk of infection can increase.</li> <li>For additional information refer to <a href="#">Wearing a non-medical mask in Yukon</a>.</li> </ul> <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"> <li>In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.</li> </ul> <p>Specific situations may require the use of PPE:</p> <ul style="list-style-type: none"> <li>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"> <li>The kit should contain alcohol-based hand rub,</li> </ul> </li> </ul>	<p><b>Which staff will require PPE due to job duties?</b></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"> <li>➤ All Staff Grade 4 -12 will wear masks</li> <li>➤ Staff who work closely with students needing specialized one to one support and cannot maintain safe physical distancing will wear a mask. Gloves may also be worn.</li> <li>➤ Clear plastic shields have been purchased for all staff (30)</li> <li>➤ Gloves will be readily available when needed</li> <li>➤ PPE kit will be available in the main office area in the case a student or staff becomes ill while at school</li> <li>➤ The PPE kit will contain alcohol-based hand rub, disposable gloves and masks</li> </ul>
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COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ disposable gloves and masks, for use by the ill</li> <li>○ Individual and staff member attending to them.</li> <li>• Custodial and teaching staff should follow routine processes when cleaning blood or body fluids.             <ul style="list-style-type: none"> <li>○ High level disinfection is required e.g., 1:9 dilution or 5000ppm</li> <li>○ Staff must wear disposable gloves and wash hands before wearing and after removing gloves.</li> </ul> </li> <li>• Staff members whose regular job duties mean physical distancing is not possible.             <ul style="list-style-type: none"> <li>○ For example, when assisting students with activities of daily living.</li> </ul> </li> </ul>		
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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"> <li>• <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></li> </ul>	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <p><b>Music 11/12 Music taught together Monday-Friday, Period 5 (before lunch) and Period 6 (after lunch) in Music Rm</b></p>

		<p>Elementary Music Classes                  Gr. 1 and 2 (Rm 112) - Mondays - Period 8                  Gr. 2 and 3 (Rm 111) - Tuesdays - Period 7                  Gr. 4 and 5 (Rm 7) - Wednesdays - Period 8                  Gr. 6 and 7 (Rm 8) - Thursdays - Period 8                  Kindergarten (Rm 6) - Fridays - Period 8</p> <p>Grade 8/9 Music: Monday-Friday, Periods 1 &amp; 2 in Room 3</p> <p><u>Adjustments to meet Covid-19 Guidelines:</u></p> <p><u>Grade 11/12 Music:</u></p> <p>Hand sanitizer station set up outside classroom door and inside class at top of stairs</p> <p>Hand sanitizing done as students enter and exit class</p> <p>No wind instruments are being played</p> <p>Music Room is an open, well ventilated space with high ceilings and walls that don't go up to the ceiling - it is open to the gym</p> <p>Music class is only 40 minutes long (before and after lunch) with 10-15 minutes of each class devoted to setting up / tuning / discussing songs. Class is only 8 students and 1 teacher</p> <p>Majority of playing time is on instruments rather than singing</p> <p>Each student has their own designated music stand, music folder and chair for the semester which is sanitized before and after use</p> <p>Musical accessories such as drum sticks, guitar picks, tuners are not shared and are sanitized before and after use</p>
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		<p>Students and Teacher maintain 2metre social distancing guidelines and wears a mask</p> <p>No other students are permitted in Music Room, with attendance taken every period, for ease of contact tracing</p> <p>Specific Singing Adaptations:          No more than 5 singers at any time - most often only one          Each singer has their own dedicated microphone and stand for the semester          Microphones are sanitized with approved antiseptic wipes before and after use          All students are socially distanced at least 2 metres apart including mic singers          Because amplification is used, singing is not as projected as choral singing would be          Singers are all facing forward away from other students (there is a drummer that faces a singing spot, due to the room set-up, but the drums are more than 10 feet away on an elevated stage 3 feet above the class floor)          Windows will also be opened when weather permits          The hour long lunch break allows for an air exchange in the room between classes</p> <p><u>Elementary Music Classes:</u>          All grades 1-7 classes maintain 2 metre social distancing by staying at their desks throughout the class period          Students all face the same direction / teacher maintains 2 metre distance and wears a mask          Most of class time uses few instruments - mostly individual body percussion          Materials that are used are drumsticks and drum practice pads or buckets which are all sanitized before and after use          Classes are only 40 minutes long, including 10 minutes of set-up and clean up          Classroom doors are left open and windows are opened when weather permits          No wind instruments are being used</p>
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COVID-19 Detailed School Operational Plan

		<p>Specific singing adaptations:            Students never facing each other            Stay at desks and maintain 1-2 metre social distance guidelines            Teacher maintains 2 metre social distance guidelines and wears mask - especially if working in close proximity to a student</p> <p><u>Grade 8/9 Music:</u>            No wind instruments being used            No singing occurs in this class            Low risk instruments being used including drum practice pads, buckets and drumsticks which are all sanitized before and after use            Ukuleles will be used in second half of semester and these will be assigned to each student rather than shared and will be sanitized before and after each use            Teacher will wear protective gloves to tune each ukulele to eliminate sharing of tuners            Students will remain seated at their desks which are space according to the 2 metre social distancing guidelines            Teacher will observe 2 metre social distancing guidelines and wears a mask</p> <p>Drama- drama classes will take place but with physical distancing in place and may incorporate more non-verbal activities such as miming, charade-style activities.</p> <p>Art- Students will wear gloves when using paint brushes and supplies to assist in sanitizing of materials. Every workstation will be cleaned at the beginning and end of every class.</p>
<p>Physical Education</p>	<ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Physical education classes should follow the contact sports and <a href="#">sport and recreation</a> guidelines.</i></li> </ul>	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> <li>➤ Physical Education classes will be held outdoors as long as weather permits</li> <li>➤ Small groups of students within a cohort will have staggered access to change room area</li> <li>➤ Hand Sanitizer station will be just outside main gym entrance and in change rooms</li> </ul>

COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>➤ High Touch areas in gym and change rooms (door handles, benches) to be cleaned often</li> <li>➤ All equipment is sanitized after each use</li> <li>➤ YE sport and recreation guidelines have been reviewed and procedures implemented</li> <li>➤ Safe 6 guidelines are in place at all times</li> </ul>
<p>Cooking Classes</p>	<ul style="list-style-type: none"> <li>• All students and staff should sanitize their hands prior to cooking and meal preparation.</li> <li>• Kitchen workspaces should be reconfigured to ensure 2 meters physical distancing can be maintained.</li> <li>• Where possible, staff members should eliminate the sharing of cooking equipment and instruments.</li> <li>• 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.</li> </ul>	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> <li>➤ St. Elias School will offer ADST classes which will involve cooking opportunities. Proper hand washing and hygiene protocols will be followed throughout.</li> </ul> <p>Small groups of students cooking at one time will be maintained to ensure proper physical distancing and decrease the sharing of utensils/equipment</p> <ul style="list-style-type: none"> <li>➤ Classes cohorts will access Home Ec at one time to decrease mixing of students</li> <li>➤ Proper cleaning and disinfecting of Home Ec room kitchens will occur between cooking sessions</li> </ul>
<p>Outdoor Education</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.</li> <li>• 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"> <li>○ Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member.</li> </ul> </li> </ul>	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> <li>➤ Staff will maximize outdoor / on the land learning opportunities as often as possible</li> <li>➤ On the land learning trips will be planned by grade cohort / bubble as much as possible to reduce student mixing and interaction</li> <li>➤ Use of school white bus will be used by class cohort/bubbles only as much as possible and the bus will be cleaned and disinfected after each outing / field trip</li> <li>➤ SECS WISE program is set for second semester. WISE Field trips (Yukon based and out of territory) will be submitted for approval in December.</li> <li>➤ SECS School field trips and extracurricular events that involve travel will follow health and safety</li> </ul>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>○ Hotel stays are permitted, with no more than two students per room.</li> <li>● International field trips are not currently permitted.</li> </ul>	<p>guidelines, Covid 19 safety guidelines and will be determined on a case by case basis</p>
<p>Libraries</p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Sign in logs should be maintained for members of the public accessing community libraries housed in schools.             <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul>	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> <li>➤ School library is not used a public library</li> <li>➤ Floor/carpet decals for safe physical distancing and travel flow arrows will be in use</li> <li>➤ Class library sessions/instructional times will be scheduled to ensure grade cohorts access the library on an individual class basis to minimize student interaction</li> <li>➤ <b>Teacher librarian; staff and students age 10 and older will wear masks.</b></li> <li>➤ Main desk area can have hanging Plexiglas in place to ensure safe distancing while interacting with students</li> <li>➤ <b>Signage for sanitizing tables and work areas as well as social distancing and wearing masks are posted</b></li> </ul>
<p>Computer labs and Instructional Tech</p>	<ul style="list-style-type: none"> <li>● Computer workstations should be reconfigured to ensure 2 metres physical distancing between each workstation.</li> <li>● Students should conduct proper hand hygiene before and after using shared IT equipment.</li> <li>● Where possible, IT equipment should be cleaned between each use using disinfectant wipes containing 70% alcohol.             <ul style="list-style-type: none"> <li>○ To facilitate cleaning, consider using covers that protect keyboards and other high touch areas on electronic devices.</li> </ul> </li> <li>● Refer to the Yukon guidelines on <a href="#">cleaning and disinfecting in the work place</a>.</li> </ul>	<p><i>Details of your plan to mitigate risks associated with this program area</i></p> <ul style="list-style-type: none"> <li>➤ St. Elias School uses laptop / ipads carts only (no computer workstations / lab)</li> <li>➤ Students will have access to laptops and ipads and will work from their desks – ensuring proper physical distancing (1.5 – 2 meters apart)</li> <li>➤ Where possible sets of ipads and laptops will be assigned to grade cohorts and to individual students to use (to minimize number of users to a device)</li> <li>➤ All students and staff will wash hands before and after using laptops or iPads</li> <li>➤ Signs reminding proper hand hygiene can be placed in classrooms and on carts as visual reminders</li> <li>➤ Ipads and laptops must be cleaned between each use and when devices are being shared</li> </ul>

COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>➤ *School will contact ITSS regarding keyboard covers for laptops and ipads</li> </ul> <p>Click or tap here to enter text.</p>
Extra-curricular programming	<i>Guidelines are being finalized and will be sent shortly...</i>	<i>Guidelines on extra-curricular programs are being developed...</i> Click or tap here to enter text.

**7. Itinerant staff, guest and public access**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Relevant issue or group	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>• 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.</li> <li>• All visitors, including educational specialists and consultants, must report to the front office upon entering the school.                             <ul style="list-style-type: none"> <li>○ Anyone who is ill or experiencing symptoms will not be permitted further entry.</li> </ul> </li> </ul>	Sign in procedure	<p><i>Your school’s sign in location and procedures</i></p> <ul style="list-style-type: none"> <li>➤ All Educational specialists and consultants will enter the school from the front /main entrance (by the flag poles) and report to the office on arrival.</li> <li>➤ Educational specialists and consultants will access hand sanitizer upon entry and wash hands. <b>Masks are required</b></li> <li>➤ A sign-in log will be in place in the main office area and all consultants and specialists will need to sign in when entering / exiting the building. Sign in logs will be kept for a min of 30 days.</li> <li>➤ Posters highlighting health and safety procedures will be displayed at all school entrances and main</li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ A record of all visitors should be kept for a minimum of thirty days.</li> <li>• All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building.</li> <li>• Visitors should use designated entrance and exit doors and limit their movement within the school as much as possible</li> <li>• Stagger the timings of pick-up and drop-off if possible.             <ul style="list-style-type: none"> <li>○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers.</li> </ul> </li> </ul> <p>Parents must wait for students in a designated area.</p>		<p>office area (Anyone who is ill or experiencing symptoms is not to enter school etc).</p>
	<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"> <li>➤ Itinerant staff, consultants and specialists typically use the Vice Principal office. If additional space is needed or larger areas for parent / specialist / staff meetings to ensure physical distancing can be maintained, then the library can be reserved for this use.</li> <li>➤ Posters indicating proper hand hygiene protocols, <b>mask wearing</b> and physical distancing will be visible around school entrances and main office area so all visitors to our school are aware</li> </ul>
	<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"> <li>➤ Parents and guardians will be encouraged to drop their children off on the playground and / or outside the child’s boot room entrance</li> <li>➤ Parents and all visitors needing to complete school business need to enter the school by accessing the main office doors and sign in. <b>Masks must be worn</b></li> <li>➤ Signage will be in place to help support parents and visitors and procedures will be sent home in school newsletters and correspondence</li> </ul>
	<p>Parents</p>	<ul style="list-style-type: none"> <li>• <i>Procedures for parents to support early learning programs like Learning Together and Kindergarten (most direct access/access to these classrooms only).</i></li> <li>• <i>Directions/signs for all other parents – minimize access to classrooms/designated waiting area</i> <ul style="list-style-type: none"> <li>➤ Parents will be encouraged to drop students off at the playground and/or outside the school entrance areas</li> <li>➤ Each grade group has its own designated entrance area</li> </ul> </li> </ul>

COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>➤ Parents of K4 students may want to wait in the boot room area as long as physical distancing can be maintained</li> <li>➤ Signage will be in place explaining access to the school and/or classrooms by parents if needed</li> <li>➤ <b>Parents and visitors must wear masks in the building</b></li> </ul>
	<p>Drop-off/pick-up schedules</p>	<p><i>Indicate your school's plans for staggering drop-off and pick-up</i></p> <ul style="list-style-type: none"> <li>➤ Grade grouping cohorts will have their own entrance area (please see map provided)</li> <li>➤ Parents should meet their child on the playground and/or outside their entrance doors</li> <li>➤ No staggered drop off/pick up times necessary at this time</li> </ul>
	<p>Elders, ESWs, CELCs, Education Advocates (new) and special presenters</p>	<ul style="list-style-type: none"> <li>➤ <i>Detail your school plan for welcoming/sign-in/and procedures for Elders ESWs/CELCs, and special presenters.</i></li> <li>➤ CAFN\SECS ESW has a designated work space that is located in the school and he will follow all COVID health and safety protocols.</li> <li>➤ Elders in the school will continue to be a priority at SECS. Classroom teachers will work with our ESW and our Southern Tutchone language instructors to arrange Elders in the classroom visits.</li> <li>➤ Elders will be welcomed at the front door of the school by staff. Elders will be required to sign in and follow all health and safety protocols, <b>including the wearing of masks</b>. Physical distancing and safe health practices will be a priority with Elders entering the building to make their visit as comfortable as possible</li> <li>➤ School presenters will be arranged by the classroom teachers or the school admin</li> <li>➤ All presenters must enter the school from the main doors and follow all hand hygiene procedures and physical distancing requirements <b>and mask wearing</b></li> </ul>

COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>➤ Staff members who book special presenters will be responsible for ensuring all school safety protocols are adhered to. Class size for presentations will be limited to class cohorts</li> <li>➤ Posters highlighting health and safety procedures will be displayed (<b>Anyone who is ill or experiencing symptoms is not to enter school etc</b>)</li> </ul>
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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"> <li>• 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.</li> <li>• 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.</li> <li>• Cleaning and disinfection should take place between each user group.                             <ul style="list-style-type: none"> <li>○ To reduce the custodial burden consider having user groups use school’s facilities less frequently</li> </ul> </li> </ul>	JUA and community use August –mid September	<i>Details on JUA will provided early next week (Aug 4 or 5)</i> <ul style="list-style-type: none"> <li>➤ <b>No user group access will be permitted at SECS until further notice.</b></li> <li>➤ New Joint User Agreements will be developed based on guidelines set forth by Yukon Education</li> <li>➤ User groups will only have access to the area of the school pertaining to the nature of the activities</li> <li>➤ User groups will need to follow entrance and exit protocols, all health and safety protocols and cleaning\disinfecting procedures</li> <li>➤ User groups may use the school facilities less frequently but for longer periods of time</li> </ul>
	User group washrooms	<i>Identify community use/user group washrooms</i> <ul style="list-style-type: none"> <li>➤ User groups will have access to designated washrooms closet to the area of the school they are using</li> </ul>
	User group restrictions	<i>Identify areas that are restricted access in your school</i> <ul style="list-style-type: none"> <li>➤ User groups will not have access to the main office area, staff room, admin. Office, climbing wall area, shop, science lab</li> </ul>



COVID-19 Detailed School Operational Plan

<p>for a longer period of time.</p> <ul style="list-style-type: none"> <li>• User groups must have access to designated washrooms within the school.</li> <li>• Groups renting school spaces are responsible for maintaining sign in logs should the need for contact tracing arise.</li> </ul>		<ul style="list-style-type: none"> <li>➤ Designated classrooms will be assigned if user groups require use of this type of area</li> </ul>
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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 one becomes sick at school	<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"> <li>➤ Principal and Vice will present Appendix 1 information to all staff on August 31, 2020</li> <li>➤ Principal and Vice will present Appendix 1 info to all students during small group student assemblies on September 1 and 2, 2020</li> <li>➤ Appendix 1 information will also be sent home to parents and guardians through school newsletters and correspondence</li> </ul>
	Staff training	<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 <a href="#">website</a>.</i></p> <ul style="list-style-type: none"> <li>➤ Staff will receive training by Haines Junction Public Health Education nurse on responding to symptomatic students and donning and doffing PPE</li> </ul>

		<ul style="list-style-type: none"> <li>➤ This training will occur either on Aug. 28, 2020 or Aug. 31, 2020 (date TBD)</li> </ul>
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**10. Monitoring absenteeism**

<p><b>Applicable Information from “Health and safety guidelines for K-12 school settings”</b></p>	<p><b>Item</b></p>	<p><b>Detailed implementation actions and/or program change</b></p>
<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. &gt;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 “<a href="#">Yukon School Surveillance Reporting Tool</a>” should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.</p> <p>Schools should monitor student absenteeism for extended absences as this may indicate that a student has COVID-19. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any COVID-19 symptoms before returning to class.</p>	<p>Monitoring and reporting absenteeism</p>	<p><i>Indicate your plans for monitoring and reporting absenteeism. How will you monitor extended absences? How will you screen students returning after a prolonged absence?</i></p> <ul style="list-style-type: none"> <li>➤ SECS tracks daily student attendance for both morning and afternoon classes. Office admin closely monitors percentage of absenteeism and regularly reports above base line absenteeism (5-10%) using the Yukon School Surveillance Reporting Tool.</li> <li>➤ Extended absences due to illness (5 + days away) will be tracked by office admin and communicated to our Yukon Education Area III Superintendent for further direction School admin will be in close communication with parents and guardians regarding extended student illnesses</li> <li>➤ The school will provide parents information regarding COVID 19 Self-Assessment Tool and contact information regarding resource staff from our local Public Health Centre</li> <li>➤ Parents will be informed that their child can return to school when they are symptom free or when a health care provider has cleared them to return to school</li> <li>➤ SECS administration will be seeking further guidance and direction from Yukon Education regarding the school’s follow up procedures after a student has been sent home due to illness or COVID like symptoms and before they return to school</li> <li>➤ SECS administrations will be seeking further guidance from Yukon Education regarding how schools are to screen students returning after a prolonged absence</li> </ul>

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**11. Communication**

Two communication documents will be provided for you on Wednesday, August 5<sup>th</sup> 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 and Approved

## 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 and Approved

## Appendix 2

### When to wash hands

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