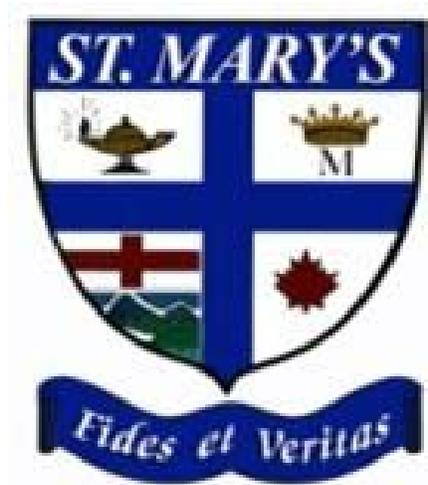


Medicine Hat Catholic Board of Education



St. Mary's 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.

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 & Wellbeing

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 parent, 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

School Plan / Site Environment

General:

1. Physical Distancing:

Classrooms will be decluttered to remove any non essential pieces of furniture to allow the largest possible space for students to distance themselves. Students will enter the school through designated doors and will not congregate in the hallways prior to the start of school. Students will enter and proceed to their classrooms. Signage will be posted to indicate the direction that students will walk while in the hallways. Lunch times will be staggered allowing each grade level sometime in the classroom to eat their lunch and a block of time to go outside or another area of the school with their classroom cohort. In the case that students are sent outside students will be asked to maintain appropriate social distancing. Cohorts will be asked to return to their rooms through designated doors at the end of lunch.

Options classes will not be blended groups from different grade level classes. Rather the option teachers will come to the students in their homerooms. Options will rotate between homerooms in trimesters.

Students will have all materials in the classroom throughout the day, so there will be no need to leave the classroom between classroom breaks to retrieve materials from their lockers. Bathroom breaks will be accommodated within the class time. Students are expected to remain in the classroom unless given permission and/or escorted by an adult. In the instances where a class is accessing a different room (bandroom, library, food lab, gymnasium) the teacher will come to the classroom, retrieve, and lead the students to the new room. Attention by the teachers will be paid to ensure that multiple classrooms in the hallway will not need to cross paths but instead wait until the hallway is clear to take their class to the optional space. While the class is out of the room, there will be an opportunity for custodial staff to do a cleaning of the high touch surfaces in the classroom.

2. Cohorting:

Students will remain in their classroom cohort throughout the school day. Teachers will move from room to room to ensure spread of contagion from within the school population is limited. There will be extenuating circumstances for several groups of students to belong to two cohorts: French Immersion students who will attend their French Immersion homeroom for all subjects and join another class for option programming. LAP students will now be integrated fully into their regular homeroom classes for all subjects without any pull-out programming. Their distinct learning needs will be met while in the classroom. The school library will only be accessed

when it can be included in a daily cleaning schedule between classes. This is dependent on availability of custodial times during the day. In place of visits to the library the librarian will operate a mobile library service in the students' classrooms where she will present different genres and new and popular titles in class.

3. Classrooms:

Classrooms will be decluttered to allow for more thorough cleaning. Desks will be arranged in rows to limit face to face contact with other students. In rooms with tables, they will be arranged to outline the room and provide as much space as possible between students and ensure they are not face to face with another student. Each classroom will have access to hand sanitizer for use when entering and exiting the room.

4. Office, Staff Room and Shared Space Access

Staff will have access to all shared staff spaces but will need to wear a mask when entering the office and will need to sanitize prior to and after leaving these areas. Students will not enter the office, unless directed to do so. All student interactions will be conducted at the front office window at a safe distance. Plexiglass is to be installed at the front desk window.

Staff will have access to the staff room for lunch and coffee times. All food items will need to be contained in their own bags and removed at the end of the day. There will be no shared utensils or kitchenware. Staff will need to bring any such items with them to work each day. Staff will be asked to sanitize their hands prior to entering the staff room and immediately as they exit.

5. Access Control

All evening user groups will be cancelled to allow for proper sanitization each evening. Parents wishing to meet with a teacher or school administrator will need to arrange a time and space in a room adequate for proper social distancing. Mask will be provided if needed. Parents will be asked to call the front office if they are picking up their student for a medical or other appointment. When the call has been received the student will be escorted/observed to the front door to ensure they have been received by their parents. Deliveries will be screened using the covis screening exam to ensure the safety of the delivery. The front doors may be locked. Drivers will contact the number posted on the front door to be allowed entry. Contractors will prearrange times to enter the building and will be asked to complete the covid 19 screening tool prior to entering. They will be encouraged, when possible, to work while students are not present in the early morning or late afternoon/evenings. Access for contractors will be arranged with the school custodian or division facility management (Francis).

Teachers working late will be asked to not have children or other family members present while working in the evenings and weekends.

6. Arrival Protocol

Students will arrive at school via bus, walking, or parent provided transportation and enter the school through their designated door. Each student will be assigned a specific entry point to the building nearest their home room. This will be communicated to each family prior to the school year. Doors will be color coded with appropriate signage on the exterior of the building to expedite understanding of where to enter. Students will then go to their homeroom classroom. Lockers will not be used at this time, so students can go directly to their classroom. Supervision will be provided in each area of the school prior to the start of the school day. All doors will be locked when the first bell rings.

Students arriving late for school will be asked to enter through the front doors of the school. Parents will be asked to call the front office to inform the office staff that their child will be entering the school and to inform the reason for the late arrival. Late students will check in at the office and proceed to their designated classroom.

7. Food and Nutrition Services

At this time there will be no food service available to students and families at St. Mary's School. Pizza Friday has been suspended until further notice, and vending machines will not be filled.

Our school home economics and cooking classes will continue while adhering to the guidelines provided by the health authority (no sharing of food outside of the foods laboratory), and will include instruction on proper sanitation techniques and cleaning procedures.

8. Paper Handling

Teachers will handle all paper in the rooms. Students will not be asked to distribute or collect paper within the classroom. Any paper distributed to the students will be handed to each student by the teacher directly (paper will not be given to the first person in the row and then handed to the students behind etc.). If paper is collected by the teacher the students or teacher will place the assignment/test into a designated bin where it will remain for 24 hours. We will encourage teachers to utilize digital assessments that are paperless in nature.

9. Hand Washing Facilities

All washrooms will be available for handwashing. Additionally there will be a series of hand sanitizer stations located throughout the school near each classroom. Sanitizing stations will be available at all entrance/exits at the school. Students will be asked to sanitize their hands when leaving their classroom to ensure anything touched while out of the room will not be contaminated, and then sanitize again prior to re-entering the room.

10. Temporary Storage Area

The former fitness room and “Hub 2” will serve as temporary storage for all classroom supplies that are not suitable for the new classroom environment.

11. Infirmary Room

The infirmary will be located in the office located across from the office (currently the school counselor's office). This room is ideally located near the front of the school for easy access for pick-up, communication with the front office staff, and has its own bathroom available for washing hands and bathroom use if a parent or other contact cannot be reached in a timely fashion.

12. Water Fountains

Water fountains will continue to be available. Students will be encouraged to fill water bottles prior to the school day to limit the number of visits to the water fountains. Additionally hand sanitizer stations will be located near the water fountains, and students will be required to use the hand sanitizer prior to using the water fountains.

13. Playgrounds

Outdoor fitness equipment will continue to be used as directed by phys ed. teachers. Regular cleaning will be required following use, and students will be required to wash or sanitize their hands prior to using.

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

Drills will continue as per division policy. Lockdown and hold and secure drills will occur in the same manner as previous years. Fire Drills will occur six times per year and students will follow

the designated evacuation maps. Staff and students will be required to maintain distance from other classes/cohorts when they are gathered in the field/outdoor spaces while attendance is taken. Classrooms/cohorts will be sent back into the school one class at a time through each entry/egress door. The teacher in charge will hold the door open for their class as they enter the school to limit the number of students touching the door surfaces.

School Program & Activity Guidelines

1. Activity Planning:

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:

- Does the activity involve shared surfaces or objects frequently touched by hands?
- Can an activity be modified to increase opportunities for physical distancing?
- What is the frequency / possibility to clean high touch surfaces (i.e. electronic devices, instruments, equipment, toys)?

We will pose these 3 risk factors to teachers so they can use their professional decision making skills to address each risk activity in a safe manner.

2. Music, Dance, and Theatre Programs:

The purpose of this document is to outline and highlight the safety measures and protocols the staff at St. Mary's School will use in order to safely deliver in-person band and choral classes.

This document has been prepared using the following guidance documents from the Government of Alberta:

- [K-12 School Re-Entry](#)
- [Guidance for Live Instrumental Music](#)
- [Guidance for Singing & Vocal Performance](#)

Fine Arts Academy Band - students receive three periods of band class per week all with the same cohort of students as their academic classes. At this time, wind instrument playing can be done with proper safety measures in place.

- All school-wide cleaning, sanitizing, mask-wearing, and distancing protocols will continue to be followed in band class
- All students will receive and play their own instrument
- Percussionists will share percussion instruments but have their own sets of sticks and mallets. Any shared items will be sanitized between cohorts.
- Students will wear a mask while not playing their wind instruments
- Percussionists will wear masks at all times
- Chairs are spaced two meters apart in the band room; in some instances, chairs are spaced more than two meters apart to account for the length of the instrument being played

- Water keys and spit valves will be regularly emptied on to a cloth or disposable absorbent pad. These will be laundered or disposed of after each class by the band teacher.
- Playing wind instruments will be limited to 30 minutes followed by a minimum 10 minute break to allow for air exchange in the room between cohorts

Fine Arts Academy Choral (Vocal Music) - All Fine Arts Academy students receive two periods of choral class per week all with the same cohort of students as their academic classes. At this time, choral singing can be done with proper safety measures in place.

- All school-wide cleaning, sanitizing, mask-wearing, and distancing protocols will continue to be followed in choral class
- Singers will be arranged two meters apart and staggered so that they are not directly behind one another and not facing each other
- Teachers and students will remain masked both when singing and not singing
- All students will receive their own music folders and music scores
- Singing will be limited to 30 minutes followed by a minimum 10 minute break to allow for air exchange in the room between cohorts

General Music Classes - This year, students who are not enrolled in the Fine Arts Academy will receive one trimester of general music class. This class will include music appreciation, percussion ensemble, and basic music literacy and theory. All of these activities follow the general school re-entry guidance and do not require additional considerations.

While these classes do not officially offer a wind instrument component, students still have an opportunity to rent a band instrument from the school and receive some guidance and instruction. Students who rent will take their instruments home and play and practice there while accessing Google Classroom for help and instructions.

Dance - a focus on individual dancing while physically distanced will occur.

Drama - we will not be utilizing any props at this time or other shared items. When possible students will be socially distanced and wearing masks in the Drama room. The drama room will be cleaned between uses and attention will be paid to physical contact between students. Instruction will focus more on individual activities and skills.

Screening and Response Plan

[The Medicine Hat Board of Education](#) and [St. Mary's School](#) screening and response plans remain in effect during all music classes.

3. CTF or CTS Programs:

These programs will continue on in their designated option spaces. Attention will be paid to ensuring distancing is maintained when possible. In several circumstances we are able to half the number of students in our foods and shop programs. There will be a focus on proper sanitizing techniques and safe handling in these areas.

4. Field Trips:

All field trips are cancelled at this time.

5. Gymnasiums:

The gymnasium will be accessible to classes during their assigned times. Using our outdoor space will be encouraged while the weather is suitable to do so.

It is typical for two to three classes to be assigned to the gymnasium during the same period. In situations where two classrooms are assigned to the gymnasium at the same time, the gym curtain will remain in the down position and students will be directed to stay on their own side of the gymnasium. In the event that three classes are assigned to the gym during the same period, one class will go outside when possible (winter walks when the temperature is above -20) or conduct classroom sessions on sport specific rules and strategy.

Changing will be optional at this time to limit the close contacts in the changing facilities and prevent the interaction between other classroom cohorts. Alternate change facilities (bathrooms) may be utilized to limit the number of students in changing areas at a time.

6. Extracurricular Activities:

St. Mary's athletics will follow the direction of ASAA, MHJHAA, and the school board. Seasons of play may be altered to reflect the public health recommendations. Other clubs and activities will be postponed at this time and may resume when protocols have become developed for staff and student safety.

7. Work Experience:

NA

8. International Students:

We currently have no international students enrolled in our school.

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

NA

10. Academy Programs:

Academy programs will continue to operate as close to normal as all programming is completed on site and does not require travel to outside venues. Any regularly scheduled field trips and excursions will be cancelled at this time.

When possible instruction will occur in the homeroom classroom and not in the designated instructional spaces to reflect the changing nature of our instruction i.e. band class will now focus more on music theory and appreciation of musical genres and styles. This instruction can occur in a regular classroom and does not necessitate movement through the school to the band room.

Student & Staff Health

1. Stay Home When Sick:

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms they must stay home. Staff must complete the AHS Self-Assessment. Staff must advise their administrator if they are unable to attend work due to illness and log the absence appropriately. 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.

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:

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.

School Administrators will use the Division developed school protocol to clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. See Appendix B.

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.

School Division along with School Administrators will ensure staff are aware of their responsibility to assess themselves daily prior to entering the school.

3. Illness While On-Site:

If a student is identified as sick during the school day, the office will be contacted. The student will be sent to the infirmary, provided a mask, and asked to wash/sanitize their hands. Parents will be contacted to pick up their child, contact 811 to arrange for a covid test, and return when they have received a negative result.

The infirmary will be cleaned following the students exit.

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 symptom, change in baseline), the individual must follow Stay Home When Sick Protocol.

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.

Student will be asked to wash/sanitize their hands at the following times:

- Before leaving home, on arrival at school, and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (i.e. to another classroom, indoor- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before and after putting on a mask.
- Whenever hands are visibly dirty
- Regularly throughout the day

7. Staff Hand Washing Requirements:

Soap and water for 20 seconds are the preferred method for cleaning hands.

Staff will be asked to wash/sanitize their hands at the following times:

- Before leaving home, on arrival at school, and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (i.e. to another classroom, indoor- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before and after putting on a mask.
- Whenever hands are visibly dirty
- Regularly throughout the day

8. Learners with Diverse Needs:

Learners with distinct needs will be planned for and supported on an individual basis and specific plans will be developed for each exceptionality that the wide variety of students present at our school. This will be completed in consultation with school administration, learning services facilitator and division staff.

If the student needs support for eating:

- Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food.
- Frequently wash hands with plain soap and water.
- Place all Learners with Diverse Needs and parent/guardian provided food items in a sanitized designated area upon arrival.
- Parents will be asked to have food provided in clean containers with their own utensils.

Personal Protective Equipment (PPE)

1. Cleaning Schedules:

- The school will be cleaned thoroughly every evening after the school is closed.
- Each classroom will be cleaned mid day while the class is on a lunch break.
- 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.
- If supplies are low contact the custodian or school administration.
- Custodial Staff must be made aware if the infirmary area has been occupied. Cleaning is required prior to next use.
- The following surfaces are disinfected daily:
 - Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
 - Hallways and Corridors: Light switches, stair railings, water fountain push buttons & mouth pieces, entrance door handles, alarm panels, inside handicap door buttons
 - Washrooms: All surfaces
 - 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.
- These spaces need to be left neat and uncluttered at the end of the day.

3. Keyboards – Electronic devices:

Phones, chromebooks, computers, and other frequently touched electronics like tablets, remotes, keyboards, mice, earbuds, and other devices must be cleaned and disinfected regularly. When cleaning electronic devices please consider the contours of the device, high touch points such as computer keys and power buttons, and the amount of cleaner being used on each item to ensure the device does not become damaged by excess moisture.

Mrs. Chenier will clean chrome books as they are returned to the library as well as teachers encouraging students to bring their own electronic devices to engage with their learning.

4. Shared Printers, Touch Screens:

Staff will be encouraged to limit the amount of paper used and to access as many digital resources as possible. When using the shared printers staff are required to wash or sanitize their hands prior to, and following use of printers and touch screens. Following use staff will be required to wipe all touchpoints of the printers and photocopiers.

5. Toys and Sports Equipment:

Gym equipment that is utilized will be wiped down before and after each use to ensure that students are provided with sanitized equipment. Phys. Ed. instructors are encouraged to focus more on activities that require no or little amount of equipment or requires close contact with their peers i.e. running skills, yoga, etc.

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.

Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• 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.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child 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).

** "ill" means someone with COVID-19 symptoms on the list above

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should 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](#)