



## COVID-19 Detailed School Health and Safety Operational Plan

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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Reviewed and updated	October 30, 2020

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

<p>Supporting Social-Emotional Wellness and Trauma Informed Learning</p>	
<p>For staff</p>	<ul style="list-style-type: none"> <li>- Consistent, clear and concise communication through staff meetings, Microsoft Teams, Zoom meetings and 1-1 check-ins with an administrator to discuss concerns, anxieties, and self care.</li> <li>- Provide information regarding supporting students in the use of Safe 6 practices in Yukon Schools through Yukon Education Lesson Plans</li> <li>- Use of Teams to provide staff the opportunity to consult on the design and implementation of school specific policies and procedures.</li> <li>- Continue to establish a whole-school focus on providing a safe, stable and understanding environment for students and staff</li>   <li>- Provide resources and professional development on Trauma Informed practices and creating a Trauma Sensitive school: <a href="https://www.traumasensitiveschoolkit.com/">https://www.traumasensitiveschoolkit.com/</a></li> <li>- Provide information regarding Employee and Family Assistance Program. Employee and Family Assistance Program (EFAP) provides 7 free counselling sessions annually per family for eligible employees, MindFull Living, Minwellu, Coping with stress. Resources and further information available on our staff Teams</li>   <li>- Scheduled COVID-19 PD to review expectations re: sick leave, safety and cleaning procedures, office access, sub plans, and supervision and provide teachers opportunities to practice the procedures so that they can model for students</li> </ul>
<p>For students</p>	<ul style="list-style-type: none"> <li>- Continuing to prioritize establishing and maintaining supportive professional relationships with students</li> <li>- Continued use of program resources in school: LA Support, Counselling support, access to CELCs/ESWs, Learning Support for both cohorts of 10-12 students</li> <li>- Provide regular check-ins with students</li> </ul>

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	<ul style="list-style-type: none"> <li>- Collectively identify vulnerable students and those who have experienced trauma and establish specific supports that are available and in place (e.g., through use of the Student Assistance Program (SAP) meetings)</li> <li>- Provide clear visual cues to students regarding expectations and routine</li> <li>- Establish a common language or approach to remind students about the Safe 6 Rules to create predictability and avoid confrontation and conflict.</li> </ul>
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**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 metres from each other. Physical distancing by and among staff is <u>strongly recommended</u>.</p>	<ul style="list-style-type: none"> <li>- Maximum 12 staff in the staffroom at one time</li> <li>- Maximum 12 staff in conference room at a time</li> <li>- Maximum 2 staff in photocopy room at a time, as well as physical distancing signage for waiting to use the photocopy room</li> <li>- Whole staff meetings will be held either in the gymnasium, the cafeteria, the soccer field (weather permitting) and/or via Zoom</li> <li>- Small group meetings such as department meetings, school based team, Student Assistance Plan (SAP), and school growth meetings, will still occur in person, but will be physically distanced in size-appropriate locations</li> <li>- Seating at all meetings will be spaced and facing the same direction.</li> <li>- All meetings will have physical distancing measures and “sanitation-in, sanitation-out” procedures in place.</li> <li>- FrontRow portable neck mic/speaker system will be used instead of handheld microphones at all meetings. This system will be kept in</li> </ul>

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		<p>the office, each user will have their own amplification device and devices will be sanitized before and after use.</p> <ul style="list-style-type: none"><li>- There will be a sanitizing station at every staff meeting area for staff to using as they enter and exit</li><li>- Staff will be encouraged to either eat their lunches in their classrooms or outside if weather permits</li><li>- Staff will be required to stay home when they display symptoms of illness. There will be a staff checklist for staff to self-evaluate symptoms (attached).</li></ul>
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<p>Between staff and students</p>	<p>Physical distancing will not always be possible, particularly with younger students and students with special needs. Measures should be appropriate for a student’s developmental stage and ensure optimal academic, social and emotional learning.</p> <p>When physical distancing cannot be maintained, focus should be placed on minimizing physical contact and emphasizing other measures such as hand hygiene, enhanced cleaning and disinfection and staying home when sick.</p>	<ul style="list-style-type: none"> <li>- Physical distancing will be required in all classrooms</li> <li>- Teachers will provide students with clear guidelines for physical distancing and safety protocols in the classroom</li> <li>- Individual desks will be placed in classrooms where possible and spaced out to provide optimal distance</li> <li>- When using tables in the classroom, the number of students at each table will be limited</li> <li>- Each teacher will be provided with social distancing signage for their classroom</li> <li>- Grades 10 -12 teachers must utilize either Google Classroom, Moodle, class website or MS Teams to provide curriculum and support electronically.</li> <li>- Grade 10-12 Teachers will be given daily “office hours” from 11:50 -12:45 in order to support online student learning</li> <li>- Grade 8-9 teachers will be required to maintain a webpage to support students who are unable to attend class due to illness or the need to isolate.</li> <li>- Teachers will have access to teacher, admin, and department consultant mentors for support with blended learning</li> <li>- All classrooms that have 2 doors will have signage that designates an entrance and exit door</li> <li>- Hallways will have arrows indicating directional traffic (see attached map for traffic flow).</li> <li>- Teachers will remind students to “STOP, LOOK and YIELD” to limit accidental collisions when exiting a classroom</li> <li>- Teachers will dismiss students by row, or on a staggered basis, to reduce congestion when exiting classrooms and in hallways</li> <li>- EA’s who work with individual students that require close contact will be provided masks and gloves</li> <li>- Counselling services will still be provided to all students.</li> <li>- If students and staff must come in close contact, staff and students will be required to wash or sanitize hands both before and after meetings.</li> <li>- Students with physical, health or social-emotional needs will be supported on a case by case basis while following the CMOH and Department of Education guidelines</li> </ul>
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		<ul style="list-style-type: none"><li>- Each Shared Resource Program will assess programming and student needs in consultation with the Administration and the Student Support Service department and prepare their own plan, as necessary.</li></ul>
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<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> <li>● Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing.</li> </ul>	<ul style="list-style-type: none"> <li>- Use of the Yukon Education Physical Distancing lessons to teach appropriate measures</li> <li>- All teachers will be required to have seating plans with assigned seating to specific students.</li> <li>- All classrooms have individual desks or tables with one chair; rooms with large tables will have two chairs at them (physically distanced).</li> <li>- All desks are physically distanced in all classrooms.</li> <li>- Lockers will be issued to Grade 8 and 9 students with the following precautions in place:             <ul style="list-style-type: none"> <li>- assigned lockers will be throughout the building to avoid congestion and gathering</li> <li>- access will be limited to before and after school and at the beginning and end of the Grade 8/9 lunch time</li> <li>- teachers will outline these requirements for use with students before lockers are issued</li> </ul> </li> <li>- Hallways will have directions arrows and will follow “street traffic rules”- stay on the right hand side of the hallway.</li> <li>- All sofas, tables, and chairs have been removed from the hallways to reduce opportunities for congestion and gatherings.</li> <li>- All furniture in the front lobby/atrium has been removed.</li> <li>- Grade 8's and 9's will operate on a separate bell schedule.</li> </ul>
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	<ul style="list-style-type: none"> <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</li> </ul>	<ul style="list-style-type: none"> <li>- Grade 8’s and 9’s will have a staggered lunch break from the grades 10-12’s. Grade 8 and 9 students will have a supervised lunch in their 2nd period classrooms from 11:30 - 11:50</li> <li>- Breaks: students in grades 10-12 only have a 5- minute transition time in between classes; grade 8’s and 9’s will have a 5 minute transition time plus an additional seven minute in-class “brain” break. The teacher may choose to take students outside for an outdoor break.</li> <li>- Students will be required to sanitize / wash their hands when entering the building and individual classrooms and communal spaces like the library.</li> <li>- Instructional practices will be adapted so that activities are focused on the individual. When necessary, students can be placed in small socially distant groups.</li> <li>- Room 202 and the back half of the library will be used as a Learning Support space for students who require extra support or tutoring. This is a supervised work space with the expectation that students will be engaged in their course work. This will be supervised by a rotation of teachers and an Educational A. Masks will be provided to staff if they wish to use them.</li> </ul> <p>Grade 10-12 Bell Schedule:</p> <p>Grade 10-12 students are engaged in blended learning, this means:</p>
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	<p>recess and breaks are encouraged.</p> <ul style="list-style-type: none"> <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>	<p><b>Semester 1:</b></p> <p>Students with Last names starting with <b>A-K</b> will come in the <u>mornings</u> on both Day 1 and Day 2 from 8:40-11:05am.</p> <p>Students with last names starting with <b>L-Z</b> will come in the <u>afternoons</u> on both day 1 and day 2 from 12:45-3:10pm. This will switch in semester 2.</p> <p>Day 1:</p> <p>Block A: 8:40-9:50</p> <p><b>Transition: 9:50-9:55</b></p> <p>Block B: 9:55- 11:05</p> <p><b>LUNCH 11:05 - 11:50</b></p> <p><b>Tech Block: 11:50-12:45</b></p> <p>Block A: 12:45- 1:55</p> <p><b>Transition: 1:55-2:00</b></p> <p>Block B: 2:00-3:10</p> <p>Day 2:</p> <p>Block C: 8:40-9:50</p>
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		<p><b>Transition: 9:50-9:55</b></p> <p>Block D: 9:55- 11:05</p> <p><b>LUNCH 11:05 - 11:50</b></p> <p><b>Tech Block: 11:50-12:45</b></p> <p>Block C: 12:45- 1:55</p> <p><b>Transition: 1:55-2:00</b></p> <p>Block D: 2:00-3:10</p> <p>Grade 8 &amp; 9 Bell Schedule</p> <p>Block 1: 8:40 -9:59</p> <p><b>Transition 9:50 -10:04</b></p> <p>Block 2: 10:04 - 10:11 - <i>Brain Break</i></p> <p>10:11-11:30</p> <p><b>LUNCH 11:30 - 11:50 Supervised in-class</b></p> <p><b>11:50 -12:15</b> <small>Movement break outside/In second period classroom</small></p> <p>Block 3: 12:15 - 1:35</p>
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		<p><b>Transition: 1:35 - 1:40</b></p> <p>Block 4: 1:40 - 1:46 - <i>Brain Break</i></p> <p>1:46-3:04</p>
<p>Teaching materials, toys and manipulatives</p>	<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</li> </ul>	<ul style="list-style-type: none"> <li>- Manipulatives will not be used in classes</li> <li>- Science labs will still be available for students to conduct labs, with physical distancing in place.</li> <li>- Teachers will be encouraged to do online and virtual labs.</li> <li>- Students will be asked to supply an increased amount of pens, pencils, erasers, etc to reduce sharing of these materials.</li> <li>- If students must borrow a pen, pencil, or eraser, they will not be expected to return the item or to wipe the item with an alcohol wipe or other sanitizing wipe before return..</li> <li>- Students will be required to sanitize calculators before and after use with an alcohol wipe or other sanitizing wipe</li> </ul>

	resources can be distributed or shared with students.	
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**3. School cleaning and disinfecting procedures**

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

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

**COVID 19 METHOD OF CLEANING GENERAL GUIDELINES**

- Color coding of buckets for different areas to avoid cross contamination
- Color coding of cloth/rags used for classrooms and washrooms to avoid cross contamination
- EP 50 Dilution Ratio: Cleaning 1:38, Disinfecting 1:12
- CAVICIDE: Disinfecting; use as is, no mixing ratio
- Air dry when applying aerosol, wipes, and spray 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 have obvious dirt/impurities with a damp rug and cleaning solution.
- Spraying of disinfectant in all high traffic contact areas, students contact areas, occupant contact areas after first break. Disinfectant must air dry for most effective results.
- Spraying of disinfectant at toilet rims, toilet seats, faucets, flush levers, and at wall mounted sanitary napkin disposal bin after lunch. Surfaces must be cleaned if there are any form of impurities in all types of surfaces prior to disinfecting.
- Washing washroom floors and change room floors with disinfectant after lunch

**Day – Teachers/School Staff/ Students:**

- Prior to using the hand held disinfectant spray provided to each classroom staff or students will:
  - Wipe down surfaces with a damp paper towel to remove soil/obvious impurities prior to spraying disinfectant.
  - Spray disinfectant to surfaces
  - Allow to air dry for most effective results.
- Disinfectant wipes will be used before and after using:
  - Laptops and desktop computers
  - Photocopiers and other office supplies
  - Surfaces will be directly wiped and left to 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

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

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 refilling.</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> <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:</li> </ul>	<ul style="list-style-type: none"> <li>● Will implement signage, stickers, arrows and tape to designate traffic flow.</li> <li>● Floors will be marked with arrows; students will follow “keep to the right” road rules in the hallways.</li> <li>● Signs will be posted approximately every 20 feet</li> <li>● Hand sanitizing stations will be located inside or at the door of every classroom</li> <li>● Teachers will be instructed in the first two days of school on proper hand washing and sanitizing protocols. Staff will watch the video prepared by the administrative team on these protocols as well as review the PCSS Operations Plan Summary. Classroom teachers of the first period in the morning will provide this same instruction first thing when students enter the classroom on August 20th.                             <ul style="list-style-type: none"> <li>○ Staff new to the school after August will be directed to review the PCSS Operations Plan Summary and watch the PCSS Covid-19 protocols video.</li> </ul> </li> <li>● Signage will be posted to support these practices</li> <li>● Students will be shown how to cough and sneeze into elbow and how to dispose of used tissues</li> <li>● Teachers will dismiss students by row, or on a staggered basis, to reduce congestion when exiting classrooms and in hallways</li> <li>● Non medical, re-usable, masks will be provided to staff and students. Disposable masks will be available upon request by staff or students. Students and families have been encouraged to obtain their own supply of re-usable masks, if desired. Staff also have access to re-usable face shields, and have been supplied with face</li> </ul>

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<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> <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 thrown 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>	<p>shields upon request. Masks will be required in certain classrooms where physical distancing is not possible (e.g., Wood shop, Esthetics, Life Skills/Hope program). Masks are highly recommended during class change when students are in hallways and physical distancing may not be possible.</p>

Hand washing stations	Location
Staff	<ul style="list-style-type: none"> <li>- Staff washrooms are located in the upper and lower floor portion of the new wing</li> <li>- Upstairs by LA offices x 2</li> <li>- Staff room</li> <li>- In the old wing located near room 110</li> </ul>

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	<ul style="list-style-type: none"> <li>- Office 2x washrooms</li> <li>- Cafeteria 2x washrooms</li> </ul>
Students	<ul style="list-style-type: none"> <li>- New wing: down stairs and upstairs</li> <li>- Old wing: across from staff room (note: this will have access for Porter Creek Students but will also be the dedicated washroom for Wood Street Programs at Porter Creek)</li> <li>- Across from room 111,</li> <li>- 2 sets in the gym change rooms</li> </ul>
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<b>Hand sanitizer stations</b>	<b>Location</b>
Staff	<ul style="list-style-type: none"> <li>- Two in the main entrance to the school:                             <ul style="list-style-type: none"> <li>- One foot activated and one touchless sensor</li> </ul> </li> <li>- Each teacher will have a bottle of hand sanitizer in their room</li> </ul>
Students	<ul style="list-style-type: none"> <li>- Two in the main entrance to the school:                             <ul style="list-style-type: none"> <li>- One foot activated and one touchless sensor</li> </ul> </li> <li>- Custodians will refill all publicly accessible sanitizer stations</li> <li>- Students will be provided an individual bottle of hand sanitizer that will be theirs personally and can be refilled from bulk fill bottles provided by Admin, upon request.</li> <li>- Each teacher will have a bottle of hand sanitizer in their room. They can refill this in the staff room</li> <li>- Each Admin will have a bottle in their office</li> <li>- The office will have multiple bottles accessible</li> </ul>
Public	<ul style="list-style-type: none"> <li>- Two in the main entrance to the school:                             <ul style="list-style-type: none"> <li>- One foot activated and one touchless sensor</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>- Each teacher will have a bottle of hand sanitizer in their room (for “sanitize-in sanitize-out protocols for guest speakers, for instance)</li> <li>- Each Admin will have a bottle in their office</li> <li>- The office will have multiple bottles accessible</li> </ul> <hr/> <p>Hard surface cleaner refills and paper towel can be found in the staff room</p>
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Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<p><b>Meals and food handling</b></p> <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> <li>● Schools should have a “no food and drink sharing” policy.</li> </ul>	<p>Our student-run cafeteria <b>may</b> run at our Transition time in the morning, with a limited menu (e.g., hot breakfast bagels, cookies, muffins, bottled milk). If we establish break service, it will be done by cart service and items will be eaten in Period 2 classrooms.</p> <p>For lunch service, students will have the opportunity to purchase items such as sandwiches, cookies, muffins, and individually packaged hot items. These will be delivered on a rolling cart which goes to our designated lunch classrooms.</p> <p>Grade 10-12 students will leave school at lunch time. They will eat away from school.</p>

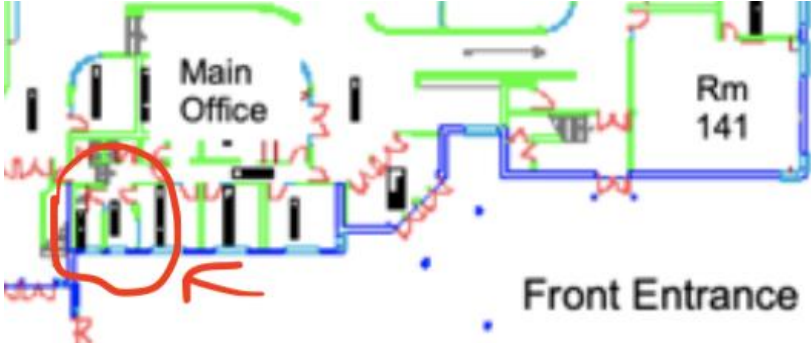
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<ul style="list-style-type: none"> <li>○ Food from home should be stored with the students' belongings and must not be shared with others.</li> </ul> <p><b>School cafeterias</b></p> <ul style="list-style-type: none"> <li>● Students should keep a distance 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</li> </ul> </li> </ul>	<p>Our nutrition program is run through our lunch cart. Students are given a punch card to use to buy food.</p> <p>Special education students or other grade 10-12 students staying for learning support will have access to our nutrition program. Also, students in Grades 10-12 who need nutrition support may access items from our cafeteria before they leave the school if they are in the AM cohort.</p> <p>Lunch for grades 8-9 will be in their Period 2 classrooms, with 15-20 minutes for eating and 25-30 minutes for a body/mind break.</p> <p>Students will physically distance in line for food pick up and will eat in classrooms.</p> <p>We will communicate to students the “no food and drink sharing” policy and that foods must be stored with their belongings and not be shared with others.</p> <p>Our Transition time for Grade 8-9 and Grade 10-12 will be staggered to allow less mixing of students and less congestion in accessing the cafeteria line.</p> <p>All students and staff handling food will receive food safe training.</p>
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<p>among students in the same room.</p> <ul style="list-style-type: none"><li>● All staff who are handling food must practise diligent hand hygiene and a food safety certificate is recommended.</li><li>● Do not use buffets. Food should be served in individual portions or food items individually wrapped using single-use food grade packaging.</li><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>	<p>We will not use our salad bar or other buffet style service or allow for potlucks. Most items will be individually packaged, and cutlery will be provided if items are served necessitating it.</p> <p>We have two non-touch water filling stations in the school, located outside of the gym and in the new wing. We will have signage on other fountains encouraging bottle use - but reminding students not to touch the bottle lip to the fountain.</p> <p>When and where possible we will turn off the water fountains that do not have the non-touch options.</p>
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**5. Personal Protective Equipment**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<p>Personal protective equipment (PPE) is not recommended in school settings, beyond what is normally used by staff as a regular precaution for hazards encountered in the workplace.</p> <p>Teachers and other staff may choose to wear a non-medical mask; however, this is a personal choice.</p>	<p><b>Location of Sick-Kit</b></p>	<ul style="list-style-type: none"> <li>- Each teacher will be provided with a multiple “sick-kits”. This includes each teacher having hand sanitizer in their classrooms and a supply of kits which contain a mask as well as a pair of gloves.</li> <li>- Extra “Sick-kits” will be available in the office with the First aid kits.</li> </ul>
<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>	<p><b>Location of sick area</b></p>	<ul style="list-style-type: none"> <li>- The sick area will be located in the First Aid room, which is located at the back of the office. A secluded “student waiting area” directly adjacent to the First Aid Room will be used if needed for a second student. If we have more than two students showing symptoms the conference room will be the designated overflow area (Room 168).</li> <li>- Full map attached at the end</li> </ul>  <ul style="list-style-type: none"> <li>-</li> </ul>

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<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, disposable gloves and masks, for use by the ill</li> <li>Individual and staff member attending to them.</li> </ul> </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</li> </ul> </li> </ul>	<p><b>Which staff will require PPE due to job duties?</b></p>	<p>We anticipate the need of PPE in the following classes:</p> <ul style="list-style-type: none"> <li>Foods/Cafeteria: while serving prepared food. Food studies teacher and students - they are preparing and serving food to students, staff, and themselves, and will use masks and gloves in the preparation and delivery of food</li> <li>ABEL: for assisting students with activities of daily living, if necessary.</li> <li>HOPE: for assisting students with activities of daily living, if necessary.</li> <li>EA's working one on one. There will be some additional EA's who need to use masks and gloves because the type of support that they provide to students will sometimes require being in close proximity to student(s).</li> <li>Any staff or students choosing to wear PPE may do so.</li> <li>Administration is maintaining a list of staff who have identified themselves or their families as immunocompromised and providing support, and accommodation, as necessary, through the Health, Safety, and Wellness branch of the Public Service Commission.</li> </ul> <p>We have purchased supplies for this purpose, to be replenished as needed.</p> <p>Based on the recommendation of the Chief Medical Officer of Health the Department of Education is <b>requiring</b> the use of non-medical masks in school common areas and in classrooms where individuals are unable to maintain at least 1 metre of physical distance from each other. PCSS will implement this</p>
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<p>after removing gloves.</p> <ul style="list-style-type: none"> <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>		<p>recommendation beginning December 1st, 2020. See Appendix 6 for details on our school mask procedure.</p>
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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>	<ul style="list-style-type: none"> <li>- Music - A plan has been submitted to begin the process of playing concert band instruments (woodwind, brass, percussion and strings) See appendix 4</li> <li>- An electronic music approach is still encouraged (Garageband, Imovie, mixing equipment, music appreciation, composition, music theory).</li> <li>- Drama- drama classes will take place but with physical distancing in place and may incorporate more non-verbal activities such as miming and charade-style activities.</li> <li>- Art- students will be encouraged to wash their hands before and after using paint brushes and supplies to assist in sanitizing of materials. In addition, teachers will place</li> </ul>

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		<p>disposable paper on top of each workstation at the beginning of every class. This will then be disposed of when students leave the classroom.</p> <ul style="list-style-type: none"> <li>- Portioned out clay and other items such as this will not be shared.</li> </ul>
<p>Physical Education</p>	<ul style="list-style-type: none"> <li>• The risk of COVID-19 transmission is lower in outdoor settings than it is indoors. Wherever possible physical education classes should be held outside.</li> <li>• Physical education classes should follow the contact sports and <a href="#">sport and recreation</a> guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>-Outdoor activities will be planned.</li> <li>-Sport and recreation guidelines will be followed which provide detailed guidance in this area.</li> <li>- All equipment will be sanitized after use</li> <li>- Activities will be designed to limit the use of equipment</li> <li>- Students will enter and exit the gym in designated enter/exit doors</li> <li>- All students will be expected to sanitize their hands upon entering the gym</li> <li>- Students in Grades 8 &amp; 9 will not be expected to change for gym</li> <li>- Senior fitness classes will limit the number of students in the change room to 6 at a time</li> <li>- When there are multiple classes accessing the gym there will be designated areas with appropriate spacing in place to separate the classes.</li> </ul> <p><b>Access to the Gym at Lunch:</b></p>

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		<ul style="list-style-type: none"><li>- The gym will be split into 1/3 and 2/3.</li><li>- 1/3 will be used to house the students who arrive early for third period gym as it is a classroom space.</li><li>- 2/3 will be used for Grade 8 &amp; 9 students from 11:50- 12:10 pm</li><li>-Designated Entrance door will be beside the Hemlock Café</li><li>-Designated Exit will be the middle double doors.</li><li>- Students will be expected to sanitize their hands when entering and leaving the gym</li><li>- There will be signs indicating the maximum number of students allowed, recommending masking and recommending social distancing</li><li>- Lunch time equipment access will be limited and kept separate from gym class equipment. It will be sanitized at the end of each lunch hour and stored until the following day.</li></ul> <p>Accessibility:</p> <ul style="list-style-type: none"><li>- There will be a Day 1/Day 2 rotation for student access with Day 1 being for Grade 8's, and Day 2 for Grade 9's</li><li>- There will be a maximum of 50 students in the gym, on a first come, first served basis</li></ul>
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<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 metres 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>	<ul style="list-style-type: none"> <li>- Students will wash or sanitize their hands prior to cooking and food handling. Students will be required to wear gloves when preparing and handling food</li> <li>- All students will be trained in food safe procedures</li> <li>- Kitchen stations will be spaced according to physical distancing . (Seating/cooking placement plan)</li> <li>- Groups of students will be assigned common cooking equipment, which will be washed and sanitized after they use it.</li> </ul> <p>All kitchen items and surfaces will be cleaned and disinfected in between each class use . We will follow the guidelines in the cleaning and disinfection section.</p>
<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</li> </ul>	<ul style="list-style-type: none"> <li>- We will follow the suggested precautions in the middle column.</li> <li>- The following Wood Street programs will be located at PCSS in 20-21: CHAOS 9/10, ES 11, FACES/ACES, and MAD These programs will be enclaved in the rear portion of our school, near the band and drama rooms and in the outside portables. They will be running as a school within a school with Mr. Darren Hays as their Principal. Please see their plan for details about these programs.</li> </ul>

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	<p>followed. Guidance is based on the current epidemiology of COVID-19 and will be re-evaluated at the beginning of the school year.</p> <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> <li>○ Hotel stays are permitted, with no more than two students per room.</li> <li>● International field trips are not currently permitted.</li> </ul>	<ul style="list-style-type: none"> <li>- Students in SASE (Grade 9 Socials and Science Experiential Program) and WILD (Grade 11/12 Wilderness Initiatives for Leadership Development) will operate in cohort models - those students will be enclaved within their group. Our LEAD (Leadership Excellence for Athletic Development) program will be run as a half-day cohort. Our LEAD Hockey program is put on hold for this school year.</li> <li>- If students become symptomatic before an excursion or field trip, they will go home, call 811 and follow their advice. They may return to school when they are asymptomatic and/or negative COVID-test.</li> <li>- During a trip, students who develop symptoms will be required to wear PPE, to isolate to the extent possible, to be picked up by parents when possible or to be returned to school by the chaperone. Trip cancellation is a possibility at this point.</li> </ul>
<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</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- The back of the library will serve as the learning support area for grade 10-12 in addition to being a functioning library in the front portion.</li> <li>- The computer desk millwork adjacent to the connector doors between room 202 and the library will serve as the separation between the support area and the Library area. The learning support area connects to room 202 which will also serve as the (main) learning support area.</li> <li>- Books and materials will still be available for sign out</li> <li>- Our library will not be available for public use.</li> <li>- All library staff will practice frequent hand-washing</li> </ul>

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	<p>the public to not enter if they are sick.</p>	<ul style="list-style-type: none"><li>- All library staff will frequently clean heavily touched surfaces (desktops, library countertops, door handles)</li><li>- Magazines will NOT be on display</li><li>- After a 3 day quarantine, books will be returned to the shelves for checkout</li><li>- Gloves will be worn by library staff to check in and safely quarantine books</li><li>- Signage promoting social distancing and hand-washing will be prominently displayed</li><li>- Upon entering the room, each adult and student will use hand sanitizer</li><li>- A safety shield has been installed at the checkout counter</li><li>- Curbside check-out will be available for students who are distance learning</li><li>- Hand sanitizer and wipes will be at the self-checkout centers (2) newly established in the space</li></ul> <p><b>Library service at lunch:</b></p> <ul style="list-style-type: none"><li>- Open to all students from 11:50 -12:10pm</li><li>- Students required to wear masks and sanitize hands upon entering and leaving the library</li></ul>
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		<ul style="list-style-type: none"> <li>- Desks will be reserved for students whose Period 2 class in in the library (semester 1 only)</li> <li>- Maximum 40 students in the library</li> <li>- Maximum number of 4 students at a table</li> <li>- Signage displayed on each table</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>	<ul style="list-style-type: none"> <li>- Desktop computers will be configured to ensure physical distancing is in place (lab 125 is the only computer lab at present)</li> <li>- Students must wash or sanitize hands prior to using technology.</li> <li>- Students will wipe off the technology before and after use.</li> <li>- Alcohol and other commercial wipes for this purpose have been purchased</li> </ul> <hr/> <ul style="list-style-type: none"> <li>- <b><u>Woods:</u></b></li> <li>- Handwashing on entry, Student face shields for when helping students use tools, dedicated cleaning time at the end of class, students will wear gloves and use washable masks</li> </ul>

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<p>Extra-curricular programming</p>	<p><i>Guidelines are being finalized and will be sent shortly...</i></p>	<ul style="list-style-type: none"> <li>- PCSS clubs will be evaluated on a case by case basis with the intention of maintaining social distancing and using proper sanitization processes.</li> <li>- Examples of this would be basketball/volleyball using a skills based approach or the Gender Sexuality Alliance club meeting in desks and limiting couches.</li> </ul>
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**7. Itinerant staff, guest and public access**

<p>Applicable Information from “Health and safety guidelines for K-12 school settings”</p>	<p>Relevant issue or group</p>	<p>Detailed implementation actions and/or program change</p>
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<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> <li>○ A record of all visitors should be kept for a minimum of thirty days.</li> </ul> </li> </ul>	<p>Sign in procedure</p>	<ul style="list-style-type: none"> <li>- Any visitor entering the school premises that does not do so on a regular basis will be required to go directly to the office to fill out our sign in sheet. The sign in sheet will require the visitor to sign, date and answer questions regarding Covid-19 symptoms and travel history. The visitor will also be required to document and disclose all of the rooms they used while in the building and will be required to log the time they leave on the same sign out sheet.</li> </ul>
<ul style="list-style-type: none"> <li>● All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building.</li> </ul>	<p>Space for itinerant staff</p>	<ul style="list-style-type: none"> <li>- All visitors or visiting professionals/specialist teachers or department personnel will follow the same protocol as above.</li> <li>- TOC's entering the school premises will be required to go directly to the office. TOCs that work consecutive days, fill out the sign in sheet on the first day of work. If there is a break in work assignment, the TOC completes the sign in sheet upon return to work at PCSS . The sign in sheet will require the TOC to sign, date and answer questions regarding Covid-19 symptoms and travel history.</li> </ul>
<ul style="list-style-type: none"> <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.</li> </ul>	<p>Visitor entrance/exit</p>	<ul style="list-style-type: none"> <li>- All visitors will be required to use the front doors as entrance and exit into the school. Doors will use signage to designate which set of doors is for entering the school and which is used for exiting the school. Visitors will be discouraged from entering the school to reduce the number of people on the school premises.</li> </ul>

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<ul style="list-style-type: none"> <li>o 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> <p>Parents must wait for students in a designated area.</p>	<p>Parents</p>	<ul style="list-style-type: none"> <li>- All Parents will be required to use the front doors as entrance and exit into the school. Doors will use signage to designate which set of doors is for entering the school and which is used for exiting the school. Parents will be discouraged from entering the school to reduce the number of people on the school premises. After following the sign in procedure (Any visitor entering the school premises that does not do so on a regular basis will be required to go directly to the office to fill out our sign in sheet. The sign in sheet will require the visitor to sign, date and answer 4 questions regarding Covid-19 symptoms and travel history. The visitor will also be required to document and disclose all of the rooms they used while in the building and will be required to log the time they leave on the same sign out sheet.)</li> <li>- Parents/Guardians that come to the school for appointments will sign in at the office and then be asked to wait on the millwork bench that is in the front foyer, in a physically spaced manner, until greeted by an administrator.</li> <li>- Parents coming to pick up a child will be asked to wait on the millwork bench in the foyer until their child can meet them.</li> </ul>
	<p>Drop-off/pick-up schedules</p>	<ul style="list-style-type: none"> <li>- Students will arrive at the building at the same time</li> </ul>

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		- Junior and senior end of day times have been staggered to allow for proper social distancing while waiting for pick up.
	Elders, ESWs, CELCs, Education Advocates (new) and special presenters	- Any visitor ( Elders, ESWs, CELCs, Education Advocates and Special presenters entering the school premises that does not do so on a regular basis will be required to go directly to the office to fill out our sign in sheet. The sign in sheet will require the visitor to sign, date and answer 4 questions regarding Covid-19 symptoms and travel history. The visitor will also be required to document and disclose all of the rooms they used while in the building and will be required to log the time they leave on the same sign out sheet.

**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</li> </ul>	JUA and community use August –mid September	<ul style="list-style-type: none"> <li>User groups will be responsible for sanitizing all areas of use after the completion of their activities each day.</li> <li>User groups will be responsible for providing their own cleaning supplies</li> <li>Restrictions and requests will be managed on a case by case basis</li> </ul>



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<p>communicated through an updated user group agreement.</p> <ul style="list-style-type: none"> <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 for a longer period of time.</li> </ul> </li> <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>		
	<p>User group washrooms</p>	<ul style="list-style-type: none"> <li>- Depending on the area that the user groups will be using they will be restricted to a washroom which is nearest their area. They will be restricted to that designated use washroom only.</li> </ul>
	<p>User group restrictions</p>	<ul style="list-style-type: none"> <li>- User groups will not be permitted until October. This may change once the department protocols/guidelines become available..</li> </ul> <p>Please refer to above, as well as:</p> <p>PCSS will be restricting access to the following rooms for user groups:</p> <ul style="list-style-type: none"> <li>- Wood shop</li> <li>- Metal shop</li> <li>- Office</li> <li>- Drama room</li> <li>- Weight room</li> </ul> <p>This list is subject to change at the discretion of the PCSS Administrative team.</p>

**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	The Administration has ensured that the staff were informed of what to do if they become sick at school on August 18, 2020 during the first staff meeting. Students will be informed by announcement during the first few days of each semester, after each break, and during mini-assemblies (approx. 3 times per year.)
	Staff training	<p>During the scheduled professional development day on August 18th and 19th Administration will go through the following donning and doffing procedures. This training will be done through videos and physical examples.</p> <p>Donning:</p> <ol style="list-style-type: none"> <li>1. Wash your hands:                             <ul style="list-style-type: none"> <li>○ in soap and water for at least 20 seconds; or</li> <li>○ with a hand sanitizer containing at least 60% alcohol.</li> </ul> </li> <li>2. Inspect the mask and make sure it's clean and dry.</li> <li>3. Make sure your hair is away from your face.</li> <li>4. Place the mask or face covering over your nose and mouth and secure to your head or ears with the ties or elastic loops.</li> <li>5. Wash your hands.</li> </ol>

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		<p>While wearing a mask, it's important that you try not to touch the mask. If you do touch your mask or face, make sure you immediately wash your hands.</p> <p>Doffing:</p> <ol style="list-style-type: none"> <li>1. Wash your hands.</li> <li>2. If you're disposing of your mask, place it into a wastebasket lined with a plastic bag.</li> <li>3. If you plan to reuse your mask, remove the mask and place it into the washing machine. You can also place the mask into a plastic bag if you do not have immediate access to a washing machine.</li> <li>4. Wash your hands.</li> </ol>
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**10. Monitoring absenteeism**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<p>Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report absenteeism that is higher than expected (i.e. &gt;5-10% above</p>	<p>Monitoring and reporting absenteeism</p>	<ul style="list-style-type: none"> <li>- Admin assistants will be given the task of monitoring and reporting absenteeism. Extended absenteeism will be reported to the administrative team and dealt with on a case by case basis.</li> <li>- Teachers should inform administration if a student is absent for an extended period of time, as per our attendance policy.</li> </ul>

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<p>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>		
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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.

**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 a 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**

1. Immediately separate the symptomatic student from others in a designated, supervised area. While doing this the Staff member should use the “sick-kits” (mask and gloves) for both themselves and the symptomatic student.
2. Staff should sanitize hands, put on gloves and masks and then provide the student with their own gloves and mask
3. Staff should then call the office to inform them of the situation and that they will be coming to the back door of the office or designated “sick “ area.
4. In preparation for meeting the symptomatic student, office staff will sanitize their hands and don “sick-kit” items, then meet the student and staff member at the back door to the designated sick area.
5. Administration will contact the student’s parent or caregiver to pick them up as soon as possible.
6. 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.
7. Throw away used masks and tissues as soon as possible and perform hand hygiene.
8. 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.
9. Once the student is picked up, wash your hands with soap and water or disinfect with alcohol based hand rub.
10. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them.
11. All items the student touched/used while isolated must be cleaned and disinfected as soon as the student has been picked up.

#### **If a staff member develops symptoms of Covid-19**

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

1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.

3. Use a tissue or mask to cover their nose and mouth while they leave the school or wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them.
5. If concerned, staff should be encouraged to use the [COVID-19 self-assessment tool](#) or contact a family physician or nurse practitioner.

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

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

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

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

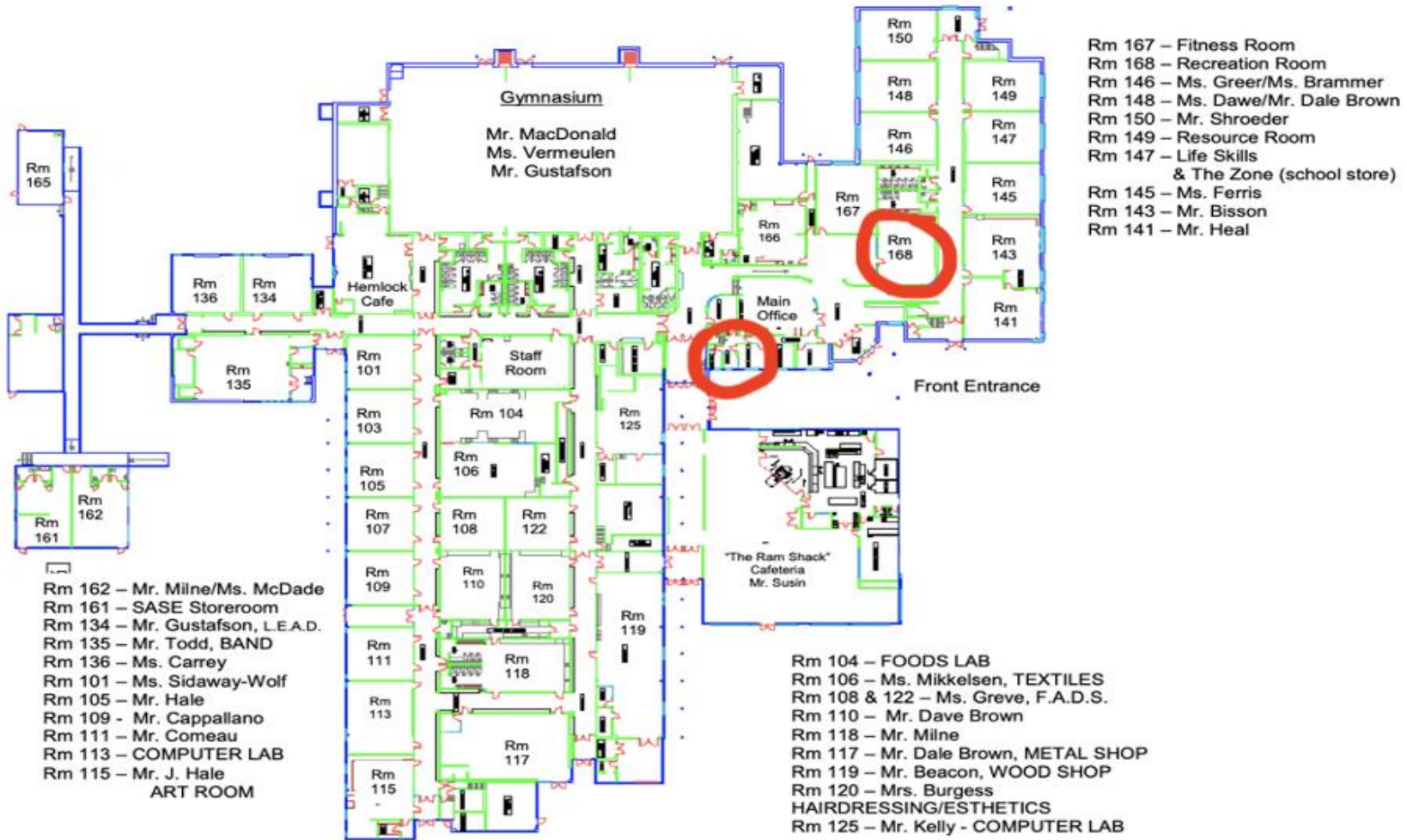
## Appendix 2

### When to wash hands

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none"> <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>



## Appendix 3 - Map of designated “Sick Rooms”



Appendix 4- Music/Band Operational Plan



Appendix 5 - Office COVID Screening Form  
**Porter Creek Secondary School Covid-19 Check – In**

Print your name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you experienced any of the Covid-19 symptoms?  
fever, cough, shortness of breath or difficulty breathing

Please circle                    **yes**                    **no**

Have you or anybody in your household travelled outside the Yukon in the past 14 days?

Please circle                    **yes**                    **no**

Have you or anybody in your household been in contacted in the last 14 days with someone who is currently being investigated for or confirmed to have COVID-19?

Please circle                    **yes**                    **no**

Have you or anyone in your household been instructed to self-isolate?

Please circle                    **yes**                    **no**

IF YOU HAVE ANSWERED **“YES”** TO ANY OF THE ABOVE QUESTIONS, YOU WILL NOT BE PERMITTED TO ENTER THE SCHOOL PREMISES AT THIS TIME.

**Please give this form to Jackie now.**

Rooms / staff visited: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

## Appendix 6 - Porter Creek Secondary Mask Protocol

Based on the recommendation of the Chief Medical Officer of Health the Department of Education is requiring the use of non-medical masks in school common areas and in classrooms where individuals are unable to maintain at least 1 metre of physical distance from each other.

The use of masks, along with the Safe 6 practices, are key to fighting COVID-19 and ultimately, saving lives.

We understand that working and learning at school during this time might be a source of stress and anxiety for many staff, parents and students. As a school community, we must work together to prevent the spread of COVID-19 and to maintain a healthy and safe work and learning environment. At Porter Creek Secondary we are taking an: P- Proactive C- Considerate S- Supportive S-Safe approach to mask wearing.

### **Strategies that will be in place are:**

- Staff are required to wear masks in all common areas and when unable to maintain a physical distance of two metres.
- School visitors, including parents/guardians, are required to wear a mask/face covering when on school property.
- Students at Porter Creek are encouraged to bring their own reusable mask to school to use. Students must wear non-medical masks or face coverings while in all common areas like the hallways, bathrooms etc. Students will not be permitted to leave class without a mask and will need to have a mask on when entering the building.
- Staff will be provided with reusable and disposable masks to distribute to students when they do not have a mask. The front office will also have masks available.
- Before dismissal from class students will be prompted to put their masks on.
- There will be periodic announcement reminders and a review of the COVID procedures video with students and staff modelling how to properly don and dispose of masks.

### **How to safely put on a mask:**

Step 1 (if applicable): Students should tie their hair or move their hair away from their face.

Step 2: Students wash their hands in soap and water for at least 20 seconds; or use hand sanitizer containing at least 60% alcohol.

Step 3: Students should make sure the mask is clean and dry.

Step 4: Students place the mask over their nose and mouth and secure to their head or ears with the ties or elastic loops.

Step 5: Students wash their hands or use hand sanitizer.

While wearing a mask, it's important that students try not to touch their mask. If they do touch their mask or face, they should immediately wash or sanitize their hands. Masks should not be shared between students. Students should not touch or handle any mask belonging to someone else.

### **How to safely remove a mask**

All masks and face coverings should be removed and changed if they become damp or soiled.

Homemade or cloth masks should be cleaned and changed frequently

Step 1: Students wash their hands or use hand sanitizer.

Step 2: If students are disposing of their mask, they should place it into a wastebasket. If they plan to reuse the mask, they should remove the mask and place it into a paper bag, envelope or Ziploc-type plastic bag.

Step 3: Students wash their hands or use hand sanitizer.

### **Cleaning and taking care of a mask**

1. Wash it, with soap and water, according to the directions of the original material; warmer water is better.
2. Allow the mask to dry completely.
3. Do not shake dirty masks in order to minimize the spread of germs and particles.

Students will be reminded about these new and temporary school expectations. If a student refuses to wear a mask according to this protocol, they will be referred to school administration. The current COVID-19 protocol includes wearing a mask, and any consequences for not following the protocols within the school, up to and including dismissal for the day, are at the discretion of the school administration.

We understand that there may be medical exemptions. Please contact school administration to discuss this for your child if there is medical evidence that we need to take into account.

In situations where a student, staff or visitor is not wearing a mask due to medical exemption, an alternate measure may be required as an alternative protection.

For more information on COVID-19 and the most up to date information on public health measures visit [Yukon.ca](http://Yukon.ca)