



## Yukon Schools 2021-2022 Operational Plan for Reducing Communicable Disease for Porter Creek Secondary School

In the 2021-2022 school year, it is expected that schools can return to near-normal operations with some measures taken to keep schools low-risk settings for transmission of COVID-19.

The purpose of this operational plan is to allow each school to describe the specific measures that will be undertaken during the 2021-2022 school year to reduce the transmission of communicable diseases.

This template is based on the K-12 School Guidelines 2021-22 from Yukon's Chief Medical Officer of Health, initially released on August 4, 2021 (and amended on August 10, 2021). These guidelines may be amended from time to time and, if so, this template will be adjusted accordingly.

Completed or amended plans must be reviewed and approved by the superintendent. After approval, they must be posted on the school's website in an easy-to-find location (preferably posted or linked from the main page).

### Contact information

School name:	Porter Creek Secondary School
Address (physical location):	1405 Hickory Street, Whitehorse, YT Y1A 4M4
Principal:	Peter Giangrande
Phone:	8676678044
Email:	Peter.giangrande@yukon.ca
Date Revised:	August 17, 2021
Date Approved by Superintendent:	August 20, 2021

## 1. Vaccinations

Vaccines are the most effective way to reduce the risk of COVID-19 in our K-12 schools and communities. Eligible students and staff are strongly encouraged to get vaccinated. Information on obtaining COVID-19 vaccinations in every community can be found at <https://yukon.ca/en/this-is-our-shot>

## 2. Staying Home When Sick

Guidance	School Specific Information
<p>Parents and guardians should assess their children for symptoms before sending them to school.</p> <ul style="list-style-type: none"> <li>• Parents and guardians should assess their children for <b>symptoms</b> before sending them to school.</li> <li>• Staff should assess themselves for symptoms every day.</li> <li>• All students and staff should stay home and <b>arrange for testing</b> if they have symptoms, no matter how mild.</li> <li>• To help assess symptoms, parents and staff can use the <b>COVID-19 self-assessment tool</b> or contact a health care provider for additional guidance.</li> <li>• Signs can be posted throughout schools to remind staff, students and visitors to stay home if they're sick even if their symptoms are mild.</li> </ul>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>• Mini assemblies, reminders posted in hallways, announcements and teacher review of procedures in classrooms</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• Consistent, clear communication through staff meetings, Microsoft Teams, and the option of 1-1 check-ins with an administrator.</li> </ul> <p><b>Parents/Guardians:</b></p> <ul style="list-style-type: none"> <li>• Newsletter, School Messenger (direct email), and Website</li> </ul> <p><b>Testing is available at</b> 49A Waterfront Place in Whitehorse.</p> <p>This testing centre is in the building beside the Motor Vehicles office, across the parking lot from Boston Pizza.</p> <p>Phone: 867-393-3083</p>

### 3. Ventilation

Guidance	School Specific Information
<ul style="list-style-type: none"> <li>• All mechanical heating, ventilation and air conditioning (HVAC) systems must be working properly.</li> <li>• Open windows and doors to improve natural ventilation if the weather permits.</li> <li>• Consider using HEPA filters in situations where the risk of COVID-19 transmission is higher due to less than optimal ventilation.                             <ul style="list-style-type: none"> <li>• The Department of Education, Operations Unit, will help schools determine locations where HEPA filters will be deployed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff are encouraged to open windows and doors in their classrooms to improve air flow</li> <li>• Staff are encouraged to identify areas with less than optimal ventilation for consideration for HEPA filtration</li> <li>• We will engage with the Department of Education, Operations Unit, to determine locations where HEPA filters will be deployed.</li> <li>• As of August 23, HEPA filters are deployed in Portable classroom 162 and (SASE Equipment) Room 161</li> <li>• Further locations, if any, where the Operations Unit has determined a HEPA filter will be deployed will be listed here in future updates.</li> </ul>

### 4. Cleaning and Disinfection

- As the risk of COVID-19 transmission from surfaces is low, it is anticipated that schools will transition to regular cleaning practices.
- For the start of the 2021-2022 school year, additional custodial supports will be in place throughout the day to continue enhanced cleaning practices to reduce the transmission of communicable disease.
  - Custodians will be provided with cleaning guidelines from the Operations Unit.

**5. Physical Distancing**

Guidance	School Specific Information
<ul style="list-style-type: none"> <li>• Physical distancing is no longer mandatory for students in schools, however, it's important that staff and students spread out within the available space and prevent crowding in common areas such as hallways.</li> <li>• Staff must continue to maintain a 2-metre distance from students and other staff.</li> <li>• Pay particular attention at the start and end of day, to entry and exit areas, and other places where people tend to gather.</li> <li>• Respect traffic flow and be mindful of others' personal space.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff must maintain 2 metres of physical distancing at all times with other staff and students</li> <li>• Staff must wear a mask if they are unable to maintain a 2-metre distance from students or other staff.</li> <li>• Teachers will provide students with clear guidelines for physical distancing and safety protocols in the classroom</li> <li>• At this time, there will be no whole school assemblies, however, we will do grade assemblies in the cafeteria with one full grade of students (approximately 100 students).</li> <li>• All meetings will have physical distancing measures and sanitation-in 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 the office, each user will have their own amplification device.</li> <li>• There will be a sanitizing station at every staff meeting for staff to use as they enter</li> <li>• Staff and students will be encouraged to eat their lunches outside, if weather permits</li> <li>• Staff will be required to stay home when they display symptoms of illness. Staff should use the stop light system for evaluating their own symptoms</li> <li>• Teachers and staff will communicate and remind students to spread out in the available space and avoid crowding in common areas.</li> </ul>

	<ul style="list-style-type: none"> <li>• Signage and reminders/announcements to remind students to spread out and avoid crowding.</li> <li>• Staff will be reminded to maximize physical distancing and set up their classrooms to spread out students to the maximum</li> <li>• Signage in the hallways to follow street traffic rules and stay to the right.</li> <li>• Students will sanitize when entering classrooms and sanitizer will be available at the front entrance for students, staff and visitors to sanitize on entry.</li> <li>• Drink machines and snack machines will not be operational for this school year to prevent extra sanitization requirements and student crowding.</li> </ul>
--	--

**6. Programming**

Guidance	School Specific Information
<ul style="list-style-type: none"> <li>• Singing and the playing of wind instruments have a higher risk of COVID-19 transmission. Teachers and students must:</li> <li>• maintain physical distancing;</li> <li>• continue with enhanced cleaning of wind instruments; and</li> <li>• follow the <a href="#">singing and music guidelines</a>.</li> <li>• follow the <a href="#">recreation guidelines</a>, which include sport and recreation, fitness studio and gym, cold weather sports, and contact sports.</li> </ul>	<p><b>Music:</b></p> <ul style="list-style-type: none"> <li>○ Our plan for playing of concert band instruments (woodwind, brass, percussion and strings) follows the guidelines for singing and playing woodwind and brass instrument guidelines as provided by the CMOH.</li> <li>○ The All City Band submits their own plan for rehearsals which occur in the evenings</li> <li>○ Drama- drama classes will take place with physical distancing where possible and may incorporate more non-verbal activities such as miming and charade-style activities.</li> <li>○ Portioned out clay and other items such as this will not be shared.</li> </ul>

	<p><b>Physical Education:</b></p> <ul style="list-style-type: none"><li>• Masks are required in common areas such as change rooms and hallways.</li><li>• Do not share items such as towels or water bottles.</li></ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"><li>• If someone develops any COVID-19 like symptoms, they will leave the gymnasium immediately and all the equipment they used should be disinfected.</li></ul> <p><b>Library:</b></p> <ul style="list-style-type: none"><li>• The library is considered a common space where masking is required.</li></ul> <p><b>Cafeteria:</b></p> <ul style="list-style-type: none"><li>• In the cafeteria, masks are required, except when eating or drinking.</li><li>• The cafeteria or classroom are the only acceptable eating locations. Eating and drinking in the hallways is not allowed.</li></ul> <p><b>Computers and Technology:</b></p> <ul style="list-style-type: none"><li>• Students will wipe off the technology with alcohol wipes (provided) after use.</li></ul>
--	--

## 7. Hand and Respiratory Hygiene

- Students and teachers should wash their hands regularly (see table, below, for specific instances where hands should be washed). Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness.
- If soap and water are not available, use alcohol-based hand sanitizer containing at least 60 per cent alcohol.
- Alcohol-based hand sanitizer should be made available at:
  - school entrances and exits;
  - entry points to classrooms; and
  - other high traffic areas.
- Students and staff should cough and sneeze into their elbow, sleeve or a tissue.
  - Used tissues should be thrown away and hand hygiene performed immediately.
  - Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.
- Refrain from touching eyes, nose or mouth with unwashed hands.
- Refrain from sharing any:
  - food;
  - drinks;
  - unwashed utensils;
  - cigarettes; or
  - vaping devices.
- Signage should be posted throughout schools to remind staff, students and visitors to perform proper hand hygiene and respiratory etiquette.

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>

## 8. Masking

- All students in Grade 8 through Grade 12 and staff must wear masks in all indoor school settings outside of the classroom.
  - This includes hallways and on school buses.
  - Exceptions are made when:
    - eating, drinking or participating in physical activities; and
    - When an individual class is, in a supervised and controlled way, transiting from one room in the school to another. An example of this is a group of students walking directly from their classroom to the gym.
- Students do not need to wear a mask in a classroom setting, but may choose to wear one if they wish.
- Staff must wear a mask if they are unable to maintain a 2-metre distance from students or other staff.

## 9. Outdoor/on the land education, field trips and overnight trips

- 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.



- Field trips within Yukon and Canada are permitted if public health guidelines are followed. These guidelines apply to their trip setting even if they are out of the territory. If public health measures are stricter where they are travelling, those guidelines must also be followed.
- Sleeping arrangements:
  - It is ideal if students can sleep in individual rooms or tents. If this is not possible, align mats or beds so that students and leaders sleep head-to-toe, at least 2-metres (6 feet) apart to prevent droplet spread while sleeping.
  - There should be no more than two students or trip leaders per room or tent.
  - Students/trip leaders from the same household or [social bubble](#) can sleep in closer quarters.
- Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.
  - Ill campers or those that meet criteria for isolation must be in a single accommodation. There is no shared accommodation allowed for these campers.
- International field trips are not currently permitted.

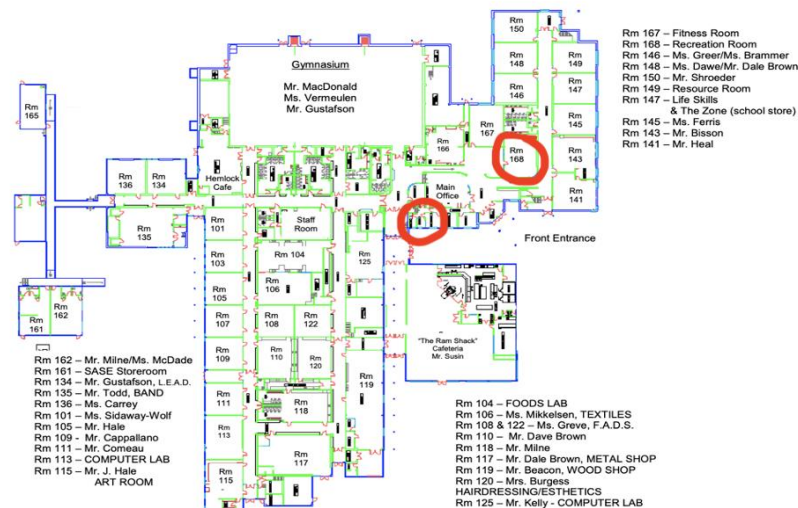
**10. What to do if a student gets sick?**

Guidance	School Specific Information
<p>If a student develops symptoms of COVID-19, staff must take the following steps:</p> <ul style="list-style-type: none"> <li>• Immediately separate the symptomatic student from others in a designated, supervised area.</li> <li>• When over the age of 5 the student must wear a mask if tolerated.</li> <li>• If the student is not wearing a mask, provide them with tissues to cover their coughs or sneezes. Throw away used masks and tissues as soon as possible and perform hand hygiene.</li> <li>• Contact the student’s parent or guardian to pick them up as soon as possible.</li> <li>• Anyone in the room with the ill student must wear a mask and, where possible, maintain a distance of 2 metres from them.</li> </ul>	<ul style="list-style-type: none"> <li>• The back room of the office is the designated area.</li> <li>• Room 168 (conference room) is the designated overflow area.</li> </ul>

## Yukon Schools Operational Plan to Reduce Communicable Disease

- Avoid touching the student's body fluids such as mucous or saliva. If you do, thoroughly wash your hands with soap and water or alcohol-based hand rub.
- Once the student is picked up, wash your hands with soap and water or alcohol-based hand sanitizer.
- Staff responsible for facility cleaning must clean and disinfect the space and areas the student occupied or used. This includes classrooms, bathrooms and common areas.

- See map provided here:



### 11. What to do if a staff member gets sick?

If a staff member develops symptoms of COVID-19, staff should go home as soon as possible.

If they cannot go home, the staff member should:

- separate themselves into an area away from others (i.e., the designated isolation area (back room of office) or Room 168);
- wear a mask;
- maintain a distance of 2 metres from others.

Staff responsible for facility cleaning must clean and disinfect the space and areas the student occupied or used. This includes classrooms, bathrooms and common areas.

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

### 12. Monitoring absenteeism

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 higher than expected absenteeism (i.e. >5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and “Yukon School Surveillance Reporting Tool” should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.

Schools should monitor student absenteeism for extended absences as this may indicate that a student has been sick. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any symptoms before returning to class.

### 13. Contingencies

There may be instances where, following the direction and guidance of the Yukon Centre for Disease Control (YCDC) and the Office of the Chief Medical Officer of Health (CMOH), individuals or groups of students may be required to stay home from school. The Yukon Early Kindergarten to Grade 12 Education Recovery Plan contains three suggested contingencies schools should prepare for, listed in the table below.

<p><b>Individual Case</b></p> <ul style="list-style-type: none"><li>• Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.</li><li>• Blended learning opportunities are offered until it is safe to return to school.</li><li>• Continue to use Zoom and other digital platforms.</li><li>• Teachers must ensure students have digital and print resources.</li><li>• Student(s) are sent home daily learning packages if blended learning options are not available.</li><li>• Students not well enough will be offered support upon return to school.</li><li>• Teachers maintain websites with homework information for students to keep up to date during absences. It is the students’ responsibility to check the website and connect with their teacher.</li></ul>
<p><b>Class Outbreak</b></p> <ul style="list-style-type: none"><li>• Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.</li><li>• Blended learning opportunities are offered to students required to be at home until it is safe to return to school.</li></ul>

## Yukon Schools Operational Plan to Reduce Communicable Disease

- Continue to use Zoom and other digital platforms.
- Schools must ensure students have the digital or print resources needed to be successful at home.
- Students not well enough will be offered support upon return to school.
- Teachers will reach out to students and families with information about continuity plan for course content.

### **School Outbreak**

- Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.
- Students with learning challenges are prioritized to remain in school for in-person learning with safety measures in place.
- Blended learning opportunities are offered where possible.
- Student(s) are sent home daily learning packages if blended learning options are not available.
- Students not well enough will be offered support upon return to school.

## **14. Other school-specific operational procedures or routines as authorized by school councils.**

The K-12 School Guidelines 2021-22 from Yukon's Chief Medical Officer of Health released on August 4 (and amended on August 10) provide the minimum standard that all schools must adhere to. However, schools can exceed these standards using school rules or policies as authorized by school councils under their authorities outlined in the Education Act. Use this section to detail any additional school-specific operational procedures or routines as authorized by the school council.