



École
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Elementary

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Covid-19 School Procedures

(Revised Sept. 1, 2021)

Active Daily Health Checks

- All staff will send daily health checks to their TAG admin each morning. Daily Health checks will be emailed in the following format:
 - Subject: Health Check Ok
 - Message: Health Check Ok

Physical distancing

Strict physical distancing is no longer required.

The school will:

- Manage the flow of people in common areas, including hallways and around lockers, to minimize crowding and allow people to pass through easily
- Prevent crowding at pick-up and drop-off times
- Remind students and staff about respecting others' personal space, using visual supports, signage, prompts and video modelling as necessary
- Use available space to spread people out where possible
- Take students outside as much as possible

Masks

- Staff are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) except when:
 1. A physical barrier is in place
 2. They are eating or drinking
 3. They are outdoors
- All students in grades 4 - 12 are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses, except when:
 1. There is a barrier in place
 2. Eating and drinking
 3. Outdoors.
- Students in Grades K - 3 are encouraged to wear a mask indoors in schools or on school buses but are not required to do so – mask-wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.

- The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:
 1. To a person who cannot tolerate wearing a mask for health or behavioural reasons;
 2. To a person who is unable to put on or remove a mask without the assistance of another person;
 3. If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.)
 4. If a person is eating or drinking;
 5. If a person is behind a barrier; or
 6. While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements are important.

Schools must not require a healthcare provider note (i.e. a doctor's note) to confirm if staff, students or visitors cannot wear a mask.

No student should be prevented from attending or fully participating at school if they do not wear a mask.

Student Entry

- There will be designated doors and signage for students to line up.
- Students will line up and enter the building at their designated entry point(s).
- **Staff** will direct students to their classes at entry, recess, and to their lineups or departure points at the day's end.
- Support staff will direct students to class at lunch breaks, supporting students with personal space reminders.

Student Entry/Exit Routine:

- 1) One class at a time will enter/exit with direction from a staff member.
- 2) Students will respect personal space as they enter/exit the building.
- 3) Students take outside shoes off (if needed) and carry them to their boot rack.
- 4) In the classroom, students place all their belongings in their designated area.
- 5) Students will wash their hands or use hand sanitizer on arrival and just before departure.

Hand Hygiene and respiratory Etiquette

Reinforce and remind of the rule "hands to yourself"

Students will wash hands or use hand sanitizer, particularly:

- When they arrive at school and before they go home.
- Before/after any breaks (e.g., recess, lunch).
- Between different learning environments (e.g., transitions from the gym to classroom).
- Before or after eating or drinking, excluding drinks kept at a student's desk or locker.
- After using the washroom
- After handling common resources/equipment/supplies/pets.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.

Washrooms

- A maximum of two students at a time in washrooms.
- Handwashing procedure will be reviewed regularly with students.
- Teachers will determine how they will send students to use the washroom. Teachers should have a system that controls how many students are going to the washroom at a time.
- Students could be asked to handwash again or use hand sanitizer upon return to the classroom.

Food/Drink

- Students must wash their hands or use hand sanitizer before handling food.
- Students should consume food items at their individual designated work areas.
- Students should bring a personal water bottle with them.
- Students are not to share food items or contact food that belongs to others.
- In the case of food being prepared by students, as part of learning, and is consumed by the students who have prepared it, Provincial Health and Safety measures should be applied.
- All beverage and food containers should be clearly labelled with the student's name.

Classrooms

- Learning spaces are arranged to maximize the space available.
- Incorporate more individual activities or activities that encourage more space between students and staff.
 - For younger students, adapt group activities to minimize physical contact and reduce shared items.
 - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Sharing resources between students is allowed, but students must practice proper hand hygiene before and after using these shared resources. When possible, students should have individual resources.

Daily Sanitizing Routines

- Wash your hands when you arrive at school.
- Wash or sanitize hands before any transition out of the classroom and upon return to the classroom
- Clean your work area and classroom as needed.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used.
- Laminated or glossy paper-based products (e.g. books, magazines worksheets etc.) and items with plastic covers (e.g. DVDs) are low-risk items. There is no need to disinfect or quarantine these items for any period of time.
- Classroom cleaning should be done with soap and water.

Managing Students who Exhibit Symptoms of COVID-19

- Notify the office; the office will notify the parent/guardian for pick-up.
- Staff will ask the student to wear a mask if the student can tolerate it. The student will be supervised in an area they can wait comfortably and be separated from others until pick-up.
- Parents will be notified of the school district Covid-19 protocol for students who are sick.
- Clean/disinfect the areas the student used after they depart.

Process for Staff Going Home Sick

- Notify admin that you are unwell and prepare to go home.
- If possible, Staff should disinfect the materials or equipment they used during the day to prepare for a TOC using the space

Hallways

- Students will only be permitted access to hallways for entry and exit times, washroom breaks and/or for assigned tasks (at the teacher's discretion).
- Work with support/itinerant staff will happen in classrooms and other designated spaces and hallways will be used in a limited capacity to work with students. Students must be supervised if working in a designated space in the hallway. Designated learning spaces must be cleaned/disinfected after use.
- Students/Staff will make best efforts to maintain personal space while working in the hallways. Students will be placed so they are not facing one another (where possible).

Recess/Lunch

- Students will be permitted outside according to the recess/lunch schedule.
- Limit the number of students on certain pieces of playground equipment; disperse students as needed.
- Students minimize direct contact during play.
- Students should not consume food outside.

Staff Entry/Exit

- Staff should wash hands before beginning work and before departure.
- Hand sanitizer will be available at the staff entry.

Staffroom and Breaks

- The staffroom seating limits must be observed at all times.
 - Office Staffroom limit – 15 people
 - Stage Staffroom limit – 10 people
- Maintaining space from others and avoiding congestion should be done at all times.
- Staff should sit in a manner that provides physical space while they eat.
- Staff can take their mask off while they are eating. Once eating has finished a mask must be worn.
- Wash your hands before you go into the staffroom.
- Bring your own lunch. Staff are encouraged to remain at the school over lunch. If you have to leave, make sure you follow the same protocols that you did when you arrived.
- If staff have to leave for lunch, please notify the office.
- Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, utensil use, etc.).
- Disinfect the areas, surfaces, appliances, etc. that you use in the staffroom.
- Wash your hands again before you go back to your classroom, office or workspace.
- Do not share food or drink.

Staff Washrooms

- Please follow all COVID-19/Handwashing practices.
- Custodial staff will be following district cleaning protocols.

Photocopy Room

- Staff should respect the need for some spacing between individuals in the photocopy room and should refrain from entering if this causes congestion.
- Maintain distance as much as possible while in the photocopy room.

Shared Designated Learning Spaces

- A shared designated learning space should be disinfected after use. This is in addition to the custodial cleaning schedule.
- Learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible).
- Equipment (e.g., benches) that impede the flow of traffic in the hallways should not be used as Shared Designated Learning spaces.

Physical Education/School Sports

- Create space between students and staff, and encourage outdoor activities and programs, as much as possible.
- K-12 staff are required to wear masks during PE/OE program classes when they are indoors, and a barrier is not present.

Shared equipment can be used:

- **Students must practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.**
- Disinfect teaching aids (e.g. clipboards, whiteboards, pens, plastic bins for transporting materials etc.) if shared
- Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.

Students are not required to wear masks during high-intensity physical activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to students' choice. Staff are encouraged to move high-intensity physical activities outdoors whenever possible.

For low-intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors, and a barrier is not present.

Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games), sports academies and events can continue in alignment with the following guidance: Requirements of relevant local, regional and provincial public health recommendations and orders for community gatherings and events.

Why are masks not required during high-intensity physical activity? During high-intensity physical activity, respiration rates are increased (resulting in a wet mask) and the wearer is more likely to touch their face and adjust the mask frequently. These factors lessen the protective value a mask may offer. In addition, a wet mask is more difficult to breathe through; those wearing masks during high-intensity activities should change them as soon as they become wet.

Music Classes

- K-12 staff and students in Grades 4 to 12 must wear masks when indoors. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a woodwind instrument) but must be worn while singing.

- Shared equipment should be cleaned and disinfected as per the Cleaning and Disinfecting Guidelines.
- Equipment that touches the mouth (e.g. instrument mouthpieces) should not be shared unless cleaned and disinfected in between uses.

Field Trips

- Adult volunteers can continue to support outdoor field trips, provided that they follow the required health and safety protocols (e.g. maintaining physical distance, wearing a mask, etc.).

School Gatherings and Events

School gatherings and events (including inter-school events) can occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders. Organizers should apply a trauma-informed lens to their planning, including consideration of:

- respecting student and staff comfort levels regarding personal space;
- using space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntary physical contact between attendees (i.e. overcrowding); and
- gradual transitions to larger gatherings (e.g. school-wide assemblies), including starting with virtual or smaller in-person options, shorter in-person sessions, etc.

Visitors

The main school doors will be open and are the required access point for visitors.

- Visitors are encouraged to make appointments or schedule their visits with the school.
- Parents/caregivers and other visitors should maintain personal space and avoid crowding while on school grounds, including outside.
- Where possible, visitor access should be limited to those areas required for the purpose of the visit (e.g. school office for drop-off/pick-up of items, gymnasium for a sports event, etc.), and parents/caregivers should be encouraged to drop off/pick-up students outside of the school.
- Schools must ensure that visitors are aware of current health and safety protocols and requirements prior to entering the school (e.g. maintaining physical distance, requirement to wear a non-medical mask while in the school).
- Schools are responsible for ensuring that all visitors confirm they are not ill and are not required to self-isolate before entering.
- Schools should include, as part of their visitor registration/sign-in process, for visitors to confirm they are not ill and are not required to self-isolate.
- All visitors must wear a non-medical mask when they are inside the school.

Other Considerations

- Students should be educated about the safety requirements. If there are consistent concerns with particular students not following the safety protocols and procedures connect with parents and inform administration to follow up.
- Limiting access to water fountains is no longer recommended. Hand hygiene should be practiced before and after use.