



**SD 20 Health and Safety School Restart Plan  
June 2020**

**School Name: J.L. Crowe**

Sections referenced refer to the District Health and Safety Plan

1. Staggered/Physically Distanced Arrival Plan being implemented (refer to section 2):

**For Students:**

- Designated parent drop off will be the first 8 spots of the staff parking lot, which is separated from the bus loop. Because of this, staggered times will not be necessary.
- Five different entrances will be utilized, one for each grade. A natural staggering will be achieved by arrival of busses. Doors at each entrance will open at 8:20. Grade 8 will use the South entrance by the Art Room, Grade 9 will use the North West entrance by the Foods rooms, Grade 10 will use the South East entrance at the end of the Shop Wing, Grade 11s will use the main front entrance ,and Grade 12s will use the back entrance into the multipurpose room.
- There will be two supervisors at each of the five locations to manage entry, mask compliance and hand sanitization.

**For Teachers and Support Staff:**

- Teachers and support staff will enter at the main or rear entrances and must physically distance. Six-foot markers will be placed at both locations.
- Staff will be required to wear masks prior to entering the building.
- Teachers are encouraged to stay on site for the duration of the workday

2. Staggered/Physically Distanced Departure Plan being implemented (refer to section 2):

- Students will be dismissed in a staggered fashion by room number. Students will hand wash/sanitize before leaving the classroom. Students will exit for the end of the day, breaks and evacuation drills through the exits designated to that classroom.
- Staging areas at the front of the school will identified for learning groups waiting for buses. Adult supervisors will be present to stagger the loading of the buses and spray sanitize student hands when boarding the bus.

3. Physical Distancing and Minimizing Physical Contact Implementation (refer to section 4):

○ Classroom Procedures:

- Physically distanced work areas will be taped out for learning groups in each classroom. Students will be assigned seats in their learning groups. Areas in classrooms for the teacher to be physically distanced will be marked as well.
- Room capacities for the office, staff room and teacher prep area will be posted.

○ Playground Procedures:

- High school students can understand and follow physical distancing rules. Administrators will monitor outside during lunch.
- Break times during class will have a staggered schedule.

○ Assigned areas for outside play:

- Each learning group will have a designated area outside and inside during lunch.

○ Hallway Procedures:

- Everyone is to keep to the right. Arrows to indicate traffic direction will be placed on hallway floors.
- Vending machines will be removed from the school to free up hallway space, reduce student congregation and reduce touch points.

○ Bathroom Procedures:

- Washrooms will have an occupancy limit of two.
- Each classroom will have a designated washroom. Main floor classrooms west of the office (science, art, foods) will use the washrooms in that hallway. Main floor classrooms east of the office (shops, music, drama) will use the washrooms by the theatre. Upper floor classrooms 203 – 210 will use the main floor washrooms by the theatre. Upper floor classrooms 212 to 220 will use the washrooms on the upper floor.
- A card holder will be placed on the wall outside each washroom with two slots. Teachers will give students washroom cards when they are excused, and students will place them in the holders to indicate they are in the washroom. Physical distance markings will be placed on the floor outside washrooms for students waiting.
- Students will be expected to hand sanitize and put on their masks before leaving the classroom on the way to the washroom. All sinks have sensors and drying can be done with the air dryer so that nothing needs to be touched during this process.
- Students will be asked to leave their phones in their classroom space when they go to the washroom.
- Teachers are to use the staff washrooms in the areas of the building they are working.

○ Teacher workspace plan:

- Teacher work areas will be sanitized during the lunch break if a different teacher will be using that room in the afternoon of the same day.
- The following locations will be used for employees without access to regular classrooms or offices: Indigenous office, teacher prep room, staff room (capacity 16), and multipurpose room.
- The office area and staffroom are not to be used as spaces to congregate or work. Physical distancing markers will be placed at the photocopiers and the touch pads will be covered with plastic wrap so they can be periodically sprayed with supplied Virex II. Teachers are encouraged to use their FOBs to interact with the photocopiers instead of touching with fingers.

- If small group meetings are held, and a different group of staff members may be using the same area, teachers are to notify custodians either in person or via the whiteboard in the staffroom for cleaning.

○ Food plan:

- Students and teachers are to bring their own food and drink and keep it with them.
- Both teachers and students are to remain physically distanced with those outside their learning groups during lunch. Areas for each learning group have been identified for lunch.
- Water bottles can be refilled at the fountains with the sensed bottle filling stations.
- Teachers will need to bring all utensils with them and not access what had previously been available in the staffroom.
- All students and teachers will wash/sanitize their hands before the eat lunch. Microwaves and fridges in staff eating areas will be considered high touch point areas and cleaned at least twice per day.

4. Handwashing Plan:

- All building occupants will wash their hands-on entry to the building. Hand sanitizing stations will be available at all five entrances.
- Signage on proper handwashing will be posted at every sink. Initial instruction will be provided by teachers on hand washing during the first week.
- All staff and students will be reminded about not touching their face (eyes, nose, mouth) with unwashed hands.
- Handwashing will also occur:
  - Any transition between spaces (indoor or outdoor)
  - After sneezing or coughing into hands
  - Before or after eating
  - After using the toilet
  - Whenever hands are visibly dirty or greasy

5. Steps for communication for staff illnesses that arise at school (refer to section 18):

If a staff member develops the symptoms of influenza or COVID-19 during the workday while at work, they will immediately distance themselves from others and go home as soon as possible. Staff will:

- Report the concern to administration to arrange for coverage.
- Wear a mask while exiting the building or waiting to be picked up.
- The staff member will then call 811 or the local public health unit and follow the recommendations provided. As well, they will communicate the recommendations with their supervisor.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (for example, classroom, washroom, common areas).
- As well, they will communicate the recommendations with their supervisor.
- Any space the staff member was in during their time in the building that day must be 'thoroughly disinfected'. Accurate communication with the custodian is imperative.

*If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.*

6. Steps for communication for student illnesses that arise at school (refer to section 18):

If a child starts to show signs and symptoms of what could be influenza or COVID-19, please do the following:

- Immediately separate the symptomatic student from others and bring them to the office to be isolated in the sick room and report to an administrator.
- The supervisor or office staff will contact the student's parent or caregiver to pick them up as possible.
- Where possible, maintain a distance of 2 metres from the ill student. The child will be provided with a mask and staff will wear a mask when with an ill student.
- Staff will direct the student to clean their hands immediately upon arrival at the isolation room at the sink in the room or use the hand sanitizer. Staff should direct the student to sit and remain seated while waiting.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's body fluids (for example, mucous, saliva). If you do, practise diligent hand hygiene.

- Remind the student to try not to touch their face and other surfaces as they are waiting.
- Once the student is picked up, practice diligent hand hygiene.
- Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (for example, classroom, washroom, common areas). Accurate communication with the custodian is imperative.

*If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.*

## 7. Cleaning and Disinfecting

- Custodial schedules have been altered to maximize cleaning opportunities
- The rental of school space to outside user groups will not occur in order to maintain a controlled environment and reduce cleaning needs
- general cleaning and disinfecting of surfaces will occur once in a 24-hour period
- Cleaning and disinfecting of 'high-touch' surfaces will occur twice in a 24-hour period and when visibly dirty (for example, doorknobs, light switches, handles, handrails, tables/desks, phones, bathrooms, keyboards, etc.)
- Frequently touched items that are not easily cleaned (for example, fabric items, plush toys, etc.) will be removed or limited in their use to a single student
- Shared equipment will be limited; teachers will be encouraged to create individual or small group kits of equipment
- Shared equipment will be cleaned and disinfected daily, if operationally possible, if the equipment will be used the following day; otherwise, shared equipment will not be used for 72 hours if not cleaned and disinfected
- Equipment shared between learning groups in the same day will be cleaned before use of the next learning group
- Hand washing/sanitizing will be expected of those using shared equipment, prior to and after use of the equipment
- Dishwasher-safe items may be cleaned and disinfected in a dishwasher, if available, with a hot rinse cycle
- Staff will have access to approved cleaning products, and Safety Data Sheet to review, for use throughout their day for emergent cleaning needs
- For laundry appropriate lined laundry baskets, regular laundry soap and hot water will be used.
- All garbage receptacles will be emptied daily

- A holder with clean pens and pencils will be put in each room that can be given to students that require them.

#### 8. Emergency Procedures:

- Drills
  - Lockdown drills will be carried out as usual
  - Evacuation drills will be practiced without a bell and by individual classes instead of as a full school evacuation. Classroom evacuation practice will be carried out over the period of a week. Practice will focus on orderly distanced transitions through the exits and to muster areas identified in the fire safety plan. Drills will be carried out the following weeks:
    - Sept 28<sup>th</sup> to Oct 2<sup>nd</sup> in B block
    - Oct 19<sup>th</sup> to Oct 23<sup>rd</sup> in A block
    - Nov 30<sup>th</sup> to Dec 4<sup>th</sup> in D block
    - March 1<sup>st</sup> to March 5<sup>th</sup> in A block
    - May 10<sup>th</sup> to May 14<sup>th</sup> in C block
    - June 7<sup>th</sup> to June 11<sup>th</sup> in D block

Drill completion for each class will be recorded in the District Drill Reporting form.

- Emergency Evacuation
  - Follow normal procedure with the addition of teachers ensuring students are wearing masks and distancing as best as possible on the way out of the building.
- Lockdown
  - A lockdown situation would supersede the importance of physical distancing. The large spaces in each room, out of sight lines, will be identified for lockdown purposes. This area may or may not support a 2-metre physical distancing for the capacity of the room.

9. First Aid:

Designated Isolation Room: Office sick room

Designated First Aid Room: Staff washroom by the theatre

Attendant 1 - Name: \_\_\_\_\_Stephanie Leithead\_\_\_\_\_

Attendant 2 - Name: \_\_\_\_\_Brad Mason\_\_\_\_\_