



Kainai Board of Education
2020-21 School Re-entry Plan
Handbook

This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education, Blood Tribe Department of Health, Kainai Board of Education and the discovery of new evidence.

Updated: July 31, 2020

Message from Kainai Board of Education and Superintendent

Kainai Board of Education developed this handbook as a reference guide for schools, students, staff, parents and community members. This guide is designed to support re-entry planning to ensure that the safety of our students, staff, community members and Elders is our top priority as students return and their learning continues in these unprecedented circumstances. Safety is a collective responsibility and this handbook will provide important information for the upcoming year.

It is imperative that the Kainai Board of Education plans and prepares for all three of the [Alberta Education's](#) school relaunch scenarios as the COVID-19 pandemic may change at any time. We may be required to transition from one scenario to another with short notice. The contents of this handbook are designed to allow KBE to be well prepared for the 2020-21 school year. The Handbook contains the following information:

Day to day routines in schools will be changing to adhere to the Blood Tribe Department of Health and AHS risk mitigation strategies and to ensure multiple layers of protection for all students, staff, and community. These changes, detailed within the handbook, contains measures such as:

- Routine health screening for all students, staff, and visitors
- Enhanced cleaning and disinfecting recommendations
- Strict stay-at-home and pick up policy for anyone exhibiting symptoms
- Physical distancing recommendations
- Reorganization of rooms and traffic flow to allow for more physical space
- Cohorting of students where possible
- Hand hygiene and respiratory etiquette expectations
- Shared material and equipment handling expectations
- Blood Tribe Department of Health and Alberta Health Services continues to put in place multiple layers of protection and new measures to control the spread of COVID-19. We understand that these changes may require some adjustments for the 2020-21 school year. As Dr. Deena Hinshaw advises, this is a collective responsibility, we all:
 - Must take measures to protect
 - Must maintain high levels of hygiene
 - Must follow provincial health guidance to the best of our ability
 - We thank you for your ongoing understanding and cooperation.

This Handbook will be updated as more information comes forward and will be responsive to any changes, expectations or health advice received by the Blood Tribe Department of Health or the Province of Alberta. COVID - 19 is unpredictable and ever changing and we will need to be flexible and responsive as a school system.

Overview

As information on COVID -19 illness is evolving and ever changing, up-to -date information on symptoms and prevention can be found on the [Canada.ca website](#). This document is a living document with the most current version to be found on the [Kainai Board of Education Website](#).

Guiding Principles

1. Ensure a healthy and safe environment for all students, families and employees.
2. Provide the services needed to support children of our essential workers.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students

KBE is committed to the following principles:

- All schools will adhere to the standards, guidelines and direction from the Chief Medical Officer for Health (CMOH), Alberta Health Services (AHS) and Blood Tribe Health Services.
- In collaboration with education partners, develop additional health and safety requirements may be developed for all schools to ensure consistency across the division.
- Effective and ongoing communication with all community partners, parents, caregivers, students, and employees is an essential aspect of successfully implementing these guidelines.

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support KBE employees, students, parents, caregivers, administrators, and school community members to:

- Be informed about public health measures and implement these to mitigate risk and ensure that all feel safe in schools.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.
- Ensure continuity of learning through high quality design, instruction, and assessment.

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Trusted Sources of Information

We are committed to using information from official public health agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), and [Alberta Education](#).

AHS Zone Environment Public Health Contacts:

- [Online Form](#)
- [Alberta Health Services - Guidance for Schools and Child Care Programs](#)

Provincial and Blood Tribe Measures

BACKGROUND: Alberta Timeline

- On March 15, 2020 Alberta's K-12 schools were closed for in-school classes indefinitely due to the COVID-19 pandemic.
- On April 30, 2020, the Alberta government announced the Alberta relaunch strategy. ○ On April 30, Premier Kenny stated that in-school classes will not resume during the 2019-2020 school year. ○ Planning for the 2020-21 school year commenced.
- On May 20, 2020 the Alberta government shared the draft 2020-21 School Re-Entry Plan with stakeholders and requested feedback.
- The provincial re-entry plan for K-12 schools considers three scenarios:
 - A. Normal operations.
 - B. Schools are open for classes with some health restrictions.
 - C. Schools remain closed for classes – at home learning continues.
- It was communicated that Movement between scenarios would be determined by zone Medical Officer of Health as per Alberta Health criteria/triggers
- On June 10, Minister LaGrange released the 2020-21 School Re-Entry Plan and health guidelines for scenario one (near normal) and scenario two (in school classes partially resumed).
- The return to in-class learning is not without risk of infection transmission. By bringing many people together in a closed setting, such as a school, we expect that cases and even outbreaks of COVID-19 will occur in some locations within Alberta. Public health officials will be monitoring the situation closely and be ready with a plan that enables a rapid response to cases of COVID-19 in a school. ○ If any of Horizon's schools are connected to a confirmed or probable case of COVID-19 we will be contacted by Alberta Health Services (AHS) and may be required to close in person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to close a school will be made in consultation with the local Medical Officer of Health.
- Both scenario 1 and 2 will include the following health guidelines:
 - routine screening for all staff and students
 - enhanced cleaning and disinfecting including

- daily cleaning for all areas of the school and high-touch surface cleaned several times a day 2
- strict stay-at-home policy for any students or staff exhibiting symptoms of COVID-19
- physical distancing recommendations
- reorganization of rooms to allow for more physical space
- Cohorting of students by class where possible
 - If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglas barriers or partitions) administrative controls (adapting the activity to minimize or eliminate close contacts) or use of masks. (scenario 2>
 - A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. At least 2 metres of physical space, where possible, should be maintained between desks (scenario 2).
- Hand hygiene expectations when entering and exiting the school and classrooms, before and after eating
- Continual reminders of the importance of respiratory etiquette (e.g. cover coughs and sneezes, avoid touching the face and disposal of used tissues promptly, followed by hand hygiene)
- Staff and students will not be mandated to wear masks.
 - Masks may be considered in circumstances where there is prolonged close contact (greater than 15 minutes) and distance of two metres cannot be maintained.
 - Masking is generally not recommended for young children.
 - Guidelines and standards on the use of non-medical face masks is accessible at the following webpage:
 - <https://www.alberta.ca/masks.aspx>
- A no sharing policy, all students should have their own supplies
 - where sharing of equipment is required, the equipment should be cleaned between uses
- Guiding foot traffic flow through entrances and hallways by using markers on the floor or pylons/barriers
- School assemblies or other large gatherings, e.g., concerts or dances should - scenario 1 and must be avoided in scenario 2 and 3. KBE's re-entry plan is built in alignment with the province's relaunch strategy, re-entry plan, and Healthy Guidance for School Re-Entry and Kainai Health.
- Health guidelines focus primarily on hazard assessment and controls and should be considered in conjunction with Horizon's Fall 2020 Continuity of Learning Plan.
- The Minister will state which health guideline scenario to use by August 1
- If scenario 1 or 2 are in place in September, we recognize that scenario 3 may also be at play as there may be families opting to not send their children to school during the pandemic.

- Depending on the number of parents opting to send their children to school in the fall
 - students may not be returning to class with the same group of students or the same teacher.
 - Teachers instructional assignments may change including multi-school student groupings.
- Staff are requested to remain up to date with developments related to [COVID-19](#) as well as [workplace guidelines for businesses](#)
- Staff are also reminded that social and mental health supports are available

We are committed to providing staff and families with updates as we receive new information and direction:

- [Alberta Education Getting Ready for 2020-21 school year](#)
 - [Scenario 1 Information](#)
 - [Scenario 2 Information](#)
- [Alberta Health Services Stage Two Relaunch](#)
- [Alberta Education - High School Learning COVID-19 Fact Sheet](#)

KBE Re-entry Hybrid Model has been determined to be the re-entry plan of choice for our students and community. This will be a combination of students returning to school in person and at home delivery model. At home learning will be provided for parents from KBE Schools. This delivery method will be for students who cannot or chose not to return in person at this point.

This decision was made by the KBE Board of Directors and Sr. Administrators on July 29, 2020.

KBE Health Measures

All KBE Schools and Sites will create a local-level School Relaunch 2020-21 Committee. These School Relaunch 2020-21 Committees should be composed of school or site leaders and team members, including teacher leaders, counselors and learning coaches, as well as consulting and communicating with the school council and the custodial teams if applicable. Committees will address local critical operational roles and responsibilities for:

- Safety and Wellbeing
- Instruction and Learning
- Facilities, Technology, and Transportation

All KBE Staff will:

- Review this document and complete any and all orientation / training related to this document.
- Review all applicable COVID-19 Safe Work Procedures.
- Complete a staff orientation checklist on the first day of return to work. [See Appendix H.](#)
- Review all updates / notices provided to staff.
- Participate in any additional training and or education sessions, as required.

Site Based COVID -19 Health and Safety:

Health and Safety requirements state that all Individuals are jointly responsible for their own safety and employees are required to:

- Follow applicable legislation, [Blood Tribe Department of Health](#)
- Participate in the COVID-19 training,
- Complete the Site-Based Checklist COVID-19. (Refer to [Appendix I.](#))

First Aid Attendants

- Administrators will identify a designated First Aid Attendant. The standard first aid treatment protocols have changed for COVID-19. ([Refer to Appendix D.](#))

Hazard Assessment and Control

1.1 General Information

COVID-19 Preventative Measures Staff, students and visitors will:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Maintain safe physical distancing of six feet/two metres between yourself and others where possible.
- If you have to cough or sneeze, try to do it to your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you have a fever, a cough, are having difficulty breathing or any other symptoms of the common cold, influenza or COVID-19.
- Additional symptoms may include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.
- If you are sharing a residence with someone who has been exposed to COVID-19 or is showing other symptoms noted above, stay at home and contact your supervisor or school administrator. If you are under mandatory self-isolation for International travel, contact your supervisor or administrator for direction.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self - assessment tool.

1.2 School & Site Environment

School leaders and staff will utilize the following considerations to prepare classrooms and other FSD learning and work environments.

1.3 Physical Distancing

The following physical distancing strategies should be implemented where possible:

- Schools must develop procedures and plans for in-person learning that supports physical distancing *where possible*, and to separate cohorts to the greatest extent possible. Organize students into smaller groups (**cohorts**) that stay together throughout the day.

- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (*e.g. minimize the amount of mixing between student and different staff in the setting*).
- Schools must develop procedures for staff and student routines that support physical distancing *where possible* between all persons (except household members). Consider strategies such as staggering pick up / drop off times and locations to limit contact.
- Stagger lunch/snack breaks to maintain physical distancing among children/students.
- Take students outdoors more often:
 - Organize learning activities outside including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside.
 - Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- Avoid close greetings (e.g. hugs, handshakes, high-fives, fist bumps). Regularly remind students about keeping their “hands to yourself”.
- 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 avoid shared items.
 - For adolescent students, adapt group activities to minimize activities that require physical contact.
- Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
 - Manage flow of people in common areas, including hallways and bathrooms.
 - Floor decals and arrows for traffic flow and direction will be provided to schools from the Division (Refer to [Appendix J](#)).
 - Schools can also use pylons / stanchions if available.
 - Remove and re stage seating in public areas to prevent gathering.

- Consider limiting bathroom occupancy.
- Parents and caregivers and other non-staff adults entering school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distancing when they enter the school.
- In situations where physical distancing is not possible (e.g., busses, classrooms, and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- Assemblies and other school-wide events must be held virtually to avoid large gatherings of people in one space.
- Schools must not be used for community related events: ie, user groups.
- Outdoor activities and field rentals can occur.

1.4 Cohorting

As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts are recommended where possible. A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning mulsetting.

Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. For the purposes of contact tracing, consider limiting capacity of rooms to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room).

It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks).

1.5 Classrooms

- Classrooms, desktops, and countertops must be decluttered of all non-essential items to allow for custodial cleaning. This will also provide a 'minimalist' type environment to accommodate space required for social distancing, limit frequently touched items and prevent sharing of spaces and items.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed.
- Employees and students must not be sharing personal items (e.g. electronic devices, writing instruments, school supplies, food, food serving utensils, etc.).

- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Place the waste receptacle in an area where it will not inhibit physical distancing.
- A tissue box is in an area where it will not inhibit physical distancing.
- Each classroom must determine the nearest handwashing station that will have access to soap and paper towels.
- If assistance is needed with moving heavy items, please notify administration.
- Workspaces and desks should be separated from each other by a minimum of 2 meters.
 - If 2 metres cannot be arranged between desks / tables, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
- Ideally, desks to be set up around the perimeter of the room leaving the central area open for adequate distancing during entry/exit of the classroom.
 - The number of occupied desks allowed in each classroom will be determined by current public health restrictions.
 - Unoccupied desks can be safely stored within the school or left within the classroom.
- Access to science classrooms is permitted, following established social distancing requirements, for instruction. If social distancing is not possible (ie: science experiments or dissection), a virtual option must be provided.
- Access to gyms, music rooms, and learning commons will be permitted for classroom space if needed.
 - Use of shared items such as instruments will not be allowed.
 - Gym equipment use will be limited to items that are easily cleaned. KBE will follow and implement ASAA recommendations.
- Staff should consider assigned classroom seating to assist in contact tracing.

1.6 Office, Staff Room and Shared Space Access

- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold (Refer to [Appendix K](#)).

- Access to the school office will be limited to maintain physical distancing.
- The Staffroom will not be available for eating.
- Staff will bring their own lunch and eating utensils (no takeout deliveries).
- Staff may use the microwave and fridge, however they must wash hands before and after each use. Staff must disinfect items touched before leaving.
- Photocopier room access will be limited. Staff are asked to limit printing. Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) before leaving. Handouts for educational purposes are allowed but should be limited.
- Access to Staff mailboxes will be limited. Paper handling guidelines remain in place and electronic communications are encouraged.
- Safe arrangements for storage of personal items must be made.
- Students must be provided with an area for storing personal items.

1.7 Access Control

- Parents / guardians can attend the school as required.
- When a **visitor** enters the school they should be asked to use the self screening tool (Refer to [Appendix C](#)) before they enter the school. If a visitor answers YES to any of the questions, the individual must not be admitted into the school.
- A record (sign-in) of all visitors who remain within the school for more than 15 minutes must be kept. (sign in sheet - sample)
- Authorized Maintenance and / or Operations Staff must wash hands as per the COVID-19 SWP when entering a school and prior to entering the student area and only enter when the area is unoccupied or for emergency maintenance.

1.8 Arrival Protocol

- Parents / guardians must remain outside of the school to drop off their children. They must not enter the school during high traffic times unless approved by the principal.
- School leaders will determine student entry points and if the drop-off and pick-up schedule needs to be staggered based on local factors.
- Physical distancing of 2 meters must be maintained regardless of the number of parents / guardians arriving.
- Parents / guardians of Learners with Diverse Needs will, as required, communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please

consult with the School Learning Support Teacher and Administration if support is needed.

1.9 Paper Handling

Although currently under review by Alberta Health Services, all staff must continue to follow the following paper handling process:

- Use digital photos / scans / or other electronic resources in place of paper copies wherever possible.
- Wash / sanitize hands both prior to and after handling papers that will be shared with others. Do not share paper resources if you are symptomatic.
- Use gloves when receiving paper from external sources or leave the package untouched for 5 days.
- Avoid touching your face; in particular, your eyes, nose and mouth. If you touch your face in these areas while working with paper, wash / sanitize your hands and / or change your gloves.
- Clean and disinfect surfaces where materials are being handled (i.e. marking homework) after completion of task.

The safety of our school communities remains a priority. Be aware that the above steps are put in place out of an abundance of caution. There is a lack of definitive information on the survivability of the COVID-19 virus on surfaces. There is also a lack of evidence on the likelihood of the virus being transmitted through the handling of paper.

1.10 Hand Washing Facilities

- Proper hand washing reminders must be placed at all hand washing and sanitizing stations (Refer to [Appendix K](#)).
- Hand sanitizer must be available in entrances, exits, classroom entrances, high-touch equipment such as microwave ovens and vending machines and other high traffic areas.

1.11 Temporary Storage Area

As classrooms are decluttered to provide a 'minimalist' type environment, Administrators may select a room, or area, if available for temporary storage during COVID-19. Boiler, electrical and mechanical rooms **MUST NOT** be used for storage.

1.12 Infirmary Room

- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain hand sanitizer.

- If possible, the room should have a window so staff can monitor from outside the room.
- The room must have an “Infirmarium - Do Not Enter” sign that can be posted while the room is in use. (Refer to [Appendix K.](#))
- The room must have the capability to house more than one student.
- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning.
- The first aid room must not be used as an infirmarium room.
- After the infirmarium room is used, custodial Staff will be notified so an enhanced cleaning as per the Enhanced Cleaning Safety Procedures for COVID-19 can be conducted. (Refer to [Appendix E.](#))

1.13 Drinking Water

- Disposable Water Bottles will be provided for students.
- Water Coolers are a high traffic area and should not be used.

1.14 Playgrounds

Playgrounds can remain open as long as the [Alberta Guidance for Playgrounds](#) document is followed.

1.15 Practice Fire Drills, Lockdown, and Hold & Secure

Each site must review current security processes to determine if changes need to occur due to COVID-19 safety guidelines / Safe Work Procedures . On-site staff must be made aware of any changes to security procedures as per the Staff Orientation Checklist. (Refer to [Appendix H.](#))

1.16 Service Provider

Service providers will be expected to follow all expectations of KBE Staff. They will be made aware of the documents, procedures and requirements of KBE. There will be screening and monitoring of any external service providers. KBE will attempt to limit external service providers to those who are essential to programming and support for students and staff.

1.17 Community & Visitors

Schools and all Sites at KBE will attempt to limit the number of visitors into their schools. Schools should arrange for alternative ways to connect with their communities and ensure that visitors to the school who are essential have made an appointment and are aware of the safety precautions expected of them before they are allowed to enter. Sign in and out processes must be in place as well as contact information for the visitor if deemed essential that they are permitted in the building. This will help with contact tracing if there is an outbreak. It is highly recommended to limit visitors and community members into our schools and sites.

Communication around this will be essential as we are often viewed as the hub of the community.

Program and Activity Guidelines

2.1 Scenario Selection

Any changes in the school re-entry scenario will be determined by the Blood Tribe Department of Health and Alberta Health Services with information on local school-based and community information. We will remain in communication with public health authorities and will continue to follow their advice.

Alberta Education has indicated that the Kainai Board of Education has the autonomy to react to COVID-19 issues regarding learning and instruction. We will communicate clear expectations if/when a change to scenario occurs.

2.2 Activity Planning

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

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

2.3 Music, Dance, and Theatre Programs

Practice, rehearsals, and instruction of dance, music, and theatre may proceed so long as the [guidance for music, dance, and theatre](#) is followed. Music, dance and theatrical performances are cancelled at this time.

Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering, shouting, or playing wind instruments **must be postponed** at this time. Consider alternatives such as:

- Recording or live-streaming individual performers in separate locations
- Including more lessons focused on music appreciation or music theory
- Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments)

2.4 Learning from Place and CTS Programs

For Learning from Place and CTS programs, staff should ask themselves how they will accomplish cleaning of shared surfaces and equipment. If that is not possible, all participants should ensure they are practicing hand hygiene before and after each use. Learning opportunities should be modified, where possible, to ensure appropriate physical distancing can be maintained.

2.5 Field Trips

Field trips and activities requiring group transportation **should not be scheduled**, they remain cancelled at this time. International and out of province trips are also cancelled and should not be planned.

2.6 Gymnasiums

Gymnasiums can be used to deliver physical education programming.

- When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. [Follow the Guidance](#) for Outdoor Activity as relaunch progresses.
- Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling).
- Consider using auxiliary space such as gyms and learning commons to deliver education programs to aid in physical distancing.
- Use of **shared items or sports equipment is discouraged**. Equipment that is shared must be cleaned and disinfected before and after each use, and users must perform hand hygiene before and after each use.
- School assemblies or other large gatherings (e.g., concerts or dances) **must be avoided** and virtual options should continue to be offered instead of in person gatherings.
- Schools must follow the advice of the [Alberta guidance for sport, physical activity, and recreation](#).
- Locker Rooms and Change Rooms
 - Facilities should discourage the use of locker rooms and change rooms whenever possible.

- Encourage participants to come dressed for their activity.
- Set capacity limits on how many people can use locker rooms at the same time.
- Adjust lockers to enable physical distancing.
- Ensure that surfaces, sinks and toilets are cleaned and disinfected regularly.

2.7 Extracurricular Activities

The Kainai Board of Education has **cancelled** all indoor extra-curricular activities until *Guidelines for resuming indoor sport are developed*. Alberta Education is working with Alberta Health and education partners, including the Alberta School Athletics Association, to explore possibilities for athletic activities and events within the context of current health measures. For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).

2.8 Tutorial Sessions and Extra-help

The learning agenda is our key focus. Students needing extra help and support should be scheduled **during school hours**.

2.9 Work Experience

Work experience may resume as long as the risk of infection is mitigated for all participants. If the work experience placement is in a workplace, the student is expected to follow health rules set out by the workplace which should comply with the [Workplace Guidance for Business Owners](#).

Student and Staff Health

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms they must stay home and either isolate for 10 calendar days, following onset of symptoms, or until symptoms resolve. Contact 403-737-8411 for guidance or complete the [AHS Self-Assessment](#). **Staff must advise their administrator if they are unable to attend work due to illness. Insert documents on staff refusal for work.**

The policies below are under development and need Board approval. Once this occurs they will be added below:

Attachment : KBE Work Refusal Policy DRAFT

Attachment: KBE Work Refusal Investigation Form

Attachment: KBE Work Refusal FlowChart

3.1 Stay Home When Sick

- All students and staff who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** as per [Blood Tribe Department of Health](#) travel recommendations **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases **AND** their symptoms have resolved.
- Children and students must be supported by their school to learn at home if they are required to isolate due to illness or because they are a close contact of a case of COVID-19.
- Those unsure of if they, or a student, should self-isolate must be directed to use the Alberta [COVID-19 Self-Assessment Tool](#). If still concerned, they can be advised to contact 403-737-8411 , or the local public health unit to seek further input. School personnel may be checking student and staff temperatures upon entry into the building.

The policies below are under development and need Board approval. Once this occurs they will be added below:

- Attachment :KBE Thermal Testing Policy (DRAFT)
- Attachment : KBE Thermal Testing Consent Form (DRAFT)
- If a student or staff develops symptoms in or outside of the school that could be caused by COVID-19 or by a known preexisting condition (e.g. allergies), the individual should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.

3.2 Mandatory Daily Health Checks

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
 - School Administrators will use the Division developed school protocol to clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. (Refer to [Appendix B.](#))
 - Parents / guardians are required to keep students home who are showing symptoms listed on the health check form.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.

- School Division along with School Administrators / Site Supervisors will ensure staff are aware of their responsibility to assess themselves daily prior to entering the school. (Refer to [Appendix C.](#))

3.3 Illness While On-Site

- Staff who become ill must notify their supervisor and immediately self-isolate.
- Students exhibiting signs of illness must be moved to the infirmary room.
- Parents / caregivers must be notified and advised to pick-up their child immediately.
- Parents must designate an **emergency contact for student pickup**.
- KBE will communicate to families that they are expected to designate an emergency contact who will be able to immediately pick up the student if parents / guardians are unable to do so.
- An immediate pickup assumes that the student will be picked up within an hour.
- Staff supervising symptomatic students must;
 - Keep all other staff out of the infirmary room,
 - Provide the student with a face mask,
 - Use strict handwashing techniques, and
 - Maintain physical distancing
- After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff.
- All items the student touched / used that day must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) must be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- If two or more staff / students within a cohort are identified as having symptoms consistent with COVID-19, the school must follow outbreak notification procedures as per routine zone protocols (*under review for September 2020*).

4.4 Students & Staff with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues must be tested at least once according to the [Alberta Health Services Guidance Document](#). This will establish a baseline for the

individual. If symptoms change (worsen, additional symptom, change in baseline), the individual must follow Stay Home When Sick Protocol.

Students with pre-existing conditions it is recommended they be tested and provide the school with the date and result of those tests for their records.

4.5 Students who meet EOP (Extra - Ordinary Profound)

Re-entry protocol would be for identified students; those who meet the EOP status (Extra-Ordinary Profound). The majority of these students have a medical diagnosis and require 1:1 EA support.

Note: these are add on as per School Plan & School District School Re-entry Plans & Policy

All students are assigned to a classroom. Students will attend school as per school plan with their assigned grade, classroom, teacher and EA.

All EAs assigned will be carefully considered as we do not want to be re-assigning EAs. Assigned EAs should be consistent.

ARRIVAL PROTOCOL:

- EA/s with PPE will meet students upon arrival.
- EA/s will provide and assist with PPE determined for special needs students
- EA/s will enter school with student and into classroom
- Note: EA/s supporting students who require the 1:1 support will adhere as much as possible to physical distancing, although not realistic with students who require specialized support.
- EA/s will continue to take anecdotal notes – Communication book
- Parents will be required to communicate with LST and/or assigned EA prior to arrival any additional information via email, text, communication.
- Handi-bus drivers are recommended to take the temperature of students prior to boarding the bus. If temperature is not normal, student/s will/cannot board the bus. Will be expected to stay home.
- Handi-bus driver will report the information to the assigned EA to document in the communication book.
- All EA/s are required to provide ample time to LST any absences and/or lates in order to assign another EA. (day before or early as possible in the morning).

STUDENTS & STAFF with PRE-EXISTING CONDITIONS:

- All EA/s & students will be recommended/required to be tested upon entry to school in September 2020. For safety and protection of all.

- Parents will be recommended/required to provide the school with results.
- Those students with ongoing health issues will be monitored very closely.
- Any visible symptoms such as runny nose, coughing, the STAY HOME WHEN SICK POLICY will be adhered to. As per school policy.
- LST/EA will take the temperature of a student who may be presenting symptoms, and document.
- Parents will be required to pick up the student/child.

STUDENTS REQUIRING INDIVIDUALIZED SUPPORTS:

PPE:

- All EA/s and students will adhere to guidelines as stated in the document provided.
- Any specialized PPE will be determined for each student

Inclusive Learning Plans/Medical Plans:

- All students with a code are required to have an IPP which outlines their needs and level of support.
- IPPs will also include relevant information regarding COVID-19: PPE, health checks, Medical Plans/Safety Plans
- All identified students (EOP) will have a Safety/Medical Plan which outlines step-by-step guidelines to adhere to in the event of an incident/issue.
- All outside agencies such as OT, S&L, psychologists will adhere to guidelines of physical distancing, masks, etc. Example: larger desks, open window, etc.

Food/Eating:

- All EA/s and those in close proximity to student/s will adhere to Food/Eating guidelines as per stated in the document provided.

Toileting:

- All EA/s and those in close proximity to student/s will adhere to guidelines as per stated in the document provided.

Self-Injurious Behaviours:

- All EA/s and those in close proximity to student/sw will adhere to guidelines as stated in the document provided.
- All EA/s and those in close proximity will adhere to schools procedure in cases of self-injurious behaviours and/or any student exhibiting which deem unsafe to self and others.

Handwashing:

- All EA/s and those in close proximity to students will adhere to guidelines as stated in the document provided, and those practices set out as per school plan and school district policy.

Communication:

- All EA/s and those in close proximity to student/s will adhere to guidelines as per stated in the document provided.
- All EA/s will communicate daily with the teacher, LST, and parents in the communication log book.
- All schools are recommended to have a communication book in the front office to document any student/s who have been sent home due to symptoms and/or visibly sick.

Programming:

- All EA/s and those in close proximity to student/s will adhere to guidelines as per stated in the document provided.
- Self-regulation: Fidgets will no longer be shared. All students who require fidgets will be required to have their own in a marked plastic bag/ container. To be wiped down daily.
- Sensory Rooms: Guidelines to Sensory rooms to be adhered to. Only one person at a time. Wiped down after each use.
- EA will be responsible for the sanitizing/wipe down of equipment throughout the day.
- All equipment of a student such as a wheelchair, will be wiped down upon arrival at school.
- All students will be required to have their own clearly marked bin in the classroom.

Medication Administration:

- Medication is not administered by KBE staff
- If medication had to be administered, those administering medication will adhere to guidelines as per stated in the document provided.

Specialized Equipment:

- All EA/s and those in close proximity to student/s will adhere to Specialized Equipment Guidelines as stated in the document provided.
- All Ea/s will be responsible for the wiping down of all equipment throughout the day.
- All equipment will be wiped down upon arrival and entry into school.

Learners with Diverse needs:

- If a student needs support for eating all guidelines as per stated in the document provided.

- If student/s is provided food from home (special diet), all containers will be sealed, marked, and placed in a sanitized designated area upon arrival.

4.6 Confirmed case of COVID-19

If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents / guardians, and students. It is important for the school to ensure that they collaborate with the Division Office and the Zone Medical Officer of Health during potential and confirmed cases.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort / class home or to close a school will be made by the local Medical Officer of Health. If this were to occur the school will support students and staff to learn or work at home if they are required to self-isolate.

4.7 Student Handwashing Requirements

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

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

4.8 Staff Handwashing Requirements

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

- Before leaving home, on arrival at work and before leaving work
- After using the toilet

- Before and after any transitions within the school setting (e.g. to another classroom, indoor- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching the face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- Before and after cleaning tasks
- When donning and doffing gloves
- After handling garbage
- Whenever hands are visibly dirty and regularly throughout the day

4.9 Students Requiring Individualized Supports

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any specialized supports will be noted in the IPP's. Staff working with students that have Individual Program Plans in place must review these plans prior to working with the child. (Refer to [Appendix F.](#))

4.10 Learners with Diverse Needs

If the student needs support for eating:

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

- Parents will be asked to have food provided in clean containers with their own utensils.

Personal Protective Equipment

Staff and students **will not be** mandated to wear masks.

In circumstances where 2 metres of physical distance is not possible (especially if the circumstance requires prolonged close contact for longer than 15 minutes), teachers, staff and students may choose to wear a self-provided non-medical face mask or one provided from KBE to protect one another. Guidance on mask use is [available here](#). The Alberta non-medical masks website can be [accessed here](#).

Masking is generally not recommended for young children, however if families choose to have their children wear masks, care should be taken that the children not be stigmatized.

PPE will be made available to as an additional layer of protection to:

- school infirmaries
- staff who are working with complex needs students
- student who may fall ill during divisional transportation
- bus drivers for cleaning and when physical distancing isn't possible

Staff and families who choose to enhance their level of protection are to supply their own PPE.

PPE expenses can be submitted to the employee ASEBP wellness spending account.

Cleaning Protocols

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. KBE locations will be cleaned and disinfected in accordance with the [Cleaning and Disinfectants for Public Settings document](#). - training/awareness needed.

5.1 GHS (Globally Harmonized System) Requirements

- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of students.

- KBE Staff who are using custodial products must review the SDS for the product before they use it, for the following information, but not limited to,
 - What to do in case of exposure and
 - What PPE is required for use?
- All chemicals must be properly labelled in accordance with WHMIS requirements.

5.2 Cleaning Schedules

- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low contact the custodian or school administration.
- Custodial Staff must be made aware if the infirmary area has been occupied. Cleaning is required prior to next use. (Refer to [Appendix J.](#))
- The following surfaces are disinfected daily by a combination of O&M custodial and School staff.
 - **Classrooms:** Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers, loft board
 - **Hallways and Corridors:** Light switches, elevator buttons, stair railings, water fountain push buttons & mouth pieces, entrance door handles, alarm panels, inside handicap door buttons
 - **Washrooms:** All surfaces
 - **Offices:** Desks, chairs, telephones, light switches, doorknobs, copier

Staff who wish to enhance this level of cleaning are encouraged to use Alberta Health Services [recommended cleaning and sanitizing solutions](#). Custodians will be responsible for any mixing of solutions if they are requesting other staff members to help sanitize certain areas.

How can we ensure teachers, EA's and non O&M school staff assist with cleaning? Job description? Policy? For example when students leave the classroom teacher and/or EA wipe down surfaces with a cleaning solution. Cleaning solution will be prepared by O&M.

5.3 Facilities and Maintenance Operations

- Maintenance and operations staff must keep their vehicles and equipment clean as per the Facilities and Transportation. (Refer to [Appendix G.](#))

Additional Items suggested by KBE O & M Supervisor:

- More cleaning supplies will be ordered.
- More masks and gloves will be ordered for teaching staff and students.
- There will be hands free hand sanitizer stations put up around the schools.
- Installation of poly glass enclosures in the cafeteria will occur.
- Recommended to hire additional O&M staff to focus directly on cleaning and sanitizing schools.
- Additional and specific training will need to occur for O&M staff to ensure proper cleaning methods.
- O&M staff will implement a work schedule that will ensure consistent and regular clearing of all sites .
- More signs will be put up around the schools to encourage social distancing, hand sanitizing etc.
- Clorox Total 360 Electrostatic Cold & Flu system will be used regularly at every school.
- A process or system to reduce traffic flow of people in the buildings to prevent overcrowding would be recommended by O&M staff.

5.4 Cleaning by Staff Supporting Learners with Diverse Needs

- Staff working with Learners with Diverse Needs must be prepared to clean high touch areas throughout the day as needed.
- Staff working with Learners with Diverse Needs will have access to disinfectant sprays and paper towels.
- These spaces need to be left neat and uncluttered at the end of the day.

5.5 Keyboards - Electronic devices - Interactive Displays

Phones, chromebooks, computers, and other frequently touched electronics like tablets, remotes, keyboards, mice, earbuds, and other devices must be cleaned and disinfected regularly. Students under the age of 13 cannot be cleaning devices, this is the responsibility of a staff member. When cleaning electronic devices please consider the following:

- First, remove visible dirt, grease, etc.

- Check the manufacturer's instructions for cleaning and disinfecting requirements (Refer to [Appendix L](#)).
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- For screens, use a soft cloth and do not press hard.
- Do not use alcohol-based sanitizers or disinfectants on keyboards, phones, monitors or touch screens.
- Use a wetted paper towel with a small amount of soap to clean a touch screen
- Do not clean inside any ports or openings.

5.6 Shared Printers, Touch Screens, Digital Door Access Panels

- When possible send all print jobs or copying jobs from your computer to minimize copier contact.
- Every user must perform hand washing prior to using the machine or apply ample hand sanitizer.
- Each morning prior to staff accessing the machine the following must occur:
 - Wear disposable gloves when cleaning and disinfecting
 - Use the 70% isopropyl alcohol cleaner
 - Apply disinfectant directly to a soft, lint free cotton cloth
 - DO NOT saturate the cloth or damage to the equipment may occur
 - Ensure the device is powered down and unplugged
 - Gently wipe down the surface of the machine
 - Take care to prevent moisture from entering inside the product
 - Allow time to air dry and ensure device is completely dry before powering on
 - Device is now ready for use

5.7 Toys and Sports Equipment

- KBE Staff will select the minimum number of toys and sports related equipment required.
- Selected items must be easily cleaned. No stuffed toys or porous items.
- Parents / guardians must **not allow** students to bring toys from home.

Food & Nutrition Services

- No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food each day.
- Parents / guardians will be asked to have student food provided in clean containers with their own utensils.
- Students must not share utensils, dishes, and water bottles or drink containers.
- For classroom meals and snacks:
 - No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff.
 - Food provided by the family should be stored with the student's belongings.
 - Food preparation areas remained closed to non-designated students, staff, or visitors.
 - Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
 - Students should practice physical distancing while eating.
 - There must be no common food items (e.g., salt and pepper shakers, ketchup).
 - Utensils must be used to serve food items (not fingers).
 - If a school is using a common lunchroom and staggering lunch times, ensure that all surfaces are cleaned and disinfected after each use.
- Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.
- If vending machines remain operational, hand sanitizer must be available.
- Food Service Programs (Cafeteria & Hot Lunch)

- Food service establishments must follow the Alberta Health [restaurant guidance posted here](#).
- School Cafeterias must implement alternate processes to reduce the numbers of people dining together at one time:
 - Remove / rearrange dining tables to maintain physical distancing.
 - Place tape or other markings on floors to maintain a physical distancing of 2 metres.
 - Stagger meal service times to reduce the numbers of people present at any one time.
 - Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
- Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.
- Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.

Transportation

This information will guide the KBE busses that are picking up students in Lethbridge and Fort MacLeod. This document will also be shared with the Blood Reserve School Bus Coop.

Buses used for transporting students must be cleaned and disinfected according to the guidance provided in the [Cleaning and Disinfectants for Public Settings document](#). Additional measures should be taken, including encouraging private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density.

Families should expect transportation delays and cancellations as modified service is implemented.

6.1 Before Travelling on a School Bus

Monitoring for Symptoms

- All students and drivers who experience symptoms, must self-isolate and stay home.
- Parents and students must not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
- A student who develops symptoms while at school must not be permitted to return home on a school bus and should be picked up by a parent or guardian.

- If a student develops symptoms while on the school bus, the driver should attempt to isolate the student and inform the school upon arrival. Due to privacy concerns, information regarding student health cannot be communicated through the radio system.

Hand Hygiene

- Thorough hand washing with plain soap and water is still the single most effective way to reduce the spread of COVID-19.
- Bus drivers must wash their hands often, including before and after completing trips.
- Students should be reminded by parents or teachers to wash their hands with soap and water for 20 seconds before they leave home to take the bus, when they arrive at school, when they are leaving school prior to taking the bus, and when they get home.

Cleaning High-Touch Surfaces in the School Bus

- A vehicle cleaning log must be kept.
- The following equipment will be available for cleaning:
 - Personal protective equipment (as required by the operator's health and safety protocol);
 - Disposable cloths;
 - Paper towels and absorbent materials;
 - Waste disposal bags and tape; and
 - Cleaning agents / disinfectants.
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning school bus interiors:
 - Put on disposable, water-proof gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
 - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see [Health Canada's website](#).
 - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.

- Avoid bleach except on simple plastics.
- Don't use solvents.
- High touch surfaces in school buses that must be regularly cleaned include but are not limited to:
 - Seats;
 - Inside hand railing;
 - Floors;
 - Interior windows and wall section below passenger windows;
 - Inside and outside door handles (including manual control for service door); Inside door grab handles, pads and armrests;
 - Keys;
 - Steering wheel;
 - Shift lever and console;
 - Dashboard;
 - Turn signal and wiper stalks;
 - Seat and Seat adjuster;
 - Any other parts that are commonly used and that may have been touched.
- Dispose of soiled disinfection cloths, disposable gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in a lined trash bin. Clothing worn during cleaning as well as any reusable cloths used must be stored in a sealed disposable bag until they can be laundered.
- Wash hands when finished using proper hand washing techniques.
- In addition to regular cleaning of school bus interiors, the number of drivers per vehicle will be limited to ensure that the same drivers use the same vehicle and keep the same work schedules in order to limit contacts as much as possible.

6.2 While Travelling on a School Bus

- Students must be assigned seats and a record of this seating plan must be kept in order to assist with contact tracing in the case of a student being a case of COVID-19.
- Student loading, unloading, and transfer procedures must be established that support physical distancing of 2 metres between all persons (except household members), when possible and should include:
 - Students start loading from the back seats to the front of the bus.
 - Where feasible, limit the number of students per bench unless from the same household.
 - Students from the same household may share seats.
 - Students start unloading from the front seats to the back of the bus.
- Students will **not be permitted** to eat while on the school bus in an effort to limit food sharing and sustain appropriate levels of hygiene.
- Bus drivers are encouraged to carry alcohol-based hand sanitizer (ABHS) with at least 60% alcohol and use it after assisting a student to their seat, touching wheelchairs or other assistive devices, or having other direct contact with students, as needed throughout a trip. ABHS must be properly labeled and stored in accordance with its material safety data sheet. ABHS must be stored outside the reach of children.

Physical Distancing

- To the extent possible, physical distancing measures should be implemented in school buses.
- Where possible, KBE will develop alternate bus routes and may consider reduced services with larger vehicles to allow students required to ride school buses to sit further apart.

Personal Protective Equipment

- School bus drivers may consider wearing a non-medical mask or face covering and other personal protective equipment including gloves or safety glasses as recommended in [Transport Canada's guidance](#) Personal Protective Equipment and their uses by Commercial Vehicle Drivers.

- The choice of PPE must not interfere with the driver's ability to access vehicle controls, or hinder or distort the driver's view - directly or through mirrors - of the road, students around the bus or of passengers.

6.3 After Travelling on a School Bus

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
- Bus drivers who start to experience symptoms after completing a trip must stay home, self-isolate, and advise their supervisor so that additional steps can be taken to protect other drivers using the school bus.

Blackfoot Cultural Considerations

KBE will be working closely with the The Blackfoot Studies Department and Society members for guidance on Cultural Considerations. It is at the discretion of Society Members if they choose to adhere to protocols.

Blackfoot Studies suggestions:

- For shaking hands we believe that it is up to the discretion of the individual but we should make them aware of the threat of the virus.
- As for smudging it may be done in individual classrooms with the teacher performing the smudge.
- Circle time should be done in the classrooms with the elder using the PA system.

Learning Program

The learning program will be determined at each site. School Administrative teams will be working with the District Office regarding the school learning re-entry plan.

Communication

All staff will be briefed on the protocols and the details of this document. This document will be posted on the website for families and community members. Each site will continue to communicate information specific to their location to the appropriate audiences and stakeholders.

Mental Health Supports

KBE is aware of the increased need for mental health support that may be needed by students, families and staff. We have included some resources below that will assist in planning for this area:

- [Working Together to Support Mental Health in Alberta Schools](#)
- [The Heart of Recovery: Creating Supportive School Environments Following a Natural Disaster](#)
- Alberta Education: [Positive Behaviour Supports](#)
- Alberta Education: [Trauma Informed Practices](#)
- [Alberta Community and Social Services](#)
- [Supporting Learning at Home \(Mental Health\)](#): website (CRC)
- [Preparing Trauma Sensitive Teachers](#) (research paper)
- [Resilience - Tipping the Balance Towards Good Health](#) (article)
- [Brains Journey to Resilience](#) (video): Alberta Family Wellness
- [The Trauma Aware Educator](#) (online course)
- [Go to Educator Booster Sessions](#) (online)
- [Brain Story Certification](#) (online course)
- [Everyday Mental Health Classroom Resource](#) website

Appendix

Appendix A - Safe Work Procedures COVID-19

COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. [Coronavirus disease \(COVID-19\)](#) is a new strain that was discovered in 2019 and has not been previously identified in humans.

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Signs and Symptoms

- respiratory symptoms (shortness of breath and breathing difficulties)
- fever, cough, and/or nasal drip
- nausea, vomiting, and/or diarrhea

Symptoms may appear **2-14 days after exposure**.

How to avoid spread

- For staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) to stay home from school/work. If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, social distancing (2 meters/6 feet) and hand hygiene.
- Please note, masks are recommended for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 8-1-1 for health advice and guidance.
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- Avoid skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, office washroom, etc.)

- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the public health officer

Respiratory Etiquette

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and disposing of used tissues in a plastic-lined waste container.
- Followed by handwashing.

Handwashing is required

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

Follow video from World Health Organization

<https://www.youtube.com/watch?v=3PmVJQUCm4E> and,

- remove jewelry
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced
 4. Back of fingers on opposing palms
 5. Rub thumb rotationally, clasped in opposing hand
 6. Rub tips of fingers rotationally on opposing palm
 7. Rinse hands thoroughly
 8. Dry hands with paper towel
 9. Use paper towel to shut off water

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a 60% alcohol agent is required.
 - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.
- If hands are soiled with visible contamination, they must first be washed with soap and water.

Appendix B - Daily Health Checks for Students SWP COVID-19

Parents / Guardians / Students must use this questionnaire daily to decide if the student should attend school.

Risk Assessment: Initial Screening Questions

| 1. | Do you, or your child attending the program, have any of the below symptoms: | CIRCLE ONE | |
|----|---|------------|----|
| | • Fever | YES | NO |
| | • Cough | YES | NO |
| | • Shortness of Breath / Difficulty Breathing | YES | NO |
| | • Sore throat | YES | NO |
| | • Chills | YES | NO |
| | • Painful swallowing | YES | NO |
| | • Runny Nose / Nasal Congestion | YES | NO |
| | • Feeling unwell / Fatigued | YES | NO |
| | • Nausea / Vomiting / Diarrhea | YES | NO |
| | • Unexplained loss of appetite | YES | NO |
| | • Loss of sense of taste or smell | YES | NO |
| | • Muscle/ Joint aches | YES | NO |
| | • Headache | YES | NO |
| | • Conjunctivitis (Pink Eye) | YES | NO |
| 2. | Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days? | YES | NO |
| 3. | Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever? | YES | NO |
| 4. | Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19? | YES | NO |

Appendix C - Daily Health Checks for Adults SWP COVID-19

| 1. | Do you, or your child attending the program, have any of the below symptoms: | CIRCLE ONE | |
|----|---|------------|----|
| | | YES | NO |
| | • Fever | YES | NO |
| | • Cough | YES | NO |
| | • Shortness of Breath / Difficulty Breathing | YES | NO |
| | • Sore throat | YES | NO |
| | • Chills | YES | NO |
| | • Painful swallowing | YES | NO |
| | • Runny Nose / Nasal Congestion | YES | NO |
| | • Feeling unwell / Fatigued | YES | NO |
| | • Nausea / Vomiting / Diarrhea | YES | NO |
| | • Unexplained loss of appetite | YES | NO |
| | • Loss of sense of taste or smell | YES | NO |
| | • Muscle/ Joint aches | YES | NO |
| | • Headache | YES | NO |
| | • Conjunctivitis (Pink Eye) | YES | NO |
| 2. | Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days? | YES | NO |
| 3. | Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever? | YES | NO |
| 4. | Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19? | YES | NO |

If you have answered “No” to all the above questions, you may attend school.

If staff have answered “Yes” to any of the above questions, please DO NOT enter the school at this time. You must stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19. Staff must immediately isolate and advise their supervisor if they are unable to work due to illness and log the absence in ADS.

If staff are presenting baseline symptoms such as seasonal allergies please contact your supervisor for further guidance.

Appendix D - Administering First Aid - COVID-19

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or Staff at schools/sites during COVID 19 to ensure worker safety.

Personal Protective Equipment

- Nitrile gloves. Safety eyewear or other PPE is task dependent.
- Before performing / administering first aid, the OFA designate must read and understand this procedure and watch the associated handwashing video (<https://www.youtube.com/watch?v=3PmVJQUcm4E>).

Procedure - Flu-like Symptoms

OFA designates are not to assess or approach patients with suspected flu-like symptoms. Should a Staff or a student begin to show flu like symptoms:

- Ensure safe distance of 6 feet / 2 meters and reassure the patient
- Alert the Principal or Manager
- Direct Staff to move everyone to another room.
- If the patient is a student, have them wait in the infirmary room for a pick up from a parent or guardian.
- Advise custodial Staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

Procedure - Non Flu-like Symptoms - Standard First Aid

- First Aid rooms are to be kept as a clean staging area, patients are NOT to enter.
- Have a patient sit in a chair outside the room or other designated area.
- Perform hand washing as per COVID 19 SWP regarding Hand Washing.
- **Don nitrile gloves.**
- Gather appropriate first aid supplies and leave the first aid kit in the staging area (First aid room).
- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial of areas used/touched for disinfecting purposes.
- **Remove Gloves:**
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
 - Wash hands as per Hand Washing SWP.

Appendix E - Enhanced Cleaning Safety Procedures for COVID-19

The purpose of this document is to provide a procedure for custodial staff to follow while performing enhanced cleaning of schools/sites due to COVID-19 to ensure student and worker safety and effective disinfecting.

Enhanced Cleaning

Regular cleaning as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points such as: door handles, light switches, handrails, and water fountains. Please follow the process below to ensure cleaning is appropriate for COVID-19.

Personal Protective Equipment

Rubber gloves, splash goggles, masks.

Procedure

1. Perform hand washing as per Hand Washing Procedure.
2. Put on required PPE.
3. Ensure access is restricted to the room to be cleaned.
 - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into the room.
 - Use a bucket to bring in essential supplies only to the room.
 - Bucket along with all its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
 - A waste bag will be placed on the floor by the doorway.
 - A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
4. Using approved disinfectant, begin cleaning at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
5. Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including;
 - Chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches, doorknobs, desktops and any horizontal surfaces used during classroom activities that day.
6. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.
 - Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and any specific areas identified by the staff.
 - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from the wall and around the toilet. Use the bowl mop to clean the bowl.

7. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
 - **Do not leave** additional liners in the bottom of the garbage container or hanging over the side.
8. Take garbage/soiled items to exterior dumpsters.
9. Wash hands as per using appropriate Hand Washing Procedures.
10. Cleaning high touch surfaces during the day should occur twice daily for areas in use.

Appendix F - Students Requiring Individualized Support Considerations COVID-19

Learners with diverse, complex needs are considered vulnerable students. Continuity of learning plans require personal care and Staff to be in closer proximity. As a result, this document has been created to aid in creating Individual Program Plans for students due to COVID-19.

Note: The following considerations apply for KBE staff supporting students in schools and at home.

Personal Protective Equipment (PPE)

- To mitigate risk, we have daily health checks before admittance and infirmary rooms should a child or staff member become ill while on site.
- No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis. For particularly complex cases, example feeding tubes, direct any inquiries to Alberta Health Services for support.

Inclusive Learning Plans / Medical Plans

Students with complex health needs may have Medical Plans developed. The same personal protective equipment (PPE) needed prior to COVID-19, for implementing a student's Medical Plan, continues to be required during this time of concern due to COVID-19.

Food/Eating

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing guidelines
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in the container it was brought in
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing guidelines
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)

Toileting

- Staff to ensure the appropriate items are accessible in the washroom to assist in toileting.
- Wash hands as per Hand Washing SWP
- Staff wear gloves
- Staff support students in areas required - Staff to remain at the student's side ask the student not to speak and to turn their head away from the worker, if able.
- If second person is required to assist, second Staff member will wear gloves while supporting, Two Staff members to distance as much as possible
- Bathroom door ajar (if appropriate) to support physical distancing
- Staff support student in washing hands, if required
- Remove Gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Self-injurious Behaviours

- Wash hands as per Hand Washing SWP, if able
- Staff to employ a prompt (verbal, visual, physical action) to student
- Staff request assistance
- Staff approach employing Non Violent Crisis Intervention (NVCI)-supportive stance
- Staff to assist if safe:
 - Pushing into the bite
 - For head banging – place a soft object between head and floor/wall/etc.
- Wash hands as per Hand Washing SWP.

Handwashing

- Staff support student to wash hands as required
 - In addition, if student touches face, mouth or nose, whenever possible Staff support the student to wash their hands
- Staff to provide verbal cues for hand washing
- If a student requires hands on support, Staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per Hand Washing SWP

Communication

- Wash hands as per Hand Washing SWP
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe
 - Support student to wash hands, as above
- Wash hands as per Hand Washing SWP
- Ensure assistive communication devices are wiped down with disinfectant twice daily

Programming

- Self-regulation: students may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required.
- Items e.g.: cozy swing, SafeSpace for a designated student only (single use).
- Activities: include tasks in the student's clearly marked bin. If using edible reinforcers, follow the eating protocol above.

Medication Administration

- Wash hands as per Hand Washing SWP
- Staff wear gloves, if required as per health care provider's recommendations

- Administer medication
- Remove gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Specialized Equipment

If Staff need to support students with specialized equipment (e.g.: Helmet, stander, stroller/wheelchair, lift):

- Wash hands as per Hand Washing SWP
- Staff to remain at student's side upon the advice of the PT, ask student not to speak and turn head away from worker, if able
 - Staff to support student, as needed
- Wash hands as per Hand Washing SWP

Recommendations for Worker Safety

When students exhibit any of the following behaviour, although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with hand washing and cleaning.

Review student's updated Individual Program Plan / Inclusive Learning Plan and follow Staff response accordingly

1. Spitting

- Wipe down any area that has possible saliva with disinfectant
- If in contact with saliva, wash hands and/or affected areas

2. Biting

- If in contact with saliva, wash hands and/or affected areas
- If skin is broken seek first aid and follow universal precautions

- Wear Kevlar sleeves or other Kevlar products, as necessary

3. Lunging

- Move self out of way

4. Grabbing

- If in contact with saliva, wash hands and/or affected areas

5. Assisted movement

- If in contact with saliva, wash hands and/or affected areas
- If Staff are supporting a student 2:1 within 6 feet, Staff should wear a non-medical grade mask.

Appendix G - Facilities/ Transportation

The purpose of this document is to provide a guidance for Facilities / Transportation Staff while working during the COVID- 19 pandemic to ensure worker safety.

Personal Protective Equipment

Job/task dependent. See job/task specific procedures or SD for product being used.

- DO NOT share vehicles and do not enter or touch any other vehicle. If you are using a vehicle after another worker, it must be re-sanitized before use.
- O NOT ride in a vehicle with a coworker.
- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure.
- Staff will need to check in to Facilities / Transportation as per the Working Alone or From Home Safe Work Procedure COVID-19 to ensure they are safe and to get any information they may have missed.
- Do not share tools without disinfecting first.
- When arriving to work, do not congregate in common areas. Move directly to the vehicle when possible.
- Contact your Manager or clerical Staff by email or phone rather than in person.
- Check emails daily for new information and additional guidance.
- If two people are required for a task, maintain 2 metre (6 feet) distance.
- Always maintain a 2m distance except when there is an essential safety reason not to (IE holding onto a ladder).
- Stagger breaks to reduce congregation.
- Sign in/out at all sites visited each day.

Personal Protective Equipment

Additional PPE may be required depending on chemical and supply.

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using FSD approved disinfectant begin cleaning at the door and work your way into the vehicle.

- Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
 - Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
 - To clean the microfiber cloth, please hand wash and hang to dry before next use.
- 3. Take garbage/soiled items to exterior dumpsters.
- 4. Wash hands as per Hand Washing SWP.
- 5. This procedure must be performed at the end of every shift.

Appendix H - Staff Orientation Checklist

Worker Name: _____

Date: _____

| Items to be Reviewed | Site Specific Information | Reviewed (X) |
|---|---------------------------|--------------|
| Site Based Admin/Contact | | |
| Staff Check-in/out process | | |
| Muster Station Location | | |
| Lockdown Process/Location | | |
| Isolation Room Location | | |
| First Aid Designate | | |
| First Aid Location DO NOT enter first aid room | | |
| How to Summon First Aid Designate | #: | |
| Staff Health Check Requirement | Send to: | |
| Staff Washroom Location | | |
| Student Washroom Location | | |

| | | |
|--|---|--|
| <p>Confirm Staff have reviewed the following SWP's:</p> <p>* if not applicable please put NA</p> | <ol style="list-style-type: none"> 1. Safe Work Procedures COVID-19 2. Administering First Aid SWP 3. Enhanced Cleaning SWP 4. Diverse Learners Sup Considerations SWP 5. Facilities/ Transportation Guidelines SWP 6. Building Access Protocol SWP 7. Return to School Handbook | <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. |
|--|---|--|

To be completed with Staff upon return to the school/site, please note this can be done via MS teams.

Additional comments/information:

Appendix I - School Leader Checklist COVID-19

Date:

School/Site:

| | |
|-------|--|
| Admin | |
|-------|--|

| Consideration | Action Needed | No Action Needed |
|-----------------------|---------------|------------------|
| Staff Room | | |
| Max Occupancy | | |
| Signs and Markings | | |
| Photocopier Room | | |
| Max Occupancy | | |
| Signs and Markings | | |
| Office | | |
| Access Controlled | | |
| Signs and Markings | | |
| Sign-in / out process | | |
| Classrooms | | |

| | | |
|------------------------------|--|--|
| Sink for Handwashing? | | |
| Layout | | |
| If no sink, alternative site | | |
| Staff Mailbox Access | | |
| Email versus Paper | | |
| Schedule for Access | | |
| Infirmary Room | | |
| Location | | |
| Capacity | | |
| Signs (occupied / cleaning) | | |
| First Aid Room | | |
| First Aid Station | | |
| Washroom Considerations | | |
| Max Occupancy | | |
| Signs and Markings | | |
| Student and Staff | | |

| | | |
|--|--|--|
| Sink Spacing | | |
| Handwashing Locations | | |
| Classrooms | | |
| Washrooms | | |
| Emergency Considerations | | |
| Current Fire Drill process sufficient | | |
| Current Lockdown process sufficient | | |
| Current Hold & Secure process sufficient | | |
| Electronic Plan Access | | |
| Worker Safety Plan / Threat Synopsis | | |
| Behavior Support Plan | | |
| Personal Care Plans | | |
| Student Attendance | | |
| Staggered Drop-Off | | |
| Access Points / Entrance | | |

| | | |
|-------------------------------------|--|--|
| Access to Disinfectant for Staff | | |
| Access & Sign Out | | |
| Site Specific Considerations | | |
| Learning Commons, Gym, Music Rooms? | | |
| Food Service Areas? | | |
| Building Access / Entrance? | | |
| Other Considerations | | |
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Additional comments or concerns:

Appendix J - Supplies Order Form

To complete the preparation of your school, please use this form to order the following supplies and email the form to Operations and Maintenance department . The supplies will be delivered.

| | |
|---|--|
| School: | Date: |
| SUPPLY | REQUEST |
| Social Distancing markers / tape rolls Refer to Appendix K for examples Please use painter's tape, not duct tape. | Tape rolls: Floor Sticker 1: Floor Sticker 2:: |
| Tissue Boxes | # of Boxes: |
| Infirmery room PPE for when students / staff become ill. | Masks: Gloves: Hand Sanitizer: |
| First Aid Attendant PPE for treating students / staff. | Masks: Gloves: Hand Sanitizer: |

| | |
|--|--|
| <p>Posters</p> <p>(Refer to Appendix K) for examples</p> | |
| <p>Hand Sanitizer</p> | |
| <p>Spray Bottles</p> | |
| <p>Other:</p> | |

Appendix K - Posters and Floor Stickers

Infirmery - Do Not Enter

Closed for Cleaning:

[Help Relaunch Safely](#)

[Please Do Not Enter](#)

[Physical Distancing](#)

[Physical Distancing - Elevator Etiquette](#)

[Temporary Closure](#)

[Hand Washing Poster 1](#)

[Hand Washing Poster 2](#)

[How to Hand Wash](#)

[How to use sanitizer](#)

[How to wear a non-medical mask](#)

Mental Health Support Info: [English](#)

Floor stickers - these are samples - local retailers/suppliers can supply these.



Floor Sticker - do not enter



Floor Sticker - distance



Floor Sticker - wait here



Floor Sticker - One Way



Floor Sticker - distance

Appendix L - Technology

KBE IT Policies are underdevelopment to guide the use and care of technology during a pandemic.

Below are some general guidelines:

- [Acer Cleaning Guidelines](#)
- [Dell Cleaning Guidelines](#)
- [Google - Teach from Home Toolkit](#)

Appendix M - Hazard Assessment - Checklist

Site Hazard Assessment Control Health Plan - COVID-19

Kainai Board of Education will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Our goal is to provide employees healthy and a safe workplace as we strive to operate effectively ensuring that all school essential services are continuously provided.

Preventing the Spread of Infection in the Workplace

We will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles, desks, light switches etc.

The site supervisor will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions.

| | |
|--|---------------------|
| Site Specific Hazard Assessment and Control Template: COVID - 19 | |
| Worksite Name: | Date of assessment: |
| <p>Legislation OHS Act Part 3, Section 19 (b)(c) Employers must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified. Staff Representatives should participate in the identification of hazards to workers or other persons in connection with activities at the work site. Measures should be put into place to protect the health and safety of employees and monitoring of these measures should occur. .</p> <p>The following hazard assessment template is a tool to identify and control COVID-19 infection risks to workers at your site. If you've already implemented control measures, you can use the form as a self-audit tool. Please add/edit this document to meet the needs of your workplace and consult with your O&M Manager in carrying out your infection control program.</p> <p>IMPORTANT: After you have completed the assessment communicate your plan to staff. Members shall sign and return this document to their managers.</p> | |

| Task | Hazard: | Plans to eliminate/control the risk : |
|------|-------------------|---|
| | COVID-19 exposure | Add edit information and check mark all that apply to your site. Submit a |

| | | |
|---|--|---|
| | | completed assessment to your site Manager and they will forward a copy to the Division. |
| Staff in all sites | <p>Person to person disease transmission</p> <p>Frequently touch surfaces and objects</p> <p>Handling materials and supplies</p> | <ul style="list-style-type: none"> <input type="checkbox"/> <u>Virus screening.</u> Essential visitors/volunteers must be orientated in the virus screen questions. Staff will confirm and document screening is complete upon sign-in. <input type="checkbox"/> Mandatory 10- day isolation for people with symptoms that are not related to a pre-existing illness or health condition: cough, fever, shortness of breath, sore throat. <i>Post signs/email notice/update website, hour zero training.</i> <input type="checkbox"/> Designate staff entrances <input type="checkbox"/> Hand hygiene signs: Signs should be posted in washrooms and sinks designated for hand washing. <input type="checkbox"/> Hand sanitizer/stations at entrances. <input type="checkbox"/> Possible stagger entry times for larger sites. <input type="checkbox"/> Physical distancing (2 meter) adherence. <input type="checkbox"/> Post occupancy signs in staff rooms, workrooms etc. <input type="checkbox"/> Avoid congregating <input type="checkbox"/> Avoid person to person contact. <input type="checkbox"/> Avoid touching your face <input type="checkbox"/> Stay home if you're sick: Signs should be posted at the entrance reminding individuals not to enter if they have signs or symptoms of COVID-19. Website update. <input type="checkbox"/> Respiratory etiquette: Signs should be posted in classrooms and HSC Right to Know bulletin boards. <input type="checkbox"/> Staggered breaks. <input type="checkbox"/> Confirm workstations locations meet physical distancing requirements. <input type="checkbox"/> Phone contact and/or virtual meeting to reduce site visits. <input type="checkbox"/> Avoidance of unnecessary travel <input type="checkbox"/> Online training : Hour Zero COVID-19 405.101version <input type="checkbox"/> WHMIS training / chemical SDS |
| Facility - staff working in the building. | <p>Person to person disease transmission</p> <p>Frequently touch surfaces and objects</p> <p>Handling materials and supplies</p> <p>Hallway congregation</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Staffroom social/physical distancing - post max occupancy signs. <input type="checkbox"/> Disinfect/sanitize frequently touched surfaces and objects in classrooms, offices, main entrance, drinking fountains, handrails, washrooms, staffroom. Log cleaning schedule for each area. <input type="checkbox"/> Cleaning between classes and washroom checklist and signoff. <input type="checkbox"/> Classroom safety tips. information must be provided to all staff and inserted in substitute teacher binders. <input type="checkbox"/> Staggered bell times, dismissal, class changes etc. <input type="checkbox"/> No more than 15 people may gather in one location <input type="checkbox"/> Leave the class door open to avoid door handle touching. <input type="checkbox"/> Floor markers to avoid congregating |

| | | |
|---|---|---|
| | | <ul style="list-style-type: none"> <input type="checkbox"/> Soap supplies available and maintained <input type="checkbox"/> Hand washing signs posted in washrooms(elementary) <input type="checkbox"/> Signage - COVID-19 precautions <input type="checkbox"/> Non-surgical masks (see guidance for wearing) (staff orientation video) |
| Classroom instruction | <p>Person to person disease transmission</p> <p>Frequently touch surfaces and objects</p> <p>Handling materials and supplies (own supplies)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Physical distancing (2 meters) - will look to the government for further instruction. <input type="checkbox"/> Disinfect high touch areas (<i>attach cleaning checklist</i>) <input type="checkbox"/> Each classroom has adequate supplies of soap, hand sanitizer, tissues, disinfectant. <input type="checkbox"/> Student hygiene instruction <input type="checkbox"/> Display relevant posters i.e., hand washing and respiratory etiquette. <input type="checkbox"/> Traffic flow: movement restrictions <input type="checkbox"/> Phone contact and/or virtual meeting to reduce site visits. <input type="checkbox"/> Non-surgical masks, gloves (review non-surgical mask video) <i>removal and disposal glove procedures needed.</i> |
| Office work/reception | <p>Person to person disease transmission</p> <p>Frequently touch surfaces and objects</p> <p>Handling materials and supplies</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Install Barrier / Plexiglass <input type="checkbox"/> If barrier cannot be installed, post physical distancing signs and identify floor markers <input type="checkbox"/> Identify the wait area with space for separation i.e .floor marker <input type="checkbox"/> Workstations meet physical distance requirements <input type="checkbox"/> Disinfect / sanitize hard surface and high touch areas. <input type="checkbox"/> Sanitize keyboards and telephones. <input type="checkbox"/> Hand sanitizer |
| Administering first aid Students/staff sick care | <p>Person to person disease transmission</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Prepare Room isolation, post signs. <input type="checkbox"/> PPE: N95 masks for first aid attendants, gloves. <input type="checkbox"/> Identify designated entrances and exits for pick up. <input type="checkbox"/> Hand sanitizer <input type="checkbox"/> Tissue |
| Pick up and drop off materials and supplies. | <p>Person to person disease transmission</p> <p>Frequently touch surfaces and objects</p> <p>Handling materials and supplies</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Avoid face to face contact as much as possible. <input type="checkbox"/> Physical distancing <input type="checkbox"/> Designate delivery entrance <input type="checkbox"/> Delivery by appointment/ post contact information at the entrance. <input type="checkbox"/> Barrier between staff and delivery person <input type="checkbox"/> Disinfecting delivered material / supplies <input type="checkbox"/> Post health signs at entrance <input type="checkbox"/> Identify wait area / physical distance marks (e.g., floor marks) <input type="checkbox"/> Isolate delivered supplies for 10 days in designated areas. <input type="checkbox"/> PPE: Gloves, non-surgical masks (review video) |

| | | |
|--|---|--|
| Receiving visitors / volunteer contractors e.g substitute teachers, support substitutes. | Person to person disease transmission Frequently touch surfaces and objects Handling materials and supplies | Visitor notice: <ul style="list-style-type: none"> <input type="checkbox"/> Sign in and out procedures <input type="checkbox"/> Virus screening/Flu Check-In <input type="checkbox"/> Hand sanitizer stations <input type="checkbox"/> COVID-19 precautions signs <input type="checkbox"/> Physical distancing (2 meter) signs <input type="checkbox"/> Designated entrances <input type="checkbox"/> Identify a wait area with space for separation, floor markings. <input type="checkbox"/> Consider entrance by appointment. Contact information posted at entrances <input type="checkbox"/> Identify times and days the public can access. <input type="checkbox"/> Website COVID-19 protocol updates |
| Food Services | Person to person disease transmission Frequently touch surfaces and objects Handling materials and supplies | <ul style="list-style-type: none"> <input type="checkbox"/> Install Barrier / Plexiglass <input type="checkbox"/> Enhanced cleaning schedule <input type="checkbox"/> Post handwashing signs <input type="checkbox"/> Physical distancing <input type="checkbox"/> Designate delivery entrance <input type="checkbox"/> Identify wait area / physical distance marks (e.g., floor marks) <input type="checkbox"/> PPE: Gloves, non-surgical masks |

MONITOR EFFECTIVENESS OF CONTROL MEASURES

- Create a plan to monitor that each control measure is working, e.g., safety inspection checklist
- Correct measures found not to be working effectively
- Seek Manager, O&M and staff input in monitoring and taking corrective action.

| | |
|-------------------------------|--|
| Date of Completion: | |
| Principal Signature: | |
| Names of involved HSC Members | |