



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

Administrators must complete and submit the following sections of the COVID-19 Detailed School Health and Safety Operational Plan to their area superintendent by August 7<sup>th</sup>. A draft of the completed template should be shared with school councils and the local Yukon First Nation by August 5<sup>th</sup> for feedback. We know these are very tight time-lines and we will support you in this work. Please consult with your superintendent.

Approved operational plans should be made available for parents and education partners by August 12<sup>th</sup>. Schools should maintain a copy of the operational plan onsite at all times. A Yukon Workers' Compensation Health and Safety Board Safety Officer may review it at any time your school is in operation.

### Contact information

School name:	Gadzoodaa Student Residence
Address (physical location):	15 Selkirk Street , Whitehorse, Yukon
Contact name:	Mike Snider
Phone:	Mike – 867-332-7087 or the Residence – 867-667-8067
Email:	<a href="mailto:Mike.snider@gov.yk.ca">Mike.snider@gov.yk.ca</a> or <a href="mailto:gadzoosdaa@gov.yk.ca">gadzoosdaa@gov.yk.ca</a>
Signature:	Click or tap here to enter text.
Date:	December 1, 2020

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

COVID-19 Detailed School Operational Plan

Supporting Social-Emotional Wellness and Trauma Informed Learning	<i>The document “Five Steps to Guide the Social Emotional Wellness of Staff and Student’s Return to School: Regulate-Reason-Relate, contains suggestions of how to support student and staff wellness. From this document (and other resources/ideas you may have) indicate how you will support staff and student wellness:</i>
For staff	<i>Meet with staff on Tuesday, August 18, 2020 (8am-4pm) to discuss school start up, COVID protocols, staff concerns/fears/anxieties, and student concerns. Staff have taken several trauma informed courses and the “Working Mind” workshop. Remind staff of the strategies used in “Working Mind” to support one another. Let staff know that Team Leader is available for support and to openly discuss staff/students’ wellness needs.</i>
For students	<i>Meet with students and their families when registering at dorm on Wednesday, August 19, 2020. Students have staggered scheduled registration times. Talk about expectations, student concerns/fears/anxieties. Recognize/validate the uncertainty of these times and fears/anxieties. Let students know about supports that will be available throughout the year.</i>

**2. Physical distancing**

<b>Measures used to maintain physical distancing</b>	<b>Applicable Information from “Health and safety guidelines for K-12 school settings”</b>	<b>Detailed implementation actions and/or program change</b>
Between staff	The current limits on social gatherings <u>do not apply to school settings and school-related activities</u> . There can be any number of students and staff in a school setting at any given time if they are not all in one area and can keep a safe distance of 2 metres from each. Physical distancing by and among staff is <u>strongly recommended</u> .	<ul style="list-style-type: none"> <li>•Max. 3 individuals in staff-room at one time (working stations are 2 metres apart)</li> <li>•Staff meetings will be conducted in Dining Hall (staff sit at separate tables)</li> <li>•Each staff will sit at his/her own dining room table</li> <li>•Staff will sanitize their working area and their dining table after each use</li> <li>•Shifts have been changed to a staggered start so that there are fewer staff starting their shifts at the same time.</li> <li>•Sanitize staff washroom between after each use</li> <li>•Staff practice good hand hygiene</li> </ul>
Between staff and students	<p>Physical distancing will not always be possible, particularly with younger students and students with special needs. Measures should be appropriate for a student’s developmental stage and ensure optimal academic, social and emotional learning.</p> <p>When physical distancing cannot be maintained, focus should be placed on minimizing physical contact and emphasizing other measures such as hand hygiene, enhanced cleaning and disinfection and staying home when sick.</p>	<ul style="list-style-type: none"> <li>• Changes to above: Staff meetings are held in the TV room, as there are students present in the building. Staff are to wear masks during this time as 6 foot spacing is not physically possible. Some staff members also join in via Team/Zoom.</li> </ul> <p>Building physical distancing into all staff student interactions, inside or outside the dorm – post physical distancing signs around building.</p>

COVID-19 Detailed School Operational Plan

		<ul style="list-style-type: none"> <li>•Markings on floor to show physical distancing, traffic flow, and entrance/exits.</li> <li>•Limit number of individuals in tv lounges, dining hall, dorm rooms to allow for physical distancing.</li> <li>•Meet with students to discuss expectations and provide details on how students with physical, health or social-emotional needs will be supported.</li> <li>•Staff and students to practice good hand hygiene</li> </ul> <p>Changes to above: Staff meetings are held in the TV room, as there are students present in the building. Staff are to wear masks during this time.</p>
<p>Between students</p>	<ul style="list-style-type: none"> <li>• Students from the same household do not need to maintain physical distance from each other.</li> <li>• Organize classrooms into smaller groups and/or spread students out to minimize direct physical contact.             <ul style="list-style-type: none"> <li>○ Consider modifying classroom configurations (e.g. separating tables, placing student desks in a row) and locations (e.g. gymnasiums, cafeterias, and outdoors) that allow greater distance between students and staff.</li> </ul> </li> <li>• Groups of students should stay together throughout the day and not mix with other groups.             <ul style="list-style-type: none"> <li>○ Staff should remain with the same group whenever possible and limit the number of student groups they interact with throughout the day.</li> </ul> </li> <li>• Manage flow of people in common areas especially smaller areas such as hallways.</li> <li>• Consider staggering pick-up and drop-off times, recess, lunch and class transitions to support physical distancing.</li> <li>• Close greetings such as hugs and handshakes should be avoided. Instead, encourage non-physical gestures such as “air fives”, waves or nods.</li> <li>• Students should be regularly reminded to keep their hands to themselves.</li> <li>• Help young students learn about physical distancing and less physical contact by creating games that promote safe spacing and include basic principles such as “two arm lengths apart”.</li> </ul>	<p><i>Provide details, if applicable, on:</i></p> <ul style="list-style-type: none"> <li>•<b>Design configuration and placement of tables, chairs, couches and other furniture to maximize physical distancing</b></li> <li>•<b>Have these configurations marked on the floor for reference,</b></li> <li>•<b>Students are to be aware of other students and not use hallway until it is clear.</b></li> <li>•<b>Travel down hallways on the right side.</b></li> <li>•<b>Students will not be permitted to bring friends in to the dorm, they will have to meet their friends outside.</b></li> <li>•<b>Staggered meal times.</b></li> <li>•<b>Encourage physical distancing (air hugs/high fives)and regular hand sanitizing.</b></li> <li>•<b>Single room occupancy in all dorm rooms</b></li> <li>•<b>4 or fewer students assigned to each communal bathroom (only 2 students in a bathroom at a time) two vacant/occupied signs posted at each bathroom</b></li> <li>•<b>Students will either have set shower times or they will have to book at shower time</b></li> <li>•<b>Students will spray down shower after each use</b></li> <li>•<b>Family/visitors meet students outside</b></li> <li>•<b>Students to practice good hand hygiene</b></li> </ul> <p>Changes/ additions to above: TV lounge capacity 3, Dining tables limited to two chairs only which is about 6 feet apart, marking tape on tabletops to indicate area of intended use, marking tape on floors to indicate table placement if removed, dorm rooms 1 per room, dorm lounges 4 at a time.</p>

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>• Incorporate more individual activities or activities that encourage more space between students and staff.</li> <li>• Adapt group activities to minimize physical contact and reduce shared items, when feasible and reasonable.</li> <li>• Close physical contact may be necessary (e.g. to comfort an upset student).             <ul style="list-style-type: none"> <li>○ Hand washing and personal practices will help mitigate the risk associated with physical contact.</li> </ul> </li> </ul> <p><b>Recess/playgrounds</b></p> <ul style="list-style-type: none"> <li>• The risk of COVID-19 transmission is lower in outdoor settings than it is indoors, as a result outdoor recess and breaks are encouraged.</li> <li>• Whenever possible, schools should stagger recess and breaks to reduce mixing between groups.</li> <li>• Students and staff members should practice hand hygiene before and after any recess or break period.             <ul style="list-style-type: none"> <li>○ Students should wash their hands after using playground equipment</li> </ul> </li> </ul>	<p><b>Current: All of the above including: Supplying masks for when social distancing cannot be practiced. Students are reminded during house meetings and frequently during the day to practice social distancing.</b></p> <p><i>Starting Nov 19<sup>th</sup> staff and students are to wear masks in all common areas of the building.</i></p>
<p>Teaching materials, toys and manipulatives</p>	<ul style="list-style-type: none"> <li>• If developmentally appropriate, remove toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that decrease the likelihood of physical contact.</li> <li>• Avoid sharing toys/objects between students as much as possible or if they do share, clean and disinfect after each use.</li> <li>• Objects and materials brought from home by students should be cleaned with soap and water or disinfectant before use in the classroom.</li> <li>• There is no evidence that textbooks, paper and other paper-based products transmit the COVID-19 virus. Books and paper-based educational resources can be distributed or shared with students.</li> </ul>	<p><i>When considering developmental appropriateness and suitability for sanitizing, what toys and manipulatives will remain/be removed?</i></p> <ul style="list-style-type: none"> <li>• <i>Encourage the use of games and activities that decrease the likelihood of physical contact. Sanitize objects that are shared between use.</i></li> <li>• <i>Keep personal items in dorm rooms.</i></li> </ul>

**3. School cleaning and disinfecting procedures**

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

- use log sheets for disinfecting areas during the school day including bathrooms, common areas, and high touch surfaces such as water fountains and handrails

- use log sheets to document that the overnight cleaning and disinfecting is completed

**COVID 19 METHOD OF CLEANING GENERAL GUIDELINES**

- Color coding of buckets for different areas to avoid cross contamination
- Color coding of cloth/rags used for classrooms and washrooms to avoid cross contamination
- EP 50 Dilution Ratio: Cleaning 1:38, Disinfecting 1:12
- CAVICIDE: Disinfecting; use as is, no mixing ratio
- Air dry when applying aerosol, wipes, and sprayer to surface for effective results.

**Day – Custodian:**

- Sweeping floor with damp mop/bucket. Use multi surface solution cleaner for rinsing the mop head (no dry mopping/ or sweeping, as this can distribute virus droplets into the air), when feasible to do so, floor scrubber shall be used to clean floors with recommended cleaning solution.
- Vacuuming floor
- Cleaning high traffic areas with multi-surface cleaner or EP50: wipe down surfaces that has an obvious dirt/impurities with a damp rag and cleaning solution.
- Spraying of disinfectant in all high traffic contact areas, students contact areas, occupant contact areas after first break. Disinfectant must air dry for most effective results.
- Spraying of disinfectant at toilet rims, toilet seats, faucets, flush levers, and at wall mounted sanitary napkin disposal bin after lunch. Surfaces must be cleaned if there are any form of impurities in all types of surfaces prior to disinfecting.
- Wiping down or removing dirt, soils, and other impurities on all hard surfaces, all students contact areas; toys, books, etc., and occupant contact areas with damp cloth/rags using EP50 or degreaser or multi surface cleaner (following proper dilution for cleaning) to be completed prior to spraying with EP50 or Cavicide (following proper dilution for disinfecting) or any product recommended by Health Canada. Product will be dependent on supply availability.
- Washing floors with multi-surface cleaner or disinfectant.
- Washing washroom floors/change room floors with disinfectant solution in a mop bucket. Weekly pressure washing with disinfectant in all surface area of the washrooms and change rooms including walls.
- Washing washroom floors with disinfectant

**Student Supervisors (All shifts):**

- Hand held sprayer and Aerosol:
  - Wipe down surfaces with damp rag or damp paper towel to remove soil/obvious impurities prior to spraying disinfectant.
  - Spray disinfectant to surfaces
  - Allow to air dry for most effective results.
- Wipes:
  - Directly wipe surface area and air dry for most effective results.

NEED Procedure of how this will be tracked/monitored by custodians to ensure work is done

Procedure in place to track/monitor custodians to ensure work is done



**4. Hand hygiene, respiratory etiquette and Covid-19 instruction**

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

[COVID-19 posters for offices and workplaces](#)

[YG Printing Services for COVID-19 signage](#)

For information on acquiring floor decals and arrows contact Anne Daub at [Anne.Daub@gov.yk.ca](mailto:Anne.Daub@gov.yk.ca) or by phone at 667-5931. Student focused Elementary and Secondary posters for handwashing a safe practice will be sent to schools.

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>• Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness and least likely to cause harm if accidentally ingested. Antibacterial soap is not needed for COVID-19.</li> <li>• Soap and water must be used when hands are visibly dirty.</li> <li>• Alcohol based hand rub can be used if hands are visibly clean.                         <ul style="list-style-type: none"> <li>○ Technical grade ethanol should not be used as it is not approved by Health Canada for use with children or pregnant women.</li> </ul> </li> <li>• Portable, refillable bottles can be used, however only identical contents may be refilled into the bottles/containers.                         <ul style="list-style-type: none"> <li>○ Perform diligent hand hygiene and clean/disinfect bottles before refiling.</li> </ul> </li> <li>• Alcohol based hand rub should be made available at school entrances and exits, entry points to classrooms and other high traffic areas.</li> <li>• Alcohol based hand rub should be safely stored out of the reach of young students.</li> <li>• Students and young children in particular should be supervised when using alcohol based hand rub to prevent misuse.</li> <li>• Staff and students should be provided with age-appropriate education in proper hand hygiene and respiratory etiquette. Posters or signage should be placed around the school. Examples include:</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Describe details for posting signs and floor markings. Attaching a floor map with these details will suffice and can be included on “foot traffic flow” map.</i></li> <li>• <i>Developmentally appropriate instruction on Covid-19 has been developed. This instruction must be provided to students in the first two days of school. Indicate who will be responsible for delivering this instruction</i></li> <li>• All staff and students to wash their hands upon entrance into building – bottles of sanitizer available at entrances and throughout the building OR staff and students go directly to their assigned bathroom and wash hands with soap and water (at least 20 seconds)</li> <li>• Provide education (demonstrate/video) on proper techniques for washing hands</li> <li>• Students to practice hand hygiene when entering their dorm rooms</li> <li>• When coughing, staff and students are to cough into their elbow or a tissue. If a tissue is used it needs to be disposed of in the trash and then hand sanitize.</li> </ul>

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ <a href="https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html">https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html</a></li> <li>○ <a href="https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf">https://yukon.ca/sites/yukon.ca/files/hss/hss-imgs/hss_sign-handwashing_2020.pdf</a></li> <li>● Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. Additional hand hygiene practices should be performed at the following times indicated in Appendix 2.</li> <li>● Students and staff should cough and sneeze into their elbow, sleeve or a tissue.             <ul style="list-style-type: none"> <li>○ Used tissues should be throw away and hand hygiene performed immediately.</li> <li>○ Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.</li> </ul> </li> <li>● Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette.             <ul style="list-style-type: none"> <li>○ Hand washing supplies should be well stocked at all times, including soap, paper towels and alcohol based hand rub (sanitizer).</li> </ul> </li> </ul>	<p>Additions to above: All staff, permitted person’s and students must sign in/out daily. Temperature screening is conducted before and after school. When returning from home, students must fill out Covid screening questionnaire.</p>
--	---

<b>Hand washing stations</b>	<b>Location</b>
Staff	Bottled sanitizer available in every room. Alternately, staff can their wash hands in the two staff dedicated bathrooms.
Students	Bottled sanitizer available in every room. Alternately, students can wash their hands in their assigned bathroom.
<b>Hand sanitizer stations</b>	<b>Location Every room</b>
Staff	Every room

COVID-19 Detailed School Operational Plan

Students	Every room
Public	Public will not be permitted in building.

Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
<p><b>Meals and food handling</b></p> <ul style="list-style-type: none"> <li>• Students and staff should observe proper hand hygiene before and after eating.</li> <li>• Physical distancing should be maintained while students are eating.</li> <li>• Where possible students should take their lunch in their classroom.</li> <li>• Schools should have a “no food and drink sharing” policy.                             <ul style="list-style-type: none"> <li>○ Food from home should be stored with the students’ belongings and must not be shared with others.</li> </ul> </li> </ul> <p><b>School cafeterias</b></p> <ul style="list-style-type: none"> <li>• Students should keep a distance of two metres between each other as much</li> </ul>	<p>•Meal service is offered for breakfast, lunch and supper, as well as snack times. Meals are served in cafeteria style – cooks dish up plates. •Condiments will be in disposable containers.</p> <ul style="list-style-type: none"> <li>•Cutlery wrapped in napkin will be provided at each table</li> <li>•Students and staff line up on designated spots (physical distancing)</li> <li>•One to two students/staff at each dining table – there will be two sittings for each meal OR alternate rooms (tv lounge) may be utilized if doing a single sitting</li> <li>•Students are not to share any food</li> <li>•Staff will be responsible for dish clean up (staff will wear gloves)</li> <li>•All practice diligent hand hygiene</li> <li>•Students are to bring their own (or it will be provided)water bottle</li> </ul> <p><b>Changes/additions to above:</b> There are 2 separate seating’s for meal times: along with a 15-minute break between each to allow for sanitization and cook’s to re-prep.</p> <p>All students sanitize before entering the dining room and before using fridge, microwave, or toaster. Students are responsible to place dishes in wash bins to be sanitized by cook’s.</p>



<p>as possible. Promote physical distancing by:</p> <ul style="list-style-type: none"> <li>○ Reducing the number of students dining together at one time.</li> <li>○ Removing/rearranging dining tables.</li> <li>○ Placing tape or other markings on the cafeteria floors.</li> <li>○ Staggering meal service times to reduce the number of students present at any one time.</li> <li>○ Adapt other areas to serve as additional dining space to increase spacing among students in the same room.</li> </ul> <ul style="list-style-type: none"> <li>● All staff who are handling food must practise diligent hand hygiene and a food safety certificate is recommended.</li> <li>● Do not use buffets. Food should be served in individual portions or food items individually wrapped using single-use food grade packaging.</li> <li>● Cutlery, napkins and other items should be provided to students, rather than allowing them to pick up their own items.</li> </ul> <p><b>Water fountains</b></p> <ul style="list-style-type: none"> <li>● Consider having students fill water bottles rather than having them drink directly from the mouthpiece of a water fountain.</li> </ul>	<p style="text-align: center; opacity: 0.2; font-size: 48px; transform: rotate(-30deg);">Approved January 4, 2021</p> <p>Addition: Gadzoosdaa currently has no touchless or automatic water stations, individual bottled water is being supplied to students.</p> <p>Touch water dispenser station available to refill new single use cups only.</p>
---	--

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ Non-touch or automatic water filling stations are ideal.</li> </ul>	
--	--

**5. Personal Protective Equipment**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
Personal protective equipment (PPE) is not recommended in school settings, beyond what is normally used by staff as a regular precaution for hazards encountered in the workplace.	<b>Location of Sick-Kit</b>	•Supplies (hand sanitizer, gloves/masks) will be located in storage room off the staff office
	<b>Location of sick area</b>	•The students’ dorm rooms will be the designated area to go if sick.
Teachers and other staff may choose to wear a non-medical mask; however, this is a personal choice. <ul style="list-style-type: none"> <li>• Wearing a non-medical mask is not an appropriate substitute for physical distancing or other control measures in a school setting.</li> <li>• If worn, masks should be changed when visibly soiled, damp or damaged.</li> <li>• If masks are worn or disposed of incorrectly, risk of infection can increase.</li> <li>• For additional information refer to <a href="#">Wearing a non-medical mask in Yukon</a>.</li> </ul> Masks are not recommended for use by children unless advised to do so by a health care provider. <ul style="list-style-type: none"> <li>• In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.</li> </ul> Specific situations may require the use of PPE: <ul style="list-style-type: none"> <li>• A PPE kit should be available in case a student or staff becomes ill while at school (see appendix 1 for more information)</li> </ul>	<b>Which staff will require PPE due to job duties?</b>	Students who are sick or staff who are working with a student who is sick will wear masks. There are 15 staff and 22 students – there should be 300+ masks and 300 pairs of gloves in stock. In addition there will be 20 bottled hand sanitizers through the building and enough refills for two weeks.  Additional to above: Staff who are working with a student who is sick will wear gloves, mask, gown and possibly shield depending the severity of illness.

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>○ The kit should contain alcohol-based hand rub, disposable gloves and masks, for use by the ill</li> <li>○ Individual and staff member attending to them.</li> <li>● Custodial and teaching staff should follow routine processes when cleaning blood or body fluids.             <ul style="list-style-type: none"> <li>○ High level disinfection is required e.g., 1:9 dilution or 5000ppm</li> <li>○ Staff must wear disposable gloves and wash hands before wearing and after removing gloves.</li> </ul> </li> <li>● Staff members whose regular job duties mean physical distancing is not possible.             <ul style="list-style-type: none"> <li>○ For example, when assisting students with activities of daily living.</li> </ul> </li> </ul>		
--	--	--

**6. Programming and Activity Guidelines**

Program Area	Applicable Information from “Health and safety guidelines for K-12 school settings”	Detailed implementation actions and/or program change
Arts, Music, Drama Considerations	<ul style="list-style-type: none"> <li>● <i>Singing and playing woodwind and brass instruments must not occur at this time, as these activities increase the risk of spreading the virus due to aerosolized respiratory fluids.</i></li> </ul>	Gadzoosdaa will not offer this type of programming.
Physical Education	<ul style="list-style-type: none"> <li>● <i>The risk of COVID-19 transmission is lower in outdoor settings than it is indoors. Wherever possible physical education classes should be held outside.</i></li> <li>● <i>Physical education classes should follow the contact sports and sport and recreation guidelines.</i></li> </ul>	Students will be encouraged to exercise outdoors.

COVID-19 Detailed School Operational Plan

	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Changes to above: Exercise equipment available, 3-person maximum in room. Cleaning materials supplied. Cleaning schedule is posted. Equipment must be sanitized after use.</p>
Cooking Classes	<ul style="list-style-type: none"> <li>• All students and staff should sanitize their hands prior to cooking and meal preparation.</li> <li>• Kitchen workspaces should be reconfigured to ensure 2 metres physical distancing can be maintained.</li> <li>• Where possible, staff members should eliminate the sharing of cooking equipment and instruments.</li> <li>• Classroom surfaces, workstations, equipment, utensils and containers must be cleaned and disinfected between each class/use. See <i>Cleaning and disinfection</i> section for more information.</li> </ul>	<p>Only the staff cooks and possibly other staff (all have Food Safe Level 1) will be permitted in the kitchen and permitted to prep meals.</p>
Outdoor Education	<ul style="list-style-type: none"> <li>• The risk of COVID-19 transmission is lower in outdoor settings than it is indoors; as a result, outdoor education and on the land programming is encouraged.</li> <li>• When physical distancing is not possible (e.g. sitting on a bus), students should be assigned a partner or seat that does not change for the duration of the trip.</li> <li>• Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.</li> <li>• Field trips within Yukon and Canada are permitted if public health guidelines are followed. Guidance is based on the current epidemiology of COVID-19 and will be re-evaluated at the beginning of the school year. <ul style="list-style-type: none"> <li>○ Outdoor overnight trips are permitted if students sleep in their own tent or are partnered with a family member.</li> <li>○ Hotel stays are permitted, with no more than two students per room.</li> </ul> </li> <li>• International field trips are not currently permitted.</li> </ul>	<ul style="list-style-type: none"> <li>•7 Passenger Van – only 2 passengers and driver – staggered seating</li> <li>•16 Passenger Bus - load back to front, unload front to back and only 8 individuals including driver</li> <li>•Cleaning – as per the recommendations</li> <li>•No overnight field trips are planned</li> </ul>
Libraries	<ul style="list-style-type: none"> <li>• There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. There is no need to limit the distribution or sharing of books or paper based educational resources to students.</li> <li>• Sign in logs should be maintained for members of the public accessing community libraries housed in schools. <ul style="list-style-type: none"> <li>○ Members of the public should be self-screening prior to entering a library housed in a school. Signs may be in place at the library entrance to remind the public to not enter if they are sick.</li> </ul> </li> </ul>	<p>N/A</p>

COVID-19 Detailed School Operational Plan

Computer labs and Instructional Tech	<ul style="list-style-type: none"> <li>• Computer workstations should be reconfigured to ensure 2 metres physical distancing between each workstation.</li> <li>• Students should conduct proper hand hygiene before and after using shared IT equipment.</li> <li>• Where possible, IT equipment should be cleaned between each use using disinfectant wipes containing 70% alcohol.             <ul style="list-style-type: none"> <li>○ To facilitate cleaning, consider using covers that protect keyboards and other high touch areas on electronic devices.</li> </ul> </li> <li>• Refer to the Yukon guidelines on <a href="#">cleaning and disinfecting in the work place</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Three student computer workstations – located one in boys’ wing, one in girls’ wing and one in the dining hall</li> <li>• Computers to be cleaned between each use with disinfectant wipes</li> </ul>
Extra-curricular programming	<i>Guidelines are being finalized and will be sent shortly...</i>	<i>Guidelines on extra-curricular programs are being developed...</i> Click or tap here to enter text.

**7. Itinerant staff, guest and public access**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Relevant issue or group	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>• Educational specialists and consultants are permitted to enter the school if public health guidance is followed and movement within the building is limited as much as possible.</li> </ul>	Sign in procedure	Maintain a sign in log for permitted guests (Education/Health/Maintenance employees) This will be located off the Office Admin’s office.

COVID-19 Detailed School Operational Plan

<ul style="list-style-type: none"> <li>• All visitors, including educational specialists and consultants, must report to the front office upon entering the school.                             <ul style="list-style-type: none"> <li>○ Anyone who is ill or experiencing symptoms will not be permitted further entry.</li> <li>○ A record of all visitors should be kept for a minimum of thirty days.</li> </ul> </li> <li>• All visitors should be reminded to practice diligent hand hygiene and maintain physical distance upon entering a school building.</li> <li>• Visitors should use designated entrance and exit doors and limit their movement within the school as much as possible</li> <li>• Stagger the timings of pick-up and drop-off if possible.                             <ul style="list-style-type: none"> <li>○ If there are multiple entrances, pick-up and drop off can be split at separate entrances to avoid parents gathering in large numbers.</li> </ul> </li> </ul> <p>Parents must wait for students in a designated area.</p>		Changes to the above: Sign in/out log also kept daily for students, staff, building maintenance, custodians, ESW's, and school counselor.
	Space for itinerant staff	All staff share the designated staff room and follow the protocol related to the staff room.
	Visitor entrance/exit	<ul style="list-style-type: none"> <li>•Doors locked.</li> <li>•Visitors will enter the front entrance (ring doorbell)or phone 867-667-8067 to ask permission to visit</li> </ul>
	Parents	<ul style="list-style-type: none"> <li>•Doors locked.</li> <li>•Visitors will enter the front entrance (ring doorbell)or phone 867-667-8067 to ask permission to visit</li> </ul>
	Drop-off/pick-up schedules	<ul style="list-style-type: none"> <li>•Drop off for registration is staggered.</li> <li>•TTC and CTFN have set pick up and drop off times for students returning to their communities for weekends</li> </ul>
	Elders, ESWs, CELCs, Education Advocates (new) and special presenters	ESWs/CELCs/Education Advocates will be treated as staff and be allowed in building. They will have to practice the same hand hygiene and physical distancing as staff. They will use the front entrance to enter and the back exit to exit. Parents must wait in the parking lot to visit students.
		<p>Addition to above: Counselors and other Student Supports will be permitted as needed.</p> <p>Partition in the dinning room will be closed if family members come to visit students during the colder temperatures. Room will be sanitized before and after use.</p>

**8. After school use and Joint Use Agreement users**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<ul style="list-style-type: none"> <li>• Public access for after school use should be permitted provided user groups follow the general guidelines contained in this document. These requirements should be communicated through an updated user group agreement.</li> <li>• As much as possible user group access and movement throughout the school should be restricted. For example, adapting entrance and exit protocols, locking hallway doors, providing floor markings as appropriate.</li> <li>• Cleaning and disinfection should take place between each user group.                             <ul style="list-style-type: none"> <li>○ To reduce the custodial burden consider having user groups use school’s facilities less frequently for a longer period of time.</li> </ul> </li> <li>• User groups must have access to designated washrooms within the school.</li> <li>• Groups renting school spaces are responsible for maintaining sign in logs should the need for contact tracing arise.</li> </ul>	JUA and community use August –mid September	<i>Details on JUA will provided early next week (Aug 4 or 5)</i> No outside user groups will have access
	User group washrooms	<i>Identify community use/user group washrooms</i> N/A
	User group restrictions	<i>Identify areas that are restricted access in your school</i> N/A

**9. When someone becomes sick at school**

COVID-19 Detailed School Operational Plan

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
See Appendix 1	Staff and student instruction on what to do if one becomes sick at school	<p>All staff should stay home if they:</p> <ul style="list-style-type: none"> <li>•have any symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease, OR</li> <li>•travelled outside of British Columbia, Northwest Territories or Nunavut in the last 14 days, OR</li> <li>•had close contact with someone diagnosed with COVID-19 and have been directed to self-isolate by Yukon Communicable Disease Control.</li> </ul> <p>All students in the care of Gadzoosdaa should stay at the dorm if they:</p> <ul style="list-style-type: none"> <li>•have any symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease, OR</li> <li>•had close contact with someone diagnosed with COVID-19 and have been directed to self-isolate by Yukon Communicable Disease Control.</li> <li>•Staff will notify Communicable Disease Control for further direction and to be guided through the next steps.</li> </ul> <ul style="list-style-type: none"> <li>•Students will be given PPE and required to quarantine in their dorm room until direction/guidance from Communicable Disease Control is given. Staff that works with the particular student will use PPE when interacting with student.</li> <li>• Students should not return to the dorm from their home community after returning from a trip outside the Yukon until they have fulfilled the self-quarantine and are symptom free if returning from outside BC, NWT or Nunavut</li> </ul>
		<p>In addition to above: Students showing mild symptoms will be asked to self-isolate for 24 in their room, if symptoms do not get worse they will be able to return to common areas and school.</p> <p>If symptoms continue or worsen after 24 hours’ staff will call 811/parent and make appointment for Covid testing.</p> <p>Once any students are sick and needing Covid testing, all staff and students will be required to wear masks at all times within the building.</p>



COVID-19 Detailed School Operational Plan

		<p>Student will return to isolate in their room awaiting results. Staff will wear PPE and bring Breakfast, Lunch and dinner/fluids to student. Staff will keep record of temperature checks, medications given and any relevant information. One bathroom will be dedicated to those who are sick, the door will be clearly marked. When using the washroom outside of their room students will be asked to wear a mask and sanitize their hands. Washrooms will be sanitized 3 times a day.</p> <p>If Covid test is positive student will continue to isolate in their room until direction is given by the CMOH.</p> <p>If Covid test is negative, students will continue to isolate until they no longer have a fever and their symptoms are mild.</p>
	Staff training	<p><i>Describe how staff will be trained for responding to symptomatic students and donning and doffing PPE. For the latest information on wearing non-medical masks please check refer to this website.</i></p> <p><i>Staff will be provided training on August 18 in regards to responding to symptomatic students and donning and doffing PPE.</i></p>

**10. Monitoring absenteeism**

Applicable Information from “Health and safety guidelines for K-12 school settings”	Item	Detailed implementation actions and/or program change
<p>Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report absenteeism that is higher than expected (i.e. &gt;5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and “<a href="#">Yukon School Surveillance Reporting Tool</a>” should</p>	<p>Monitoring and reporting absenteeism</p>	<p><i>Indicate your plans for monitoring and reporting absenteeism. How will you monitor extended absences? How will you screen students returning after a prolonged absence?</i></p> <p>N/A</p> <p>Gadzoosdaa does track attendance in addition to the school in order to support student learning. However, this step does not apply to Gadzoosdaa</p>

## COVID-19 Detailed School Operational Plan

<p>be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.</p> <p>Schools should monitor student absenteeism for extended absences as this may indicate that a student has COVID-19. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any COVID-19 symptoms before returning to class.</p>		
--	--	--

### 11. Communication

Two communication documents will be provided for you on Wednesday, August 5<sup>th</sup> to help you with communicating your school-specific plans to parents and our partners. These must be sent out by August 12 to parents, School Council, First Nation, and partners.

1. Cover letter for parents
2. School routines, schedules and programs for 2020-21.

## 12. Appendices

### Appendix 1

#### What to do if a student or staff gets sick?

These protocols should be shared with school administrators, staff members, parents, guardians and students to provide clear expectations for what happens when a staff member or students gets sick.

#### Staying home when sick

Parents and caregivers should assess their children for symptoms before sending them to school. All students and staff should stay home if they:

- have any symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease, OR
- travelled outside of British Columbia, Northwest Territories or Nunavut in the last 14 days, OR
- had close contact with someone diagnosed with COVID-19 and have been directed to self-isolate by Yukon Communicable Disease Control.

Parents and caregivers should keep their children at home if they are displaying symptoms. To help assess symptoms, parents can use the [COVID-19 self-assessment tool](#) or contact a health care provider for additional guidance.

Students can return to school when they are symptom free or if a health care provider has cleared them to return to school.

Staff should assess themselves daily for symptoms. Staff should stay home if they are experiencing symptoms until a health care provider has cleared them to return to school.

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

Students and staff members that have been diagnosed with COVID-19 should self isolate at home and follow the instructions of public health officials. After self-isolation is completed and on the advice of public health officials, students and staff members can return to school.

#### What should you do when student or staff member shows symptoms of COVID-19 at school?

Responding quickly and calmly if a staff member or student develops symptoms of COVID-19 at school has the potential to reduce the transmission of the virus to other staff and students.

#### If a student develops symptoms of Covid-19

Staff must take the following steps:

1. Immediately separate the symptomatic student from others in a designated, supervised area.
2. Contact the student's parent or caregiver to pick them up as soon as possible.
3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available, or use a tissue to cover their nose and mouth.

4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used masks and tissues as soon as possible and perform hand hygiene.
5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, thoroughly wash your hands with soap and water or disinfect with alcohol based hand rub.
6. Once the student is picked up, wash your hands with soap and water or disinfect with alcohol based hand rub.
7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them.
8. All items the student touched/used while isolated must be cleaned and disinfected as soon as the student has been picked up.

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

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

1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they leave the school or wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them.
5. If concerned, staff should be encouraged to use the [COVID-19 self-assessment tool](#) or contact a family physician or nurse practitioner.

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

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

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

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

## Appendix 2

### When to wash hands

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none"> <li>• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li> <li>• Whenever hands are visibly dirty</li> <li>• After using the washroom</li> <li>• Before eating and drinking</li> <li>• After sneezing or coughing into hands</li> <li>• After playing outside</li> </ul>	<ul style="list-style-type: none"> <li>• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li> <li>• Whenever hands are visibly dirty</li> <li>• After using the washroom</li> <li>• Before eating and drinking</li> <li>• After sneezing or coughing into hands</li> <li>• Before handling food or assisting students with eating</li> <li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood)</li> <li>• After cleaning tasks</li> <li>• After removing gloves</li> <li>• After handling garbage</li> </ul>