



Simon Jacob Memorial Education Centre

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SJMEC COVID-19 POLICY 2021-2022

September 2021

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Daily screening

Before arriving at school each day, all staff and students are required to complete a COVID-19 symptom screening. If any staff member is showing signs or symptoms they must stay home and contact the school.

Staff are to use the following self-assessment tool before leaving for work each morning and afternoon.



STOP COVID-19

Do you have any of the following:

-  **Fever**
-  **Cough**
-  **Difficulty breathing**
-  **Sore throat, trouble swallowing**
-  **Runny nose or red eyes**
-  **Loss of taste or smell**
-  **Not feeling well, tired or sore muscles**
-  **Nausea, vomiting, diarrhea**

 **Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?**

 **Have you returned from travel outside Canada in the past 14 days?**

 **If you answered YES to any of these questions, stay home from school and self-isolate right away. Call your local assessment centre or your health care provider and get tested for COVID-19. (if recommended)**

www.nwhu.on.ca/covid19

 Northwestern Health Unit
www.nwhu.on.ca

Regular school day

SJMEC will return to a regular school day schedule for the 2021-2022 school year. Students in kindergarten through Grade 8 will attend class for the full school day five days a week, receiving 300 minutes of instruction per day. There will no longer be a morning and afternoon cohort, all students in a class will attend together.

Visitors

To manage contact tracing and reduce risk to all staff, students, and community, only essential visitors will be allowed into the school. Any visitors who are permitted to enter the school must complete a self-screening for COVID-19 symptoms and must sign-in at the front entrance. The school will have signage posted at school entrances to remind staff, students and visitors about our COVID-19 protocols.

Staff are asked to communicate with parents and guardians by phone or by messaging as much as possible instead of having in-person meetings to avoid potential spread of COVID-19.

Student school entry

Teachers will meet their class at the south doors before the bell to bring their class into the school in the morning and after lunch.

Classroom

Furniture will be arranged to allow as much distancing as possible. Desks will be arranged in rows facing forward rather than in groupings or circles. Movement within the classroom and during transitions to and from the classroom will be staggered to allow for more distancing and to prevent congregation in the halls.

Physical distancing

Staff will practice physical distancing as much as possible within the school.

The school is using the following strategies to improve our ability to physically distance:

- Removing unnecessary furniture
- Increasing distance between chairs, tables, desks in all rooms
- Incorporating more individual activities
- Avoiding planning activities involving shared objects

- There will be designated routes for staff and students to get to and from classrooms
- Markings and signage to promote distancing
- Encouraging outdoor lessons to allow for more space
- Staggering student movement around the school and discouraging students from congregating in hallways
- Staggering outdoor education times so students aren't crossing paths
- Discouraging sharing of desks, phones, tools, equipment among staff

Recess

Masks are not required outdoors but distancing between classroom cohorts will still be encouraged outdoors during recess time. Teachers and Education Assistants will be responsible for both recess and gym supervision. Recess will run on a rotation schedule to reduce the number of students congregating on the playground.

Assemblies and extracurriculars

School assemblies, extracurriculars, and other student/school gatherings will run with proper distancing as much as possible during these events and will only allow the capacity that the Webequie First Nation deems appropriate.

Masking is encouraged for indoor sports where they can be worn safely based on the activity for both high-contact and low-contact activities. Windows should be opened when feasible to support increased ventilation during physical activity.

Snack program

The snack and nutrition program will operate with food handlers using adequate food handling and safety practices and wearing appropriate PPE in preparing and distributing snacks.

Remote learning options

Accommodations for remote learning will be decided on an individual basis and to support the best interest of students. Remote learning will be decided through conferencing, documentation, and tracking of learning for reporting purposes. Parents/Guardians will be required to commit to this option during registration week.

Hall Monitors

Hall monitors will be present during the school day to encourage distancing and proper hygiene procedures and to discourage congregating in the hallways. They will also assist the flow of traffic between classes and supervise washroom, hall, and gym/recess traffic. Hall monitors will wear proper PPE.

High School

The high school will run on a combination of semester and 10-week cycle schedules. All students will wear masks during classes and use physical distancing within the classroom.

Programming

Only the most necessary furniture and equipment will be in the classroom to ensure cleanliness. All supplies, toys, and equipment used in the classroom will be made of materials that can be cleaned and disinfected.

As part of daily programming each class will have 30 minutes of outdoor education or outdoor physical activity every day in the morning and afternoon.

The in-school counsellor and special education teacher will use appropriate PPE when meeting with students. Virtual conferencing will be an option

Hand hygiene and respiratory etiquette

Staff and students will use proper and frequent hand hygiene practices. This includes using soap and water for 20 seconds or alcohol-based sanitizer once entering school and before leaving, at regular intervals throughout day, before and after outdoor play, and before and after eating food. After washroom use soap and water should always be used.

There will be signs around the school that encourage proper hand hygiene. There will also be hand hygiene products available in all rooms in the school and at school entrances.

Staff will provide supervision/assistance for student hand hygiene practices when necessary and proper practices will be modeled and reviewed for students and practiced multiple times throughout the day.

Respiratory etiquette such as covering nose and mouth during coughing and sneezing with a tissue or into sleeve or elbow, disposing of tissues immediately, and practicing proper hand hygiene immediately after coughing or sneezing or touching one's face will be reviewed and practiced.

Support or modifications will be made to allow students with special needs to regularly perform hand hygiene as independently as possible.

Hand hygiene should be conducted by anyone entering the school and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).

PPE

All school staff are required to wear a medical mask or face covering. Barriers and face shields will be used as required.

Students in Grades 1-12 are to wear non-medical or cloth masks indoors in school, including hallways and during classes. Students in kindergarten are encouraged but not required to wear non-medical or cloth masks indoors and on school vehicles.

Masks are available for students who do not have their own.

Students should not wear a mask if:

- They are not able to put on or take off their mask without help
- They have medical conditions like breathing or cognitive difficulties or disability that stops them from wearing it safely
- They are under the age of five either chronologically or developmentally if they are unable or refuse to wear it

Enhanced cleaning and disinfecting protocols

All custodial staff will follow an increased cleaning and disinfecting process. A schedule and log that shows the locations, frequency, timing, PPE, staffing, signage will be posted and used to in the school to track cleaning.

There will be extra cleaning staff present during the day to clean and disinfect common areas and items including high touch surfaces. Extra cleaning staff will do cleaning between cohorts at lunch and at end of day.

Ventilation in classrooms will be increased through opening windows and using HEPA filter units in classrooms.

Cleaning products: Products that provide both the cleaning and disinfection action are preferable due to ease of use (e.g., hydrogen peroxide products). Only use cleaning and disinfectant products that have a Drug Identification Number (DIN). These should be used according to the manufacturer's instructions

Cleaning program: School boards should develop a program for cleaning and disinfection of schools, including reviews of:

- Existing practices to determine where enhancements might be made, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, child safety, staffing, signage, and PPE for cleaning staff.
- Inventory to determine items to be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (e.g., porous or soft items such as stuffed toys, area rugs, fabric upholstered seating).

High touch surfaces: Cleaning plus disinfection will happen twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on use and soiling.

- Includes washrooms (e.g. toilet fixtures, faucets), eating areas (e.g. tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment

Outdoor surfaces: While surfaces on playgrounds need routine cleaning with soap and water but not disinfectant, including high touch surfaces made of plastic or metal, cleaning of wooden surfaces is not recommended.

Shared objects: Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or the objects should be cleaned between each use.

Managing of symptomatic persons

Staff will monitor self and students for symptoms during school hours. Staff and students will discuss during class how to identify symptoms and the need to speak to a staff member if they experience any symptoms.

If a student is feeling ill at school, their parent/guardian will be immediately notified for pickup. Any symptomatic student will be brought to a room away from other staff and students with a designated staff member who will attend to them while they wait for

their pickup. A kit with proper PPE for both student and staff will be available with instructions to ensure safety of all school community.

Symptomatic staff will go home immediately.

Anyone with symptoms is encouraged to contact the nursing station to be assessed and tested for COVID if recommended.

Anyone who has been close to the individual who has symptoms while at school can continue to attend school or work. Everyone should monitor themselves for symptoms with the self-screening tool every day.

We recommend that anyone who is symptomatic check in with the Nursing Station and follow their recommendations.

Busing

A two-metre physical distance will be maintained as much as possible between the driver and students. The driver will wear a mask.

Students in grade 1-12 are required to wear a non-medical mask while on the bus. Kindergarten students are highly encouraged to wear non-medical masks on the bus.

Loading of the bus will start from the back seats to front seats. Unloading of the bus will start from front seats to back seats.

Buses will be cleaned regularly. High touch surfaces are cleaned and disinfected before each run.

There will be supervision on the bus and while waiting for the bus. Bus monitors will also assist with outdoor and recess supervision. Education Assistants will supervise bused students upon arrival and departure from school.

Fire drill guidelines

To prevent gathering during fire drills a modified evacuation procedure will be used during drills. The school must conduct a total evacuation fire drill at least three times in each of the fall and spring terms while school is in session.

Modifications to total evacuation fire drill guidelines:

Sounding the Alarm

- A “one-time” sounding of the fire alarm is conducted in the morning, so that students become familiar with the sound of the alarm.
- Principals may choose to notify staff and local fire services of this procedure the day before the fire alarm will be sounded.
- On the fire drill day, a school announcement can be made on the PA system that outlines how the total evacuation fire drill will be occurring. This may include instructions related to: Staff and student role, physical distancing, masking, and staggered or scheduled evacuation process

Evacuation Procedure:

- The total evacuation of the school will take place in a staggered manner with only a few classrooms evacuating simultaneously.
- Teachers will follow the given evacuation schedule.
- Individual classrooms will evacuate in a manner that ensures physical distancing and the wearing of masks (as required) is maintained in accordance with public health guidance.
- Teacher plays recording on cell phone or other device to simulate the sound of the fire alarm to commence the individual classroom evacuation, at the scheduled time.
- Teacher practices duties assigned under the Fire Safety Plan (e.g. closing windows and doors).
- Individual classes or cohorts practice evacuation procedures by walking the primary and secondary exit routes, while maintaining physical distancing.
- If the building has more than one exit (e.g. east and west wing), multiple classes may be able to participate simultaneously while adhering to public health guidance in common areas, such as hallways.
- Exit paths can be identified using colour coding that can serve as a reminder for primary students, where they need to go.
- Once the class has safely evacuated from the building, students walk to assigned meeting areas before returning to the classroom, all while physically distancing and wearing masks (as required).
- Once the students and teachers have returned to the classroom, they will sanitize/wash their hands.
- Teacher/school administration documents the fire drill participation.

Should someone in the community or school community test positive for COVID-19

In the event that someone in the community or school community tests positive for COVID-19 the school will follow the local and regional health and community protocols

i.e. temporary school closure, contact tracing. If school is notified to send students home during instructional day, classroom teachers will be notified through the office to ensure a safe and smooth dismissal.

Those that are fully immunized and asymptomatic will not be required to isolate after contact with a confirmed or probable case and will also not be required to isolate if they are in the same household as a symptomatic individual.

High-risk contacts of a case are to isolate for 10 days, unless they are fully immunized or if they were previously positive within the past 90 days and have since been cleared.

For high-risk contacts who are not fully immunized or who were previously positive within the past 90 days and have since been cleared, testing is recommended on or after day 7 of their isolation period. If a test is collected before day 7, a repeat test on or after day 7 is recommended.

For high-risk contacts who are fully immunized or who were previously positive within the past 90 days, testing is to be recommended immediately upon notification of exposure.

Equity considerations

Considerations for students who are at higher risk will be made based on individual needs in collaboration with a student's caregiver.

Community support workers and our in-school counsellor are available for mental health support. Our external school counsellors are also available virtually.

Appendix A: PPE Recommendations

For non-healthcare settings the use of PPE should be considered based on a risk assessment of the task, the individual and environment. Any Government of Ontario guidance documents for sector-specific job duties should be followed. Public Health Ontario has developed a Technical Brief outlining minimum expectations for PPE for care of individuals with suspected or confirmed COVID-19.

Key Recommendations:

- N95 respirators are not indicated for use in the school setting (unless otherwise indicated as PPE for protection against workplace hazards)
- All school-based staff are required to wear medical masks
- Droplet and contact precautions are recommended for the care of someone suspected or confirmed with COVID-19.
- Practice physical distancing of 2 metres (6 ft) as much as possible.
- Consider the use of a face covering when physical distancing is difficult to maintain.
- Additional PPE for symptomatic people or those caring for someone with symptoms (see table below)
- Practice, and increase the frequency of, proper hand hygiene.

Staff Role	Type of PPE (and/or face covering)
Teachers, Office administration, Principal, Vice Principal	All school-based staff are required to wear masks or face coverings. Staff who are in close contact with students (i.e., any physical distancing is not possible) must wear: <ul style="list-style-type: none"> • Medical masks • Eye protection (face shield) • Where direct contact with a student is required, staff must also wear gown and gloves.
EAs and specialized staff for students with special needs	
Supervision staff (e.g. for various cohorts, before/after school supervision) and Occasional teachers	
School staff providing care for a sick child (suspect case of COVID-19)	Droplet and Contact Precautions, including: <ul style="list-style-type: none"> • Medical mask • Eye protection (face shield or goggles) • Gown • Gloves

School staff cleaning up bodily fluids with the risk of splashing/soiling of clothing	Droplet and Contact Precautions, including: <ul style="list-style-type: none"> • Medical mask • Eye protection (face shield or goggles) • Gown • Gloves
Symptomatic student (suspect case of COVID-19)	Medical mask (if tolerated)
Custodial and caretaker staff (no direct care or close contact with students or other staff)	<ul style="list-style-type: none"> • Mask or face covering • Gloves as required (as per manufacturer's instructions)
Cook, food handler	<ul style="list-style-type: none"> • Practice physical distancing of 2 meters (6 ft) as much as possible. • Mask or face covering
Maintenance staff	
Counsellors/Child and Youth Workers	
Bus driver	
Essential Visitors	<ul style="list-style-type: none"> • Practice physical distancing of 2 meters (6 ft) • Mask or cloth face covering

Before using PPE, staff should be familiar with how to safely put it on and take it off. Public Health Ontario training videos are available below and should be viewed by all staff:

Topic	Link	Completed
7 Steps of Hand Hygiene	https://www.publichealthontario.ca/en/videos/7-steps-handhygiene	<input type="checkbox"/> _
Putting on Gloves	https://www.publichealthontario.ca/en/videos/ipac-gloves-on	<input type="checkbox"/> _
Putting on Mask and Eye Protection	https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on	<input type="checkbox"/> _
Putting on Full Personal Protective Equipment	https://www.publichealthontario.ca/en/videos/ipac-fullppe-on	<input type="checkbox"/> _
Taking Off Mask and Eye Protection	https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off	<input type="checkbox"/> _

Taking Off a Gown and Gloves	https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off	<input type="checkbox"/> _
Taking Off Full Personal Protective Equipment	https://www.publichealthontario.ca/en/videos/ipac-fullppe-off	<input type="checkbox"/> _

Appendix B: Recommended Disinfectant Use in Public Facilities during COVID- 19 Pandemic

Use	Disinfectant and Concentration Required	Contact Time
To Disinfect High Touch Surfaces and Common Areas (i.e. doorknobs, light switches, sink taps, washrooms, staff rooms, etc.)	Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses). or Chlorine a solution of sodium hypochlorite which acts as a strong oxidizer. e.g. *Bleach (5.25% Chlorine) 1:50 solution of Javex® or Clorox® 1000ppm – 20mL (4 tsp) household bleach to 1 litre water	Follow manufacturer's instructions One Minute
To Disinfect Food Contact Surfaces, *Toys, and other environmental surfaces	Chlorine A solution of sodium hypochlorite which acts as a strong oxidizer. Eg.g *Bleach (5.25% chlorine) 1:50 solution of Javex or Clorox bleach 100ppm-2 m: (1/2 tsp) household bleach to 1 litre water *Use a 100ppm chlorine solution to disinfect washable toys.	Two minutes
	QUATS (Quaternary Ammonia Solution) 200ppm	Follow manufacturer's instructions Note: QUATS cannot be used with cotton cloths (microfiber recommended)
	0.5% Hydrogen Peroxide Enhanced Action (with a disinfectant claim) Accelerated Hydrogen Peroxide e.g. Virox	Follow manufacturer's instructions Product must have a DIN issued by health Canada
	Iodine 12.5-25ppm	Follow manufacturer's instructions

<p>Always clean surfaces with soap and water before disinfecting. *Household Bleach Dilution ratio: These solutions should be mixed daily for best results. Refer to AHS COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities: https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-environmental-cleaning-public-facilities.pdf</p>	<p>* Test disinfectants using appropriate test strips to ensure proper concentration</p>
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Source: Indigenous Services Canada. (2020). COVID-19 Public Health considerations when planning for In-Person School attendance in First Nations Communities in Alberta: Checklist for Schools.

Appendix C: Sample Cleaning Schedule

Enhanced Environmental Cleaning Measures:

- Thorough cleaning and disinfection of common areas and frequently touched/ “high touch” surfaces and equipment can assist in disrupting disease transmission.
- High touch surfaces must be cleaned and disinfected frequently during an outbreak i.e. if surfaces are being cleaned once this should be increased to **more than once a day and as needed**.
- Cleaning and disinfecting refer to a two-step process i.e. must clean before you disinfect.
- At the end of the outbreak a thorough cleaning and disinfection of all affected areas should be completed.

Community: _____

Facility: _____

Cleaned by: _____

Date: _____

	Entrance/Reception Area	After Each Use	Daily plus when necessary (increase frequency during outbreak)	Weekly	Monthly	Other
1	Floors are clean, including edges and corners. There is no dust or dirt present.		x			
2	Walls, doors, door frames, knobs and light switches have been wiped clean and disinfected.		x			
3	All furniture has been wiped clean.			x		When Necessary
4	All washable toys have been wiped clean and disinfected. There are no soft toys present.	x				
5	Telephones have been wiped clean and disinfected.	X (if shared)	x			

6	Counters have been wiped clean and disinfected.	X (if shared)	x			
7	Waterless hand washing dispenser has been wiped clean and disinfected and the single cartridge replaced, if required.		x			
8	The area immediately inside the entrance door has been washed and disinfected.		x			
9	Garbage and recycling containers have been cleaned and disinfected and lined with new plastic bags.		x			
	Classroom/Office Areas	After Each Use	Daily plus when necessary (increase frequency during outbreak)	Weekly	Monthly	Other
1	Overall appearance of the environment is tidy and uncluttered.		X			
2	Floors are clean and disinfected, including edges and corners. There is no dust or dirt present.		X			
3	Walls, door, door frames, knobs and light switches have been cleaned and disinfected.		X			
4	Storage areas and shelves have been cleaned.				x	When Necessary

5	Desks and chairs have been wiped clean.		X			
6	Telephones have been wiped clean.	X (if shared)	x			
7	Window ledges have been wiped clean.			x		
8	Curtains or blinds are clean.				x	
9	Garbage container has been cleaned and disinfected and lined with a new plastic bag.			x		
	Bathroom	After Each Use	Daily plus when necessary (increase frequency during outbreak)	Weekly	Monthly	Other
1	Floors are clean and disinfected, including edges and corners. There is no dust or dirt present.		X			
2	The walls, doorframes, knobs and light switches have been cleaned and disinfected.		X			
3	The sink and taps are clean and disinfected.		X			
4	The soap dispenser: paper towel dispenser and toilet paper holder are filled, wiped clean and disinfected.		X			
5	The mirror has been wiped clean.		x			When necessary

6	The garbage container has been emptied, wiped clean, disinfected and lined with a new plastic bag.		X			
7	The toilet tank, bowl, top, and underside of the seat have been cleaned and disinfected.		X			
	Kitchen and Food Preparation Area	After Each Use	Daily plus when necessary (increase frequency during outbreak)	Weekly	Monthly	Other
1	Floors are clean and disinfected, including edges and corners. There is no dust or dirt present.		X			
2	Door frames: knobs, and light switches have been cleaned and disinfected.		X			
3	Counters and tables have been wiped clean and disinfected.		X			Before and after food prep
4	Microwave has been wiped clean, inside and outside.			x		When necessary
5	Refrigerator has been wiped clean, inside and outside; the freezer compartment is defrosted and clean.					When necessary
6	Stove top has been cleaned.		X			
7	Dishwasher has been wiped clean, inside and outside.		X			

8	Coffee maker has been wiped clean and the pot washed clean.		X			
9	All small appliances, e.g. toaster and kettle, have been wiped clean.		X			
10	Soap dispenser and paper towel dispenser are clean.		X			
11	Sink and taps have been thoroughly cleaned and disinfected.		X			
12	Garbage and recycle containers have been cleaned and disinfected and lined with new plastic bags.		X			

Source: Indigenous Services Canada. (2020). COVID-19 Public Health considerations when planning for In-Person School attendance in First Nations Communities in Alberta: Checklist for Schools.