

Northern Gateway Public Schools

2020-21 COVID-19 Re-entry Handbook



Alberta Education Scenario 1

In-school classes resume (near normal with health measures)

This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education, and the discovery of new evidence. It is based on the collective practice and advice of Public Health Authorities, Education Authorities, and world-wide School Jurisdictions and subject matter experts.

Updated: June 16, 2021

Message from the Superintendent

Northern Gateway Public Schools developed and updates this *Handbook* as a reference guide for schools, staff, parents and students. This *Handbook* is designed to support our collective responsibility to create a safe, caring, and welcoming school re-entry that ensures the continuation of student learning as per Scenario 1 Guidelines.

Alberta's [Open for Summer Plan](#), Stage 2, announced on June 10, 2021, eases restrictions further. Distancing and masking requirements remain in effect.

This Handbook contains the following six core sections:

- [Section 1 - Provincial Health Measures](#)
- [Section 2 - Safety and Well-being](#)
- [Section 3 - What Will School Look Like](#)
- [Section 4 - Teaching and Learning](#)
- [Section 5 - COVID-19 In School \(K-12\) Settings: a resource guide for schools before, during, and after a COVID-19 outbreak](#)
- [Section 6 - Appendix](#)

Day to day routines in schools will be changing to adhere to Alberta Health Services' (AHS) risk mitigation strategies and to ensure multiple layers of protection for all students, staff and communities. These changes, detailed within the Handbook, contain measures such as:

- cohorting of students where possible
- screening for illness
- strict illness protocols
- handwashing and sanitizing
- physical distancing
- cleaning standards
- personal protective equipment (PPE) and masks

AHS 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, and
- must follow provincial health guidance to the best of our ability.

We thank you for your ongoing commitment to safety, learning and cooperation.



Kevin Andrea
Superintendent of Schools

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*Note - Appendices that do not appear in this Table of Contents are externally linked directly to the COVID -19 Information Government website.

Principles

Northern Gateway Public Schools is committed to the following principles:

- All schools will adhere to the standards, guidelines and direction from the Chief Medical Officer for Health (CMOH) and Alberta Health Services (AHS)
 - ❖ 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
 - North Zone: northzone.environmentalhealth@ahs.ca or 780-342-2000.
- In collaboration with education partners, Northern Gateway Public Schools may develop additional health and safety requirements for all schools to ensure consistency across the division. These additions will enhance, not duplicate, CMOH and AHS requirements.
- Psychological safety measures and trauma-informed practice will be valued and implemented alongside physical health and safety measures.
- Effective and ongoing communication with all employees, parents/caregivers, students, unions and community partners is an essential aspect of successfully implementing the measures identified in our *2020-21 COVID-19 Re-entry Handbook*.
- Provide welcoming, caring, respectful, safe, flexible, and inclusive learning environments that embrace diversity for our learners and communities across the division within a culture of belonging. These safe and caring environments will allow our learners to be well physically, socially and emotionally, take academic risks, think creatively and develop resiliency within an environment that focuses on respect and integrity.
- Ensure continuity of learning through high quality design, instruction and assessment through rich, meaningful and appropriate learning experiences that are responsive to the needs of our learners and our communities across the division. These will allow our learners to develop the core competencies of academic achievement, lifelong learning, communicating, collaborating, problem solving, innovating, critical thinking and global citizenship. Learners will be able to explore and develop their skills and passions and achieve their highest potential. Students will demonstrate citizenship, engage intellectually and grow continuously as learners.

Objectives

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support Northern Gateway Public Schools' 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.
- Maintain learning environments and experiences where a sense of belonging is emphasized and all students, staff, and parents are welcomed, cared for, respected, and safe.
- Ensure continuity of learning through high quality design, instruction and assessment.

Ongoing Communication from NGPS to NGPS families

We are committed to providing staff and families with updates as we receive new information and direction. Please continue to check our [website](#), [Facebook](#) and [Twitter](#) pages regularly. Communications from March 15, 2020 up to and including January 6, 2021 can be accessed on [ngps.ca](#).

- May 26, 2021 [Alberta's Open for Summer Plan](#)
- May 19, 2021 [K-12 students return to in-person learning! NGPS is back May 27.](#)
- May 4, 2021 [Stronger Public Health Measures in Effect: K-12 transition to at-home learning](#)

Section 1 - Provincial Health Measures

A. Gathering and Cohorts

Please refer to the Chief Medical Officer of Health's Order for [Gatherings and Cohorts](#).

B. Physical Distancing and Minimizing Physical Contact

Physical distancing, maintaining a distance of 2 metres between two or more people, is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities. For example, younger students will be directed and guided to have minimized physical contact with one another, while older students, grades 4 -12 and adults should seek to maintain a safe physical distance whenever possible and wear their mask when in the hallways, school gathering spaces, on the yellow school bus, or where physical distancing cannot be maintained.

Under [Stage 2 Reopening, June 10, 2021](#), beginning June 10, Alberta's Open for Summer Plan, Stage 2, eases restrictions further. Distancing and masking requirements remain in effect.

C. Masking

Non-medical face masks are an important way to mitigate the risk of spreading COVID-19, particularly when people are indoors and physical distancing is a challenge.

Effective May 13, 2021, [CMOH Order 22-2021](#) issued by Dr. Deena Hinshaw provides for new masking restrictions.

Effective August 31, 2020, [CMOH Order 33-2020](#) was issued by Dr. Deena Hinshaw, an Order that takes steps to protect Albertans from exposure to COVID-19 and to prevent the spread of COVID-19.

Subject to Section 8 of this Order, an operator of a school must ensure that the following persons wear a non-medical face mask that covers their mouth and nose while attending an indoor location within a school:

- (a) all students attending grades 4 through grade 12*
- (b) all staff members;*
- (c) all visitors.*

All students attending grades 4 through grades 12, staff members and visitors must wear a non-medical face mask that covers their mouth and nose while attending an indoor location within a school, unless Section 8 of [CMOH Order 33-2020](#) applies.

NGPS Mask Protocol

Effective May 13, 2021, [CMOH Order 22-2021](#) issued by Dr. Deena Hinshaw provides for new masking restrictions.

Effective August 31, 2020, [CMOH Order 33-2020](#) was issued by Dr. Deena Hinshaw, an Order that takes steps to *protect Albertans from exposure to COVID-19 and to prevent the spread of COVID-19*.

D. Increased Frequency of Cleaning and Disinfecting

As per the *COVID-19 Information, Guidance for School Re-entry-Scenario 1*, increased frequency of cleaning and disinfecting is recommended.

Cleaning refers to the removal of visible dirt, grime and impurities. Disinfecting refers to using chemicals to kill germs on surfaces.

Please refer to the [Alberta Health Services Environmental Cleaning](#) document.

- Under the guidance of NGPS Health & Safety Services Coordinator, schools must develop procedures that outline hand hygiene and cleaning requirements, including hand sanitizer that contains at least 60% alcohol is recommended. Hand sanitizers are to be placed at specific locations throughout schools, namely high touch areas.
- Proper hand hygiene and respiratory etiquette is required and should be regularly promoted among students and staff.
- Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim. Be sure to follow the instructions on the label to disinfect effectively. Visit [Health Canada's List of Hard-Surface Disinfectants and Hand Sanitizers \(COVID-19\)](#)

E. COVID-19 Self-Assessment Tool

Children, youth, and staff who have any of the symptoms identified on [Alberta Health's COVID-19 Daily Checklist](#) should not attend school, should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you should be tested for COVID-19.

F. COVID-19 Symptoms and Testing

Priority testing is currently available to:

- Any person exhibiting any symptom of COVID-19
- All close contacts of COVID-19 cases
- All workers and/or residents at specific outbreak sites

G. Alberta's Open for Summer Plan

Effective June 10, 2021, Alberta enters [Stage 2 reopening](#): Public health measures remain in effect.

Alberta's [Open for Summer Plan](#), announced on May 26, 2021, eases restrictions in 3 stages, beginning June 1, as long as vaccination targets and hospitalizations rates are met accordingly.

[CMOH Order 31-2021](#) - Stage 2 - Open for Summer

For school divisions, flexibility to ease restrictions may continue in Stage 3 if vaccination rates for this phase are met.

- All restrictions lifted, including ban on indoor social gatherings.
- Isolation requirements for confirmed cases of COVID-19 and some protective measures in continuing care settings remain.

Section 2 - Safety and Well-being

The safety and well being of students, staff and school communities remain a priority. This includes a Division wide and local responsibility to follow the safety protocols set out by Dr. Hinshaw, Alberta's Chief Medical Officer of Health, to foster resiliency, to build relationships, and to stay connected.

Schools, staff, and the school community are collectively responsible for fostering welcoming, caring, respectful and safe environments that provide a continuum of supports and services for their students' and staff physical, social and mental wellbeing.

The provincial re-entry plan's focus on safety does not depend on one single strategy, but many strategies that work together to support the safest environment possible within the complex dynamics of a school community. These strategies include:

- A. Cohorting
- B. Screening for Illness
- C. Strict Illness Protocols
- D. Handwashing and Sanitizing
- E. Physical Distancing
- F. Cleaning and Disinfecting Standards
- G. Personal Protective Equipment (PPE) and Masks

A. Cohorting

In the provincial re-entry plan, a cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the size of the classroom and the number of students assigned to the teacher.

Cohorting decreases the number of close contacts staff and students will have in the school, and will assist public health officials in their efforts to trace contacts and contain a COVID-19 outbreak, should there be one in the school community

B. Screening for illness and Quarantining

Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19. We all must do our part and stay home when we are sick.

Before coming to school each day, all staff and students must use the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#) to determine whether they can attend school or must stay home. The Checklist was updated in May to reflect changes to quarantine periods based on different exposure and immunization criteria:

Quarantining - As announced by [Alberta Health Services on May 20,\(updated May 31\) 2021](#), different quarantine rules may apply to immunized individuals, if exposed to a person with COVID-19. Please refer to the link for complete details.

The self-screening questionnaire is [available in multiple languages](#).

Anyone else permitted in a school will also need to complete [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#) before entering the building. People with symptoms of COVID-19 or illness will not be allowed in the school.

C. Strict illness Protocols

Showing signs of illness while at school

If a student or staff member shows symptoms during the school day, they will need to leave the school. When a student is sick, the student will continue to wear a mask if they can do so safely. School staff who supervise the student will also wear a mask, and possibly a Shield, depending on the presenting symptoms, and will:

- bring the student to a private area away from others, if possible, or keep them at least two metres away from others
 - ❖ all schools have been provided, thermometers which will be a tool for when children are not feeling well and will enable schools to report health information to families
- contact parents or guardians to pick up their child immediately
- follow health protocols around personal protective equipment (PPE) and cleaning and disinfecting the area

Students with pre-existing conditions

Any student with a pre-existing health condition that causes symptoms of illness should be tested for COVID-19 at least once before they return to school. A negative test would help show that their symptoms are related to their pre-existing condition, and not to an illness. This would establish what their baseline for being healthy looks like. Families should talk to their school about any pre-existing condition and the symptoms it causes. As long as these symptoms remain the same, the student can attend school.

If symptoms change or worsen, the student will need to leave the school, follow illness protocols and have another COVID-19 test to determine if the symptoms are still related to the pre-existing medical condition. If the test is negative, the student may return to school. Families can [learn more about COVID-19 testing and book a test online](#) through Alberta Health Services.

If there is a case of COVID-19 at school - confirmed through AHS

If health officials confirm a case of COVID-19 in a school community, Alberta Health Services will inform the school division, and forward a Close Contact spreadsheet for the school and school division transportation services to complete. It is expected that the school division will return the completed spreadsheet to AHS within 24 hours.

A COVID-19 case will not automatically lead to school closure - the group of students and staff who are in close contact with a confirmed case will be required to stay home for 14 days:

- parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person, and
- each school authority will support students and staff to learn or work at home if they are required to self-isolate

Protection from COVID-19 through Immunization and Quarantine for Immunized Close Contacts

As announced by [Alberta Health Services on May 20,\(updated May 31\) 2021](#), different quarantine rules may apply to immunized individuals, if exposed to a person with COVID-19. Please refer to the link for complete details.

If there is an absence rate of 10% due to illness OR there is an unusual amount of individuals with similar symptoms, school administrators must report to the local public health as per the school's usual outbreak notification process, regardless of the COVID-19 test results for each individual. The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert AHS to potential outbreaks of other diseases.

If there is a case of COVID-19 at school - confirmed through a family member or the individual

If a family member of an individual who has tested positive for COVID-19 OR the individual who has tested positive for COVID-19 informs the school of this COVID-19 positive test result, NGPS enacts its process immediately to minimize further close contacts, and to begin informing the 'presumed' student/staff/visitor close contacts, both within the school, and on the yellow school bus, if applicable.

NGPS will communicate with the parents of the 'close contact students', both within the classroom and on the yellow school bus, if applicable, and with the parents of the affected school community.

When NGPS receives 'official' confirmation from AHS, a follow-up communication is provided by the school to the applicable individuals/groups stating the official 'exposure and lift' dates.

D. Handwashing and Sanitizing

Everyone who enters a school is required to use hand sanitizer or wash their hands immediately.

Students and staff are required to wash and/or sanitize their hands throughout the day, including:

- every time they enter or exit the school
- before they enter classrooms
- before and after they use shared equipment
- before eating

Schools will provide hand sanitizer throughout the building to support these requirements.

Schools promote proper hand hygiene and respiratory etiquette with verbal reminders and posters throughout the school.

E. Physical Distancing

Physical distancing is one component of the provincial COVID-19 plan. However, it is not always possible, particularly in the school setting. Schools will put controls in place to promote physical distancing throughout their buildings, where possible, including in classrooms, hallways, washrooms and common areas. These controls may include:

- removing excess furniture in classrooms to make more space to spread student desks and tables farther apart
- removing and rearranging seating in common areas to prevent students from gathering
- staggering the times that classes start and end to prevent crowded hallways
- posting signs and using floor markers to control the flow of foot traffic and support physical distancing
- plexiglass shields in the school office

In classrooms where physical distancing is challenging, the provincial government requires assigned seating plans and recommends positioning students to help mitigate the spread of the virus. The province further indicates, where physical distancing isn't possible, students will be seated in desks or at tables so that they are not directly facing each other. This way, if a student coughs or sneezes, they are less likely to cough or sneeze directly into the face of another student.

Students are not expected to sit in their desk for the duration of the day. It is recognized that learning can take place during various activities.

Additional measures can be implemented when students are not seated in the classroom:

- Considering activities that take place outdoors or in areas that allow for increased physical distancing and/or increased ventilation;
- Consider limiting the number of students moving within the classroom or throughout the school at one time to promote physical distancing; and/or
- Consider additional scenarios where non-medical face masks may be appropriate.

F. Cleaning and Disinfecting Standards

NGPS has developed a COVID-19 cleaning/disinfecting standard for all Division schools that aligns with provincial directives. Enhanced cleaning/disinfecting measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- frequently cleaning and disinfecting high-touch surfaces such as water fountains and door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms
- Monthly electrostatic spray disinfection of all schools

Our Division purchased all COVID-19 cleaning/disinfecting items for all of NGPS schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19. It also ensures that all schools have equitable access to these supplies.

G. Personal Protective Equipment (PPE) and Masks

Personal Protective Equipment (PPE)

Not all forms of PPE are required for all staff, but additional PPE is important in the following situations:

- PPE will be part of plans to support students with special needs who require complex medical supports
- custodial staff will receive appropriate PPE to support their work cleaning and disinfecting
- all Division staff received reusable masks and some will be offered a face shield, as part of the Division's strategy to support a safer return to school
- masks are still required for staff who are wearing face shields

Non-Medical Masks - Wearing Non-Medical Masks at School

Effective May 13, 2021, [CMOH Order 22-2021](#) issued by Dr. Deena Hinshaw provides for new masking restrictions.

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H. Social Emotional Supports

In supporting resilience within this environment, the existing wellness structures will continue to focus on shared leadership and Positive Behaviour Supports.

Shared Leadership

Shared leadership across schools and sites is focused on creating the conditions for the following:

- **Collaboration:** student and staff engagement, school based collaboration, division based collaboration, parent engagement and outside partner collaboration
- **Assessment:** determine student mental health and well-being status. We are currently working with our community partners to review the process to ensure early identification for those in need of further support.
- **Continuum of Supports:** an inclusive learning environment where students can access integrated and/or specialized supports and services as required.

Positive Behaviour Supports

Positive Behaviour Supports is a well-rounded approach to support the mental health and wellness of students, staff and families. Positive Behaviour Supports include:

- A trauma informed lens focusing on voice and choice, predictability and consistency, and positive relationships
- Psychological First Aid, and the Traumatic Event Systems (TES) principles considered in addressing challenges during and following a challenging event, e.g., COVID-19
- [Guidelines for Re-Entry into the School Setting During the Pandemic](#) from North American Center for Threat Assessment and Trauma Response and,
- A focus on fostering the conditions that support mental health and wellness. The following resources may be of support for leaders in this regard:

[Working Together to Support Mental Health in Alberta Schools](#)

[The Heart of Recovery: Creating Supportive School Environments Following a Natural Disaster](#)

The following resources contain evidence-based approaches that support mental health and wellness.

- Alberta Government [Mental Wellness Day For Schools](#) June 3 - mid June 2021
- [Alberta COVID-19 Youth Mental Health Resource Hub](#)
- Alberta Student Learning Hub - in particular, [Mental Health Supports for Parents, Guardians and Families](#)
- Alberta Education: [Positive Behaviour Supports](#)
- Alberta Education: [Trauma Informed Practices](#)
- [Métis Nation of Alberta COVID-19 Mental Health Information](#)
- [Alberta Community and Social Services](#)
- [Supporting Learning at Home \(Mental Health\):](#) website
- [Resilience - Tipping the Balance Towards Good Health](#) (article): Alberta Family Wellness
- [Brains Journey to Resilience](#) (video): Alberta Family Wellness
- [Everyday Mental Health Classroom Resource](#) website
- [ATA Creating a Compassionate Classroom](#)
- [ASEBP: The Sandbox, a regular publication promotes a healthy school workplace.](#)

Section 3 - What Will School Look Like

Transportation - Yellow Bus Service

Students with COVID-19 symptoms or experiencing illness will not be permitted on the bus.

To help keep students and staff as safe as possible:

- students in Grades 4–12 who are physically, psychologically or developmentally able to wear a mask will be required to do so
- K–3 students are encouraged to wear a mask
- students will be assigned regular seats, using a seating plan that limits close contact with others and requires members of the same household to sit together
- students will respect physical distancing while they get on and off the bus, and staff will remind them of this
- there will be a protective zone between the driver and student passengers
- the bus will be cleaned according to COVID-19 cleaning standards prior to each run, and this cleaning will be recorded by the driver

Families are encouraged to consider getting their children to and from school if they are not comfortable with their child riding with other children on the yellow bus.

Arriving at School

Pick up/drop off times and locations for non-bus students:

- Each school developed procedures to stagger pick up and drop off times and locations to support physical distancing where possible.

All students have an assigned door to use every time they enter and exit their school. When students arrive at school, they:

- go to the area outside their assigned door
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines to line up when it is time to enter the school
- wait for staff to bring them into the school

School staff will be outside to remind students of these requirements, and to help students line up and keep an appropriate distance from each other.

Schools developed staggered entry schedules to limit how many students enter the school at once. This schedule may be slightly different from the regular bell schedule.

During extreme weather, such as severe cold or rain, schools will have a plan in place so students can enter the school early.

Adults bringing students to school will be asked to maintain a safe physical distance between themselves and others.

Parents and guardians of children who have complex needs and require support to enter the building should contact their school office. Staff will work with them to develop a plan that is safe for both students and staff.

COVID-19 Signage on Entrances

All school doors have posted COVID-19 signage.

Hand Sanitizer and Handwashing

As soon as students enter the school, they are required to use hand sanitizer or immediately wash their hands. School plans support hand hygiene by considering washroom locations, the number of students entering the school and other relevant factors. Students are required to use hand sanitizer again before they enter their classroom.

Schools will provide hand sanitizer throughout the building to support these requirements.

Traffic Flow within the School

Schools will use a variety of visual cues (posters and arrow/standing-dot floor markers) to help students maintain physical distancing within the school.

Lockers

Each school is considering the most effective way for students to store their personal belongings. Further information is available from each school.

Assigned Seating in Classrooms

Students will follow assigned seating plans throughout the day in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.

Student Supplies and Learning Materials

Students will have their own personal supplies to use that are stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use. Students will wash or sanitize their hands both before and after using the shared items.

School Learning Commons

If the Learning Commons is used as an instructional space, schools must follow COVID-19 strategies that support physical distancing. These spaces will be cleaned and disinfected between each cohort of students. If the space is used for instruction, students and staff will not be permitted to access books and resources. [Guidance for Libraries](#).

If the Learning Commons is not used as an instructional space, and used as a resource space, the protocol to access the learning commons materials and resources will be as follows, based on provincial recommendations:

- students and staff will not access directly
- staff will submit a request for the resources
- the Learning Commons staff member, wearing a mask and gloves, will pull the resources
- the resources will be disinfected and then delivered to the classroom
- inside the classroom, after use by a student, the resources will be disinfected
- after the resources are returned to the Learning Commons, they will sit for two days and then be disinfected and reshelved

When staff are assigned to work in the Learning Commons, all hard surfaces and the overall space will be cleaned and disinfected daily according to COVID-19 cleaning standards.

Washroom Protocols

Washrooms will be cleaned and disinfected several times throughout the day. There will be a maximum number of students permitted in the washroom at one time. Depending on the size of the school and the location of washrooms, schools may assign students to specific washrooms.

Water Fountains

All NGPS schools have water-bottle refilling stations where students can re-fill their water bottles.

Gymnasiums

Schools will continue to provide physical education instruction through activities that support physical distancing.

Direction is provided as per Alberta's, [Guidance for Schools \(K-12\) and School Buses - Scenario 1](#), Section: Physical Activity, Page 10.

Common Areas

Schools will have measures in place to promote physical distancing in spaces where students often gather, such as foyers, learning commons or T-intersections in hallways. Measures will include:

- limiting the number of students allowed in certain areas at certain times
- requiring students to walk straight through some areas so they don't crowd together in groups
- having staff supervise high-traffic areas and remind students to adhere to physical distancing protocols

Around school offices and other high-traffic areas, signage (posters and floor markers) will remind students and staff to keep a safe physical distance. There will also be a maximum number of individuals allowed in the school office at one time. Schools will also develop protocols to mitigate risk in other spaces such as staff rooms, staff workrooms, and equipment spaces.

Dismissal Times

Schools will take measures to prevent crowding in hallways and to support appropriate physical distancing, including:

- assigning a specific exit door to each student
- staggering dismissal times slightly, if needed— this staggered schedule may differ slightly from the school's regular bell schedule, and will not interfere with transportation schedules

Adults who come to pick up students from school will be asked to maintain a safe physical distance between themselves and others.

Recess and Playground Equipment

Students will remain in their assigned learning cohort for recess activities. Schools will ensure each cohort has an area outside that supports physical distancing and promotes play and physical activity. Schools may stagger break times or assign student cohorts to specific areas of the schoolyard.

Schools will follow the Government of Alberta's [Guidance For Playgrounds](#) when using schoolyard and outdoor equipment.

Before and after school, school staff will be assigned to supervise areas outside school entrances. This supervision will help support physical distancing.

With this in mind, schools will not be assigning staff to supervise playground equipment before and after school. To support safety, this equipment will be off limits to students during these times.

Families who wish to take children to the playground at other times of the day are encouraged to follow the province's [Guidance for Playgrounds](#) to use the equipment as safely as possible.

Open- or Closed-campus School Communities

Junior/Senior high schools will work with their school community to decide if students will be allowed to leave campus during lunch breaks. If students are permitted to leave the school building, they must:

- exit through their assigned door
- respect physical distancing and all other COVID-19 health protocols when off campus
- assess whether they have any symptoms of illness before they re-enter the school—students with newly developed symptoms will not be permitted to return to school
- re-enter the school through their assigned door

Additionally, high schools will need to determine if students may leave campus and return to the school building during a spare period. Schools will also need to identify a space or spaces in the school where students during spare periods can be accommodated while physical distancing.

Lunch

It is important for students who stay at school for lunch to remember to bring their lunch each day. Students will store lunches with their other personal belongings. (Schools will not be able to accommodate family members who want to drop off lunches. If a student forgets to bring lunch, families should phone the school to work out a solution.)

All students must wash their hands before eating, and eat only their own food. Under provincial health guidelines students are not permitted to share food.

At this time, and with much discussion among NGPS school administrators,

- classroom microwave usage will remain unavailable to students and
- vending machines will remain unavailable.

Elementary students will remain in their cohort to eat lunch. Multiple cohorts will not gather together to eat.

Junior and senior high school students who stay at school will be assigned to an area of the school for lunch.

If the school is using a common lunch area, cohorts of students will eat in staggered shifts and the space will be cleaned and disinfected between each cohort. When scheduling lunchtimes, schools will make sure students have a full 20 minutes to eat their lunch.

School cafeterias and canteens must follow Alberta's [COVID-19 Guidance for Schools and School Buses - Stage 1](#), Section: Food Services, Page 12.

Food in Schools

At this time, and with much discussion among NGPS school administrators,

- treats cannot be sent from home for birthdays or other special days;
- teachers will not hand out treats in the classroom, (as part of the School Breakfast program or School Nutrition program, staff may be designated to distribute food to students) and
- potluck events, barbecues, and food trucks are all postponed at this time.

At this time, and with much discussion among NGPS school administrators,

- schools can allow delivery service of food from food establishments, provided that such orders are pre-ordered and pre-arranged through school administration/designate (School Council/Parent Fundraising Council~Society is likely going to be the designate. This Council~Society must still abide by the Principal's guidelines.)

School Nutrition Programs

Schools that offer school nutrition programs will need to adhere to the following provincial guidelines:

- only designated staff will be permitted in food preparation areas
- under Scenario 1, partner staff/personnel responsible for operating the school nutrition program will be allowed in the school to help deliver the program
- partner staff/personnel must adhere to all COVID-19 health protocols and will not be able to enter the school if they have symptoms of illness
- all food served to students needs to be served in prepacked portions or served to students by designated program staff/personnel
- pre-wrapped utensils will be used any time food is served to students
- there will be no shared food condiments or seasonings, such as ketchup or salt and pepper
- any leftover food will be thrown out—schools will not be able to package leftovers to send home to families

Parents/Guardians, Volunteers, Visitors and Authorized Individuals

Parents/guardians can attend the school if they are required - to pick up a sick child, to sign Instructional Support Plans, to discuss a matter pertaining to your child and so on - provided the established protocols are met: not ill, wearing a mask, completing the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#), completing and signing the Visitor Log upon entry, and awaiting for the attending staff member to take you to the designated physically-spaced meeting area.

NGPS also recognizes that parents/guardians sometimes wish to meet with school staff regarding their child. In such circumstances, we ask that parents make an appointment with the staff member so that all established protocols can be arranged in advance for the parent/guardian meeting.

At this time, NGPS is not using volunteers as we are trying to keep school cohorts as small and tight as possible. We do recognize that schools are typically alive and bubbling with volunteers, and the gifts and talents volunteers bring to and share with our students, from artists to coaches to First Nations Elders to singers. Each NGPS school will certainly keep volunteers updated regarding the valuable presence in schools. Again, all established protocols will need to be met when school entry is permitted. NGPS is looking at ways to have volunteers enter our schools virtually. We will keep you posted.

At this time, in-person visitors can only enter if all established protocols are met, and that the visitor has made pre-arrangements with the staff member whom they are meeting. Individuals are encouraged to communicate with the school through email or by phone; drop-by visits are discouraged.

Individuals authorized to enter the school include service providers, delivery and maintenance personnel who support the running of the school, emergency responders and courier services. These people will only enter the school if all established protocols are met: not ill, wearing a mask, completing the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#), completing and signing the Visitor Log upon entry, and awaiting for the attending staff member to take you to the designated physically-spaced meeting area.

NGPS Staff Entering School Buildings

At this time, under Scenario 1, all Division staff are permitted to enter school buildings as required. This includes substitute staff, facilities maintenance personnel, transportation personnel, delivery personnel, teaching and learning staff and Division Office staff. These staff will only enter the school if the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#) indicates they are safe to do so and if they have no symptoms. They must also sign the school's COVID-19 visitor log.

Division staff entering the school will be required to wear a mask.

Family and School Communication

Families can stay in contact with their schools through email and over the phone. Families who need to go into the school must book an appointment in advance. Family members with a scheduled appointment will need to use the Government of Alberta's [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#) before going to the school to determine if it is safe for them to attend.

Families who are contacted to pick up a sick child can attend immediately. The person picking up the student must be safe to enter the school based on the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#).

Family members attending the school for any reason will be asked to complete the school's COVID-19 Visitor Log.

Family members entering the school will be required to wear a mask.

COVID-19 Visitor Log

Division staff not regularly assigned to the school, authorized visitors and family members attending the school must fill out the school's COVID-19 visitor log to:

- confirm they are not ill and do not have COVID-19 symptoms
- provide their name
- indicate with whom they are meeting
- note the time they arrived at the school
- note the time they left the school
- provide a signature confirming that the information is true and accurate

Student Teachers

The Division will continue to support the placement of student teachers. Student teachers will be expected to follow all safety and health protocols in place for Division staff and students,

including the COVID-19 Screening Questionnaire. They will not be permitted to attend the school if they have symptoms of illness.

Substitute Teachers and Substitute Educational Assistants and Secretaries

The Division will require Substitute Teachers/Educational Assistants/Secretaries when contracted staff are absent.

All Substitute personnel will be expected to

- wear a mask
- follow all safety and health protocols in place for Division staff and students, including the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#). They will not be permitted to provide Substitute service to the school if they have symptoms of illness.
- report to the front office, complete the [COVID-19 Alberta Health Daily Checklist \(for children and adults\)](#), and sign the COVID 19 Visitor Log, and sign out at the end of each day, unless a temporary contract has been assigned or a temporary letter of hire was issued
- meet with the School Principal or designate who will then provide an overview of the COVID 19 safety and health protocols and applicable school/classroom procedures*

* Note: If Substitute personnel are in for the same staff member for more than two days in succession, it is not necessary for the Substitute, on Day 3 onward, to meet with the School Principal or Designate who will then provide an overview of the COVID 19 safety and health protocols and applicable school/classroom procedures.

If Substitute personnel return to the school in a different assignment/for a different staff member, the Substitute personnel must meet with the School Principal or designate, as there may be additional information regarding a different assignment.

Community Use of Schools

All community use of indoor school space is currently suspended - this is required to support the proper cleaning and disinfecting of the school facility and to limit access to the school by individuals who are not regular members of the school community.

Joint Use Agreements

All indoor joint use of schools for community members is currently suspended. School fields, tennis courts and ball diamonds will remain available for community use through the joint use agreement in the evenings and on weekends.

The Division will work with joint use partners on an ongoing basis to work toward safely reopening school spaces for community use.

Field Trips

Field trips that require students to ride a bus are currently postponed.

Overnight trips are suspended, and the opportunity to plan and participate in these trips will be reviewed throughout the year as Alberta's Chief Medical Officer of Health adjusts local COVID-19 guidelines.

Previously, the NGPS Board of Trustees had approved, in principle, international field trips for the Spring of 2021. The NGPS Board of Trustees made a motion at the September 1, 2020 board meeting to cancel all national and international field trips and excursions for the 2020-21 school year.

Virtual field trips, classroom field trips and physically distanced community walking trips that follow COVID-19 health and safety protocols are permitted.

Assemblies and Special Events

Under [Stage 2 reopening](#), school assemblies, ceremonies and special events will adhere to Alberta's Guidance for Schools (K-12) and School Buses - Scenario 1, Section: Ceremonies and Celebratory Events, Page 15.

Extracurricular Activities including Athletics

At this time, and with much discussion among NGPS school administrators, it was agreed that:

- Each school will evaluate whether it can offer non-athletic extracurricular activities that follow COVID-19 protocols, and align with reopening [stages](#), and will inform families about which activities are available.
- Each school will evaluate whether it can offer athletic extracurricular activities that follow the [Guidance for Schools \(K-12\) and School Buses - Scenario 1](#).

The priority for NGPS school administrators is school operations - cohorting, health and wellness of staff and students, teaching and learning protocols under Scenario 1, meeting the growing demands of absent/close contact staff and confirmed cases in schools and the time dedicated to said process of contacting families/close contacts, the data collection of close contacts, ensuring students' safety and supporting staff in delivering the outcomes of the K - 12 curricula.

Graduations

We recognize that graduation ceremonies are an important milestone for students and their families.

Using [Stronger Public Health Measures](#) (Stage 2 reopening) and the [Guidance for Schools \(K-12\) and School Buses - Scenario 1](#) (Section: Ceremonies and Celebratory Events, Page 15) and following extensive collaboration between senior administration and the five NGPS high school administrative teams, in alignment with Alberta Health Services and Alberta Education, and with final approval by the local AHS officer, all NGPS Graduation 2021 ceremonies have been planned and the plans have been shared with the Grade 12 students and their families, and any other attendees.

School Council Meetings

School council meetings for the 2020–21 school year are proceeding via ZOOM and/or Google Meet. <https://www.alberta.ca/enhanced-public-health-measures.aspx>

Section 4 - Teaching and Learning

School Fees

School Fees will be collected as per Administrative Procedure 505 - Appendix I

Instructional Learning, Scenario 1

In-person instruction, Scenario 1

Students who attend school will be assigned to a class where a classroom teacher will support their learning. If a student needs to stay home due to illness, their classroom teacher will provide work to support their learning. The teacher will not provide online instruction.

Learning via the Alberta Distance Learning Centre (ADLC)

A parent may choose to facilitate distance learning through NGPS, in partnership with the ADLC. To access this distance learning opportunity, the parent is required to contact their child's resident NGPS school to make arrangements with school administration.

Home Education

As per Alberta's [Education Act](#), Section 20(1), *a parent of a student may provide, at home or elsewhere, a home education program for the student...* For further information, please see the [Home Education Regulation, September 2019](#). Students who are registered in a home education program for the current school year must remain in that program for the entire school year. (NGPS re-entry points do not apply to students registered in Home Education.)

Supporting Students with Special Needs

NGPS will maintain learning opportunities for students specific to their Instructional Support Plans (ISP), Medical Plans, and/or Social Emotional Support Plans using a variety of approaches. Specific strategies related to COVID-19 will be added as required to meet the student's needs.

The dispensing of medication will follow *Administrative Procedure 714 Medical Assistance for Students* and any applicable COVID-19 guidelines.

Division contract service supports (occupational therapists, speech-language pathologists, and/or psychologists) will provide service following their professional association guidelines and the 2020-21 *NGPS Service Provider Guidelines*. Some of these services will be face-to-face and will adhere to physical distancing practices where possible. Staff, support staff and/or service providers will need to wear various personal protective equipment in order to minimize risks.

Music

Music instruction will continue with safety measures in place as per Alberta's [COVID-19 Guidance for Schools and School Buses - Stage 1](#), Section: Performance Activity, Page 10.

Guidance for Singing & Vocal Performance

As per Alberta's [COVID-19 Guidance for Schools and School Buses - Stage 1](#), Section: Performance Activity, Page 10.

Physical Education

As per Alberta's [COVID-19 Guidance for Schools and School Buses - Stage 1](#), Section: Physical Activity, Page 10.

Labs

Schools will follow COVID-19 health protocols to determine how to deliver lab-based learning as safely as possible. In some cases, students will participate directly in the learning experience. In other situations, teachers may need to demonstrate the learning experience.

CTF/CTS Courses

Schools will carefully consider safety factors around COVID-19 to assess which CTF/CTS courses can be taught, such as foods, drama or construction. Schools will review a variety of factors, including student cohorts and physical distancing. As a result, schools may offer fewer CTF/CTS courses, and students may not have a choice, but be assigned to those courses.

Off Campus Education

Work Experience, Registered Apprenticeship Program (RAP), and Dual Credit may resume as long as the risk of infection is mitigated for all participants. Schools that plan to offer off campus education programs will follow NGPS Division guidelines as per [Administrative Procedure 216 Off Campus Education](#) to ensure all placements have appropriate COVID-19 safety protocols in place.

Curriculum resources to support continuity of learning

As time permits, and with availability of personnel, we are trying to coordinate in-person and online teaching so that students across the Division are instructed on key learning outcomes, themes or units of the grade level curriculum or subject specific curriculum at the same time during the school year or, if applicable, during quarters. This will minimize the disruption in the continuity of learning for students who shift from online learning to in-person learning during the 2020–21 school year. It will also help keep students on track if they need to miss school due to illness or self-isolation requirements.

Assessment

Teachers will assess students throughout the school year, for both in-person and online learning. Student progress will be reported to parents via the Powerschool Portal. Assessment is ongoing and parents may check the portal at any time throughout the year. A June 2021 final progress report indicating year end achievement will be available for students and parents.

Provincial Assessments

Alberta Education provided choice to students/parents during the 2020-21 school year for Diploma Examinations writing. Please contact school administration regarding Diploma Examination writing.

As described in the re-entry plan under scenarios 1 and 2, the administration of 2020 - 2021 Provincial Achievement Tests (PATs) is optional. With the decision to participate residing at the school authority level, Northern Gateway Public Schools has chosen not to administer the June 2021 PATs for grades 6 and 9.

Technology

All NGPS students have access to a device.

Section 5 - COVID-19 In School(K-12) Settings: a resource guide for schools before, during, and after a COVID-19 outbreak

[COVID-19 In School \(K-12\) Settings: a resource guide for schools before, during, and after a COVID-19 outbreak, February 2021](#)

Given the complexity of the above document, and the process of precision that is required - before, during and after a COVID-19 outbreak - NGPS has chosen to include this document as a stand-alone section.

The COVID-19 health status of a school determines which process must be followed and the subsequent steps of the school, the jurisdiction and AHS.

Section 6 - Appendix

[Appendix A - Safe Work Procedures COVID-19](#)

[Appendix B - Administering First Aid SWP - COVID-19](#)

[Appendix C - Enhanced Cleaning SWP COVID-19](#)

[Appendix D - Students Requiring Individualized Support Considerations COVID-19](#)

[Appendix E - Facilities/ Transportation SWP COVID-19](#)

[Appendix F - Staff Orientation Checklist](#)

[Appendix G - School Leader Checklist COVID-19](#)

[Appendix H - Supply Order Form](#)

[Appendix I - Technology](#)

[Appendix J - COVID-19 Information Guidance on Re-entry-Scenario 1, June 2021](#)

[Appendix K - Government of Alberta Parents' Guide 2020-21 School Year](#)

[Appendix L - Record of Decision - CMOH Order 33-2020](#)

[Appendix M - CMOH Order 22-2021- Exceptions](#)

[Appendix N - CMOH Order 31-2021 - Stage 2 - Open for Summer](#)

Appendix A - Safe Work Procedures (SWP) 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.
- 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 of the Virus

- 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.
- Consistent practice of good respiratory etiquette, physical distancing (2 meters/6 feet) and hand hygiene.
- 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..
- Avoid 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 physical distancing.
- Always follow the guidelines and recommendations of the public health officer.

Respiratory Etiquette

- Cover mouth and nose during coughing or sneezing with a tissue or a flexed elbow and dispose of used tissues in a plastic-lined waste container and maintain hand washing hygiene.

Handwashing Requirements

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

- 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 the video from the World Health Organization.

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

- 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 a sink for handwashing is not 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.

Appendix B - Administering First Aid, Safe Work Procedures (SWP) COVID-19

The purpose of this document is to provide a procedure for First Aid 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/latex-free gloves. Safety eyewear or other PPE is task dependent.
- Before performing / administering first aid, the First Aid designate must read and understand this procedure and watch the associated handwashing video (<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

Procedure - Flu-like Symptoms

First Aid 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:

1. Reassure the patient and ensure a safe distance of 6 feet/2 meters is maintained.
2. Alert the principal or manager.
3. Direct staff to move everyone to another room.
4. If the patient is a student, have them wait in the infirmary room for a pick up from a parent/guardian.
5. Advise custodial staff of areas the patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) is followed.

Procedure - Non Flu-like Symptoms - Standard First Aid

1. First Aid rooms are to be kept as a clean staging area, **patients are NOT to enter.**
2. Have a patient sit in a chair outside the room or other designated area.
3. Perform hand washing as per COVID-19 SWP Handwashing.
4. **Don nitrile/latex-free gloves.**
5. Gather appropriate first aid supplies and leave the first aid kit in the staging area (First aid room).
6. Perform injury assessment verbally and visually prior to administering first aid.
7. Advise the patient not to speak when possible and to look to the side while you administer first aid.
8. Administer appropriate first aid.
9. Advise custodian of areas used/touched for disinfecting purposes.
10. **Remove Gloves:**
 - a. 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.
 - b. Wash hands as per COVID-19 SWP Handwashing.

Appendix C - Enhanced Cleaning, Safe Work Procedures (SWP) 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 Safe Work Procedure (SWP).
2. Put on required PPE.
3. Ensure access is restricted to the room to be cleaned.
 - a. The custodial cart can be placed outside the room against a wall, **DO NOT** bring into the room.
 - b. Use a bucket to bring in essential supplies only to the room.
 - c. Bucket along with all its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
 - d. A waste bag will be placed on the floor by the doorway.
 - e. 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 NGPS 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;
 - a. 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.
 - a. 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.
 - b. 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.
 - a. **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 Hand Washing Safe Work Procedure.
10. Cleaning high touch surfaces during the day should occur twice daily for areas in use.

Appendix D - Students Requiring Individualized Support Considerations COVID-19

Learners with exceptional/diverse, or complex needs are considered vulnerable students. These students may have Instructional Support Plans, Social Emotional Support or Medical Plans requiring personal care and staff to be in close proximity. As a result, this document has been created to aid in creating plans for students due to COVID-19.

Note: The following considerations apply to NGPS staff working with students requiring individualized in-school support.

Personal Protective Equipment (PPE)

- To mitigate risk, we have daily health checks before admittance and school designated isolation room, infirmary room and first aid room 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.

Medical Plans

Students with complex medical 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.

Food/Eating

Use proper 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 soap and water to reduce risk of transmission if you are handling foods.

- Wash hands as per [Hand Washing Protocol](#)
- 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 Protocol](#)
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)
- Wash hands as per [Hand Washing Protocol](#)

Toileting

- Staff ensure the appropriate toileting items are accessible in the washroom
- Wash hands as per [Hand Washing Protocol](#)
- Staff wear gloves
- Staff support student in areas required
 - Staff to remain at the student's side
 - Students refrain from speaking and turn their head away from the staff, if able.
- If a second person is required to assist, they will wear gloves, physical distancing when possible
- Bathroom door remains ajar (if appropriate) to support physical distancing
- Staff support student in washing hands, if required
- Remove gloves
 - Remember the outside of the gloves is 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 Protocol](#)

Self-Injurious Behaviours

- Wash hands as per [Hand Washing Protocol](#)
- Staff employ a prompt (verbal, visual, physical action) to student
- Staff request assistance
- Staff approach employing Non Violent Crisis Intervention (NVCi)-supportive stance or Supporting Individuals Through Valued Attachments (SIVA) emergency safety interventions
- Staff 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 Protocol

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 utilize verbal cues for hand washing and/or a visual guide for hand washing
- Staff remains at the student's side when a student requires hands on support and asks the student not to speak and to turn their head away from staff, if able.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per [Hand Washing Protocol](#)

Communication

- Wash hands as per [Hand Washing Protocol](#)
- If student requires “hand over hand” support for signing, wash hands with soap and water
 - Support student to wash hands, as above
- Wash hands as per Hand Washing Protocol
- Ensure assistive communication devices are wiped down with disinfectant twice daily

Programming

- Students may use self-regulation items (ie. fidgets) identified specifically for the student
- Items to be wiped down twice daily or after each use as required
- Include tasks/activities in the student's clearly marked bin
- If using edible reinforcers, follow the eating protocol above

Medication Administration

- Wash hands as per [Hand Washing Protocol](#)
- Staff wear gloves, if required, as per health care provider's recommendations
- Administer medication
- Remove gloves ([AHS Proper Glove Use](#))
 - 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 Protocol

Specialized Equipment

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

- Wash hands as per [Hand Washing Protocol](#)

- Staff to remain at student's side upon the advice of the occupational therapist or physical therapist, 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 Protocol

Recommendations for Worker Safety

Staff review student's updated **Social Emotional Support Plan** and/or **Instructional Support Plan** and follow-up accordingly when students exhibit any of the following behaviour:

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 forearm protectors, as necessary
3. Lunging
 - Move self out of way
 - If in contact with saliva, wash hands and/or affected areas
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, they may choose to wear a non-medical grade mask

Appendix E - Facilities/Transportation, Safe Work Procedures (SWP) COVID-19

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.**
- **DO NOT ride in a vehicle with a coworker.**
- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- 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 NGPS approved disinfectant, begin cleaning at the door and work your way into the vehicle.
 - a. Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
 - i. 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.
 - ii. 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 F - 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		
Confirm Staff have reviewed the following Safe Work Procedures: * if not applicable please put NA	<ol style="list-style-type: none"> 1. Safe Work Procedures COVID-19 2. Administering First Aid SWP 3. Enhanced Cleaning SWP 4. Diverse Learners Sub 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.

Additional comments/information:

Appendix G - School Leader Checklist COVID-19

Date:

School/Site:

Admin	
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Consideration	Action Needed	No Action Needed
Staff Room		
Maximum Occupancy		
Signs and Markings		
Dishes and Cutlery		
Photocopier Room		
Maximum Occupancy		
Signs and Markings		
Office		
Access Controlled		
Signs and Markings		
Sign-in/out process		
Classrooms		
Sink for Handwashing		
Layout		
If no sink, alternative location		
Staff Mailbox Access		
Email versus Paper		
Schedule for Access		
Infirmery Room		
Location		
Capacity		
Signs (occupied/cleaning)		

First Aid Room		
Alternative, First Aid Station		
Washroom Considerations		
Maximum 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		
Student Medical Plan		
Student Social Emotional Support Plan		
Student Attendance		
Staggered Drop-Off/Pick-Up		
Access Points/Entrance		
Access to Disinfectant for Staff		
Access & Sign Out		
Site Specific Considerations		
Learning Commons		
Music Room		

Gym		
Weight Room		
Sensory Room		
Food Service Areas		
Vending Machines		
Building Access/Entrance		
Rotunda or Common Gathering Area for Students		
Staff Access to Custodial Space		
Other Considerations		

Additional comments or concerns:

Appendix H - Supply Order Form

To complete the preparation of your school, please use this form to order the following supplies and email the form to deanna.harapchuk@ngps.ca The supplies will be delivered.

School:	Date:
SUPPLY	REQUEST
Physical Distancing markers/tape rolls Please use painter's tape, not duct tape	Tape rolls:
Infirmary room PPE for when students/staff become ill	Disposable Masks (50/box): Face shields: Disposable Gowns: EP50 Disinfectant: Certainty wipes: Ziploc bags: Disposable Gloves (100/box): Hand Sanitizer:
First Aid Attendant PPE for treating students/ staff	Disposable Masks: Disposable Gloves: Hand Sanitizer:
Hand Sanitizer	4L: 500ML:
Spray Bottles	
Spirit II Disinfectant	4L: 1000ML:
Reusable Masks	Staff: Students:
Other:	

Appendix I - Technology

- [NGPS Home Use Agreement](#)
- [NGPS Ongoing Learning Tech Tips](#)
- [NGPS Parent Technology helpdesk](#)
- [Acer Cleaning Guidelines](#)
- [Lenovo Chromebook Cleaning Guidelines](#)
- [Dell Cleaning Guideline](#)