

## QDL Grade 10-12 Invigilation Health & Safety Site Plan

### Stage 3: Partial Return to In-Class Instruction

- QDL is a distributed learning school, therefore students attending QDL at Helen Dixon Centre, are writing course exams and tests only. Afternoon invigilation sessions will occur on June 1, 8, 15 & 22 1:00-3:00 pm, in room 303 .

This plan is in addition to the direction provided within the following supporting documents:

- SD28 Health and Safety Planning for all School Sites
- Helen Dixon Centre Health & Safety Site Plan
- Additional School and Safety Protocols for Working with Children (COVID-19)
- SD28 COVID-19 Health & Safety Plan for Stage 3

#### Before Arrival:

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Secondary students and those who live independently must assess themselves before coming to school.
  - Symptoms include:
    - Fever
    - Chills
    - Cough
    - Shortness of breath
    - Sore throat and painful swallowing
    - Stuffy or runny nose
    - Loss of sense of smell
    - Headache
    - Muscle aches
    - Fatigue
    - Loss of appetite
    - Parents or caregivers must keep their child at home.
  - If a student develops symptoms at home:
    - Parents or caregivers must keep their child at home.
    - The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer and/or contact your health care provider for additional instructions (testing etc.).
- All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.

#### Arrival and Departure Procedures:

- **Staff** will continue to follow the EQDL/Aboriginal Education Health & Safety Site Plan.
- **Students being driven** may be assigned drop-off and pick-up times in order to support a staggered approach to entering and exiting the building.
- **Students walking** are asked to arrive and depart as close to their assigned times as possible.
- **Students taking the bus** will line up outside of the EQDL/Ab Ed front entrance. A QDL teacher will direct students to enter the building at a staggered pace. When the bus arrives for pick up, students will be supported to remain physically distanced while boarding the bus one at a time.
- QDL teacher will support students to practice social distancing during breaks/lunch time. Students will be encouraged to spend break time outside (weather permitting).
- QDL teachers will be at the building and classroom entrances to support arrival and departure procedures.
- Entering the building:
  - o QDL teacher will monitor students entering the classroom and school building.
  - o Students will line up outside the EQDL/Ab Ed front entrance, spaced apart, and wait for a staff member to signal each student to enter the front door.
  - o Each student will use hand sanitizer by the front door, sign in using their own pen and then proceed to the third floor, to the classroom sink to wash hands. This process will be monitored by the QDL teacher.
  - o Students will wash their hands with soap and warm water for a minimum of 20 seconds.
  - o Students will proceed to their assigned classroom and teachers will show them to their assigned seating area to await further instruction from their teacher(s) or support staff.
- Exiting the building:
  - o QDL teacher will monitor students exiting the classroom and school building.
  - o Students will organize their belongings and place items for home into their backpacks or bags. Students will store individual items (work packages, writing utensils, calculators, text books) in designated area.
  - o Students will face their chairs away from the table/desk or computer station they are sitting at thus notifying of the need for sanitization of surfaces and furniture.
  - o Students will be released from class one at a time to proceed to wash their hands with soap and warm water for a minimum of 20 seconds. This process will be monitored by the QDL teacher.
  - o Students will then proceed to the front entrance, sign out using their own pen and proceed outside to walk, be picked up or catch the bus. Students will be asked to practice social distancing while exiting the building and lining up to get on the bus. Staff will be present to help students maintain social distance while loading on the bus.

#### **Parent/Guardian Access:**

- Parents/Guardians/ community members will be asked to remain outside of the building when dropping off and picking up their children.
- Parents/Guardians/ community supports who have been invited to enter the building for a meeting will be required to sign in to the building, sanitize their hands upon arrival, practice physical distancing, sign out using their own pen and sanitize their hands before exiting the building.

#### **Cleaning and Disinfection:**

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- Custodial staff will be on site during the school day to provide increased cleaning throughout the school.
- General cleaning and disinfecting of the premises will occur once a day.
- High-touch shared surfaces will be cleaned and disinfected twice a day.
- Washrooms will be cleaned twice a day keeping in line with the high-touch surface area protocols.
- Paper hand towels will be provided rather than hand dryers.
- Water fountains will be disabled. Students are encouraged to bring their own water bottle to and from school each day they are in attendance.
- Hand sanitizer will be available at front entrance of the school building and in classroom areas.
- Hand hygiene will be practiced at arrival and before departure, before and after breaks (i.e. breaks, lunch), between different learning environments (i.e. outdoor-indoor transitions, from the gym to the classroom), before and after eating and drinking, after using the washroom, after handling common resources/equipment/supplies, after sneezing or coughing into hands, and whenever hands are visibly dirty.
- Cough and sneeze into your elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching your eyes, nose or mouth with unwashed hands.

**Physical Distancing:**

- Students will maintain a safe physical distance whenever possible.
  - o Group activities will be minimized and activities that require physical contact will be avoided.
- Students will be reminded of the following:
  - o To avoid close greetings, such as hugs and handshakes.
  - o To keep their hands to themselves.
- Classrooms will be configured to allow distance between students and adults.
- Students will not be permitted to gather in hallways or common areas
- Movement between classrooms will be kept to a minimum.
- Fire doors between McNaughton Centre and Aboriginal Education will remain closed to students unless in case of fire or other evacuation emergency.

**School Supplies:**

- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, we will continue to distribute books and paper-based educational resources to students.
- Students are asked to either bring their personal belongings and materials to school inside of a backpack/bag or they will be given individual writing materials to be stored in a designated area.
- Individual school supplies may be kept at school at each student's designated seating area.
- Students are not to be sharing personal items such as electronic devices, writing instruments, etc.
- Shared school supplies, such as math manipulatives, calculators, will be cleaned between uses.
- Staff have been assigned office materials (i.e. computer, stapler, scissors), which are not to be used by students at any time.

**Teaching and Modelling:**

- Students will be taught and supported to practice:

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- Proper hand hygiene
- Respiratory etiquette

### **Break/Lunch Procedures:**

- Students will wash their hands before and after eating.
- Students are expected to either bring their own lunch and/or snacks and water in containers clearly labeled with their names or chose from individually wrapped food items (grab and go) provided on a table at the school.
- Students must not share food/drink items.
- Students will promptly dispose of their garbage within the containers located in their classrooms.
- Students will place reusable containers and recyclable items back into their lunch kits or backpacks to return home daily.
- Students will be encouraged to go outside during breaks (weather permitting)
- Students will be reminded to physically distance from community members outside on our school site, to inform staff of concerns and allow staff to remind community members to move off of school property.
- Staff will provide supervision for students outside during break/lunch time.
- Students will be expected to return to class on time after break/lunch time.
- Student breaks will be staggered to avoid too many students outside at the same time.
- Students will wash their hands before going outside and upon re-entering the classroom.

### **Washroom Access:**

- Only one student per classroom will be permitted to access the upper floor washroom at any given time.
- Students will be required to use the upper floor bathrooms only.
- Staff bathrooms will not be available for student use.
- Students are asked to wash their hands with soap and warm water for a minimum of 20 seconds before exiting the washroom and again, under staff supervision, upon re-entering their classroom.

### **Development of Symptoms While at School:**

- **Staff** will immediately distance themselves from others, report the concern to the principal, and remove themselves from the school without delay.
- **Students:**
  - The student will be transitioned to the small office near the front door
  - The student will be instructed to wash their hands then sit at the table provided. Tissues will be provided to cover coughs or sneezes and the student will throw them away before performing hand hygiene. If the student needs to wait for transportation home.
  - The guardian will be contacted to pick up their child as soon as possible.
  - Staff will clean and disinfect the space where the student was separated and any areas used by them.

### **Personal Protective Equipment:**

Personal protective equipment (PPE), such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. They should only be used when all other controls fail (e.g. only used when other control methods cannot reduce the risk to a low enough level).

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. No additional personal protective equipment beyond normal universal precautions are required (for reducing COVID-19 transmission).

There is no evidence to support the use of medical grade, cloth or homemade masks in school settings at this time. Wearing one is a personal choice. It is important to treat people wearing masks with respect.

**Other Considerations:**

- All external building doors will be locked throughout the day.
- All internal fire doors within the building will be locked throughout the day