



**COVID-19
WORKPLACE SAFETY PLAN**

Update: August 28, 2020

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Introduction and Background

Welcome to the 2020-2021 school year!

As you know, we are gearing up for a new school year in unprecedented and uncertain times. Our priorities during the upcoming school year are as follows: (1) making sure our workplace is safe for our children and staff; (2) ensuring that our students and their families continue to benefit from the cutting edge, flexible, and adaptable learning we already provide at KWBS.

As part of “priority #1”, this COVID-19 Workplace Safety Plan (“**Safety Plan**”) supplements KWBS’ COVID-19 Return to School Protocol (“**RTSP**”) and is focused on keeping you, our staff members, safe.

As the events surrounding COVID-19 continue to evolve, KWBS will continue its commitment to the health, safety and wellbeing of all staff and students as well as any other authorized personnel who may be required to be present at the school. KWBS is committed to ensuring that all teachers, students, authorized personnel as well as any other third parties required to be on-site are, and remain safe.

We have reorganized our health and safety protocols, ensuring the wellbeing of our entire community. We have assessed each school space, classrooms, washrooms, common room(s), office, gymnasium and common area to ensure that we comply with applicable laws, regulations and guidelines to maintain a safe and healthy working environment. Every space within our school has been thoroughly assessed to ensure compliance.

Further, this Safety Plan complies with current **Ministry of Labour, Public Health Ontario, Workplace Safety & Prevention Services, Public Services Health & Safety Association, Public Health Agency of Canada**, and other applicable occupational safety guidelines.

As our working and learning environment is constantly changing, please rest assured that we will continue to ensure that our policies and procedures are up to date and aligned with the leading guidance on COVID-19.

Should you have any questions or concerns about the contents of this Safety Plan, or any other COVID-19 related policy, procedure or guideline, please do not hesitate to contact me directly.

We are all in this together, and we (your management team) are here to help.

Sincerely,

Mona Balea
Principal / Directrice
On behalf of Kitchener-Waterloo Bilingual School

Expectations and Impact of other Policies / Procedures

In the Spring of 2020, we have implemented a temporary work-from-home schedule to ensure everybody's safety and to support our operations as we have implemented measures to readjust to our new working environment. As detailed in our RTSP, it is our expectation that when our school reopens on September 8, 2020, our staff will return to our shared working spaces.

This Safety Plan will apply to KWBS' operations during any phase of re-opening, regardless of whether students are able to attend on premises for Face-to-Face, Blended or Remote Learning. It is our plan at this time to offer Face-to-Face learning on September 8, 2020, in accordance with our RTSP.

After our school re-opens, work from home policies may remain in effect, on an as-needed basis.

Please note, this Safety Plan does not deal with staff member requests for accommodation; those requests are addressed by relevant workplace policies, found in our **Employee Handbook**.

Supplementary Resources

In preparing this Safety Plan, KWBS has referred to many supplementary resources made available by local health authorities as well as the Ontario Government to ensure that our plan is compliant with any applicable workplace safety standards. A compilation of relevant resources is below:

Resources published by the Ministry of Labour:

[COVID-19 and Workplace Health and Safety](#)

[Resources to Prevent COVID-19 in the Workplace](#)

[COVID-19 Guidance: school outbreak management](#)

[Guide to reopening Ontario's Schools](#)

Resources published by Public Services Health and Safety Authority or "PSHSA" (sector specific):

[Access to Schools for Persons and Educators](#)

[Health and Safety Guidance During COVID-19 For Elementary School Employers](#)

[Health and Safety Guidance During COVID-19 For Secondary School Employers](#)
(Reference only)

Resources published by Workplace Safety Prevention Services or "WSPS" (applicable in all sectors):

[WSPS Post Pandemic Business Playbook](#)

[WSPS Pandemic Preparedness Checklist](#)

[WSPS Post Pandemic Checklist: For Business Returning after Shutdown](#)

We will continue to update policies and guidelines to ensure we follow the Ontario Government's most current directives.

Risk Assessment Process

a) Establishing Responsibilities

KWBS has a variety of legal and procedural obligations in order to return staff to a safe school environment during COVID-19. It must ensure a safe workplace by:

- providing staff with information,
- ensuring a safe school environment at all times,
- ensuring appropriate safeguards and safety measures are in place (such as PPE, hand sanitizer, face coverings, etc.); and
- providing training and information to protect staff member safety when commuting to and from the school (e.g. while travelling in shared or public transit, etc.).

KWBS follows the Ministry of Labour's (MOL) general health and safety guidelines, as well as specific guidelines that apply to [Ontario's Ministry of Education](#).

b) Workplace Safety Plan Framework

In line with the Province of Ontario's staged, regional approach to re-opening, we will be proceeding with our Staged school re-opening as below. KWBS reserves the right to modify the Stages, or add subsequent Stages, to meet Ministry of Education guidelines and other requirements.

Stage 1

- Training staff on protocols for screening staff, students and essential visitors, prior to and/or as part of return to school
- Training on protocols for maintaining physical distancing with directional arrows throughout the school
- Training staff on washroom scheduling and finalizing protocols relating to same
- Limiting touching of items and congregate risk exposure points by eliminating library use, school assemblies, lockers, and extracurricular/field trips
- Training staff on emergency protocols (lockdowns, simulated fire drills)
- Training staff on enhanced sanitation and isolation situations
- Ensuring adequate stock of PPE for staff, students (if masks must be provided) and isolation areas (in case of emergency)
- Completing training for all staff on Personal Protective Equipment ("PPE"), appropriate use of required cleaning supplies, etc.

Stage 2

- Implementing elimination measures to minimize risks (e.g. no visitors policy)
- Implementing engineering controls to minimize risks (e.g. running ventilation systems on "maximum" and increasing fresh air intake, replacing filters with MERV 13)

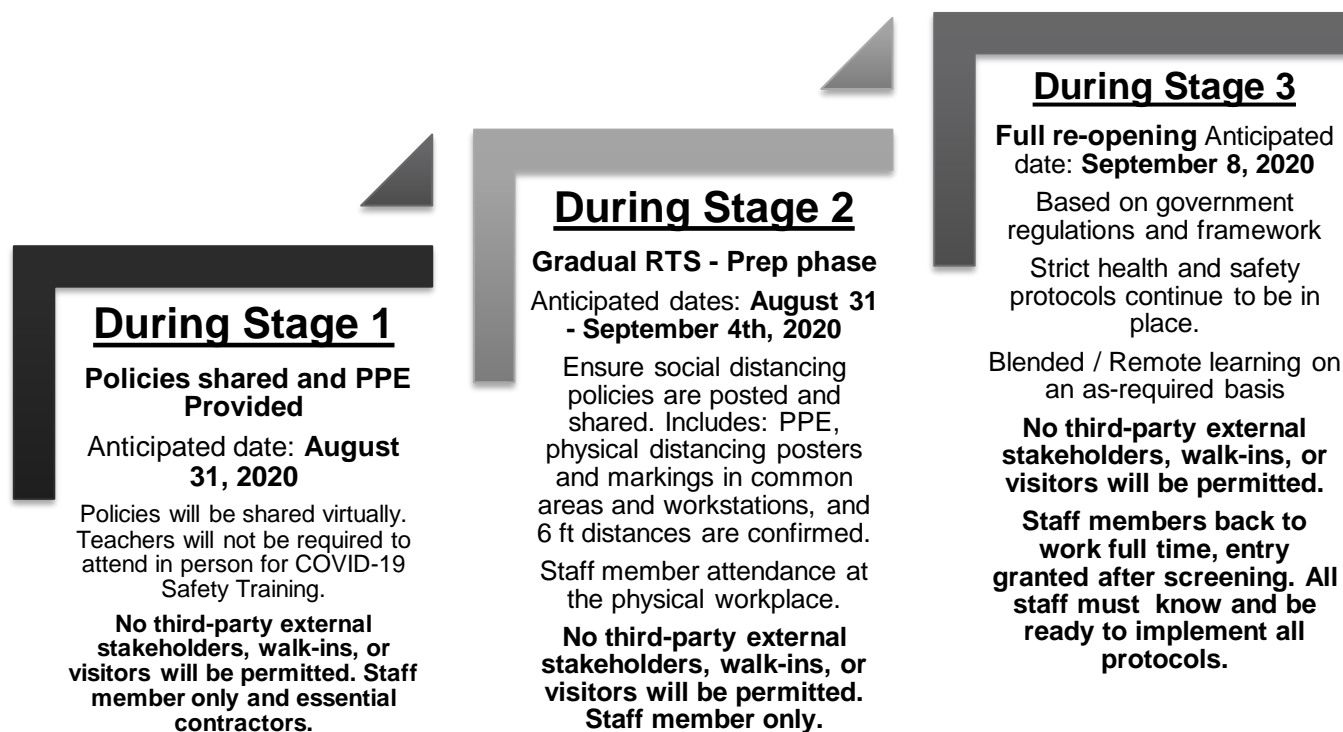
- Decluttering physical learning environments and other common areas to minimize areas that need to be frequently touched, and maximize mobility to the extent possible
- Implementing hand sanitization measures, as appropriate and wherever possible (hand sanitizer stations in each classroom, in the hallways, at all entrance points, added paper towels dispensers to be used instead of hand dryers in students' washrooms.)
- Implementing a school entry protocol that includes seven designated entrances for different cohorts, staggered drop off and pick up times, lunch guidelines and structured recess and gym time with the cohort under the direction of a KWBS staff.

Stage 3

- Active outreach - Familiarizing students and families with our RTSP
- Ensuring that any accommodation requirements are documented and appropriately dealt with
- Return to School – **Target date:** September 8, 2020

c) Physical Workplace / Security Measures

The following graphic provides an overview of workplace safety and security measures that will be in place during each Stage of our reopening.



d) Context and Legal Implications

As provincial emergency management restrictions lift, both the OH&S Committee and the Management Team are preparing for our Return to School by ensuring that all staff understand the public health, labour, occupational health & safety, human resources, policy, legal and governmental directives that apply across Ontario, and specifically within Waterloo Region.

As emergency restrictions continue to lift, it may be feasible to restore some aspects of our educational experience to students (e.g. field trips).

We are presently awaiting guidance from the Ministry of Education on these issues, and we will develop our protocols to comply with any applicable requirements established by the federal, provincial, or municipal governments.

Assessing the School

a) Entering the School

Screening

- On a daily basis, and before leaving the home, it is **mandatory** that all staff self-screen utilizing our online screening tool: <https://forms.gle/WWFEk41qp5TWoWjE7>
- **Any staff experiencing COVID-19 symptoms shall remain home/not enter the school, pending results of a COVID-19 test which they shall do immediately. They will not return to the school unless cleared to do so by the local Public Health Unit.**
- The use of a mask is not an acceptable alternative in the event that a staff member has tested positive for COVID-19.
- Please note that the KWBS is following the legislation and not mandating that staff members disclose a positive or negative COVID-19 Test. However, the Public Health Unit can mandate that a staff member provide notice as part of a contact tracing review pursuant to the Health Protection and Promotion Act.

Entrances

- Signage will be posted to ensure that individuals attending at the school will know whether or not they are permitted to enter the facility (*i.e.* essential visitors only).
- Main floor staff will use the Main Front Entrance #1.
- Upper floor staff are required to use the Main Front Entrance #2. Doors may be kept open (weather permitting) to avoid staff touching the door.
- WITDA staff and families will use the Back Entrance #7.
- Staff are required to go directly to their classrooms and limit their contacts.
- Staff are to maintain a physical distance of 2m / 6 ft. as they enter, move through, and exit the school.
- Hand sanitizer stations are strategically placed to ensure that staff are able to sanitize their hands when they enter the building.
- Masks and/or compliant face covering must be worn at all times while inside the building.
- All entrances will be closed at 9am to ensure that there is no authorized access into the school.
- Staff access after 9am will be through the Main entrance #1.
- When leaving the building, staff will use the same doors as for the entrance.

Sanitization Stations

- Staff are to wash hands (washrooms) using soap and water or use hand sanitizer immediately before: leaving home, leaving the classroom, eating, touching one's face, and leaving school.
- Staff are to wash hands or use hand sanitizer immediately after: arriving at school / entering the classroom, leaving the classroom, finishing lunch, touching shared objects, using the washroom, coughing, sneezing, and blowing one's nose.
- There are hand sanitizing stations throughout the school including at the front lobby, office, in hallways, classrooms, etc.
- It is recommended that staff do not bring their own hand sanitizer to school for issues of quality, fragrance and management of potential hazards.

Permitted Visitors

- Until further notice, visitor(s) are not to enter the school during hours of operation unless identified through a prearranged exception, and in consultation with the Principal.
- Lunch drop-offs will not be available, including access to lunch delivery services. Teachers are directed to contact management if any parent(s) attempt to circumvent these requirements by attending on premises during school hours.
- It is expected that parents/guardians first contact the school by telephone if assistance is required, or if an attendance on site is absolutely necessary. A determination of what is absolutely necessary will be made by KWBS in its sole and exclusive discretion, on a case-by-case basis.
- As usual, all permitted visitors must confirm their arrival with the main office by phone or email.
- All permitted visitors must be signed in and out and must be escorted or monitored for the entire duration of their time on school premises.
- Before entry, all permitted visitors must self-screen for symptoms of COVID-19, and complete a touchless temperature check prior to being permitted to enter the premises. Visitors will be expected to provide their own PPE. KWBS reserves the right to turn away any visitors that do not attend with appropriate / requisite PPE. KWBS will deal with refusals to wear PPE, or individual accommodation requests, to determine whether any strategies for avoiding an on-site visit will be possible.
- Accommodations will be made, up to the point of undue hardship, and/or as required by applicable laws / by-laws.
- Any permitted visitors that disclose or demonstrate COVID-19 symptoms are required to leave the premises immediately and / or remain home (the use of a mask is not an acceptable alternative).
- All permitted visitors must sanitize their hands and wear a face covering at all times and maintain a two-meter physical distance as they enter, move through, and exit the building.
- If permitted visitors do not have a medical mask, they will be provided one by the school. If no masks are available, the visitors will not be permitted to enter the premises.
- When a parent/guardian needs to meet with the Principal or a teacher in person, the meeting must be scheduled in advance. Virtual meeting or phone meetings are preferable. The meeting may also take place outside of the building.
- In case particular accommodations are needed, including not wearing masks due to medical conditions such as difficulty breathing or mental health conditions, these requests have to be made to the Principal in writing.

Deliveries

- Until further notice, all deliveries may continue to be received by the school, via the designated **Outdoor Delivery Area** in front of the school and call the school to notify of delivery.
- All delivery personnel must wear a face covering when approaching and/or entering the Delivery Area.
- All orders are made through the main school office.
- Because the COVID-19 virus can survive on hard surfaces, including packaging for boxed items, it is recommended that staff:
 - Order items well in advance of when they are needed
 - Allow delivered items to rest for at least 72 hours before attempting to open packages
 - Before opening, sanitizing packages to minimize the risk of transmission

Note: Opening of packages that have not been resting for at least 72 hours may only be done in exceptional / emergency circumstances, and by a staff member wearing required PPE, including a mask and gloves. Packages may only be opened in the designated area.

PPE

- A plexiglass screen will be installed in the office, at teachers' desks, EA's work space that may experience a some interactions.
- All school staff will wear masks and will be provided eye protection (i.e. face shield) for use as required. The school provides several types of masks for September for teachers and all staff.
- In kindergarten classes, staff members will have masks and other PPE as appropriate, as physical distances may not be maintained in many cases.
- Staff members who may, on occasion, be required to use Drug Identification Number (DIN) approved cleaning products will be provided with appropriate training on the use of such products, as well as appropriate PPE based on manufacturer recommendations.

b) Common Areas / Hallways / Gymnasium

PPE

- All school staff will wear medical grade masks and will be provided eye protection (i.e. face shield) for use as required.
- KWBS will make use of outdoor spaces for gym class/recess whenever possible; however, in the event that gym must be held indoors, students will be required to physically distance whenever participating in gym class.
- In accordance with Ministry of Education guidelines, students will not be required to wear masks during gym class, or while performing any other "strenuous activity".
- Staff will not be required to wear marks during gym class, if they are participating in exercise or any other "strenuous activity". If staff are not participating in exercises of activities, they must wear medical grade PPE during gym class.

Sanitization

- Cleaning and disinfection of high touch surfaces will be done twice a day as per Public Health guidelines and Standard Operation Procedures for Cleaning High Touch/High Contamination Areas.

- Regular and as needed cleaning and disinfection will be performed by staff
 - cleaning and disinfecting of high touch surfaces in common areas twice per day
 - there will be ongoing inspection and filling of hand washing supplies, including alcohol-based sanitizer dispensers where applicable
 - all necessary cleaning/disinfecting supplies are in stock and available
 - cleaning/disinfecting supplies will be provided to staff
 - during the evening a thorough cleaning of all areas in use at the site will occur
 - garbage containers will be emptied daily

All staff will be required to clean/disinfect their areas of work as needed in order to maintain a clean environment and where applicable, support their duty of care.

Staff will support the cleaning and disinfection of high touch surfaces twice daily at a minimum, or as required. Our custodian will clean washrooms according to a posted schedule. This includes washrooms (toilet fixtures, faucets), shared eating areas (tables, sinks, and counters), doorknobs, light switches, handles, push buttons, handrails, etc.

Student Movement in School

- Signage is installed throughout the school to minimize close contact between staff and students.
- Directional floor decals are installed to manage movement of students to remind distancing.
- All hallways are divided into two-way paths for movement in school.
- All stairwells are divided into two-way paths for movement in school.
- Directional floor decals for top/bottom of stairs.
- Elevator use will be limited to one person at a time. If a student requires assistance, maximum users in an elevator/lift are two.
- Floor decals are installed indicating recommended standing locations.
- In washrooms, floor decals to be installed indicating recommended physical standing distance at sink(s), if possible.
- In some locations, KWBS will consider one-way options or physical distancing wait spots including gym entry, kindergarten rooms, and places where students may be required to line up including classrooms, exiting the school, etc.
- Staff will be supervising the staggered and controlled entry of students into school sites and classrooms.

Water bottles fill stations

- Water fountains are replaced by bottle fill stations, students/staff will fill water bottles at fill stations not at the sinks.

Lockers and cubbies

- Until further notice, the use of lockers/cubbies located in hallways and change rooms is not allowed.

c) Classrooms

PPE

- All school staff will wear masks and will be provided eye protection (i.e. face shield) for use as required.

- Staff will work with and approach compliance among younger students with compassion and a focus on education.
- There will be no disciplinary action for students having difficulty complying with PPE / masking requirements.

Sanitization

- Staff are to wash hands using soap and water or use hand sanitizer immediately before: leaving home, leaving the classroom, eating, touching one's face, and leaving school.
- Staff are to wash hands or use hand sanitizer immediately after: arriving at school/entering the classroom, finishing lunch, touching shared objects, using the bathroom, coughing, sneezing, and blowing one's nose.
- A hand sanitizing station is placed in each classroom.
- Cleaning and disinfection of high touch surfaces will be done twice per day (at a minimum) by teachers and EAs in their classroom, as per Public Health guidelines and Standard Operation Procedures for Cleaning High Touch/High Contamination Areas.
- Shared equipment will be cleaned before and after use. Examples of shared equipment: laptops, physical education equipment, and science apparatus, etc.
- Staff and educators will teach students proper hand washing, sneezing and coughing protocols and regularly remind students of the importance of proper hand hygiene and assist younger students as needed. Staff will also incorporate frequent hand hygiene into their daily classroom routines.
- Regular and as needed cleaning and disinfection will be performed by all staff.
 - cleaning and disinfecting of high touch surfaces in common areas twice per day
 - there will be ongoing inspection and filling of hand washing supplies, including alcohol-based sanitizer dispensers where applicable
 - all necessary cleaning/disinfecting supplies are in stock and available
 - cleaning/disinfecting supplies will be provided to staff
 - during the evening a thorough cleaning of all areas in use at the site will occur
 - a check form will be filled daily by the custodian at the end of the cleaning to ensure that all area are cleaned
 - garbage containers will be emptied daily
 - students will take all recycling to do at home.

All staff will be required to clean/disinfect their areas of work as needed in order to maintain a clean environment and where applicable, support their duty of care.

Staff will support the cleaning and disinfection of high touch surfaces twice daily at a minimum, or as often as required. This includes washrooms (toilet fixtures, faucets), shared eating areas (tables, sinks, counters), doorknobs, light switches, handles, push buttons, handrails, bottle fillers, etc.

Placement of Student Desks/Tables

- Classrooms will be decluttered and furniture removed where possible to minimize areas that are touchable and to maximize mobility.
- Assign, where possible, designated seating and use visual aids to indicate that some furniture is "off limits."
- Until further notice, all fabric cushions, pads and furniture with padding or fabric to be removed.
- Porous items required in classrooms (e.g. bean bag chairs, fabric chairs) will be designated for

- one student or be removed.
- Staff will be supervising the staggered and controlled entry of students into school sites and classrooms.

Breaks / Nutrition Breaks

- Staff will be supervising the nutrition breaks in which students will remain in their classrooms and their desks and will be expected to engage in proper hand hygiene before and after eating, as with staff.

d) Washrooms

PPE

- All school staff will wear masks and will be provided eye protection (i.e. face shield) for use as required.
- In Kindergarten classes, staff members will have masks and other PPE as appropriate, as physical distances cannot be maintained in many cases.

Student Movement

- Staff are to maintain physical distance at all times within the washroom for JK, SK students where possible.
- Teachers are recommended to create a washroom schedule with clear washroom breaks (one in the morning and one in the afternoon).

For unscheduled visits:

- Staff are to post the recommended number of users allowed per washroom based on the number of toilets/urinals in each washroom.
- It is recommended that the number of students allowed in a washroom not exceed the existing number of toilets/ urinals.
- Staff are to assess if the washroom has reached maximum usage based on posted signage
- If maximum has been reached, students are to wait in hall in designated area.
- Floor decals spaced 2m / 6 ft apart are to be placed outside washrooms for students to wait if the washroom is full.
- Floor decals spaced 2m / 6 ft apart are to be placed inside washrooms at areas such as sinks/hand washing areas
- It is recommended that students/staff immediately leave the washroom as soon as they are finished.

Sanitization

- Staff are to wash their hands when they enter and exit the washroom.
- Cleaning and disinfection of high touch surfaces will be done twice a day as per Public Health guidelines and Standard Operation Procedures for Cleaning High Touch/High Contamination Areas.
- Regular and as needed cleaning and disinfection will be performed by staff.
 - cleaning and disinfecting of high touch surfaces in common areas twice per day

- there will be ongoing inspection and filling of hand washing supplies, including alcohol-based sanitizer dispensers where applicable
- all necessary cleaning/disinfecting supplies are in stock and available
- cleaning/disinfecting supplies will be provided to staff
- during the evening a thorough cleaning of all areas in use at the site will occur
- garbage containers will be emptied daily

All staff will be required to clean/disinfect their areas of work as needed in order to maintain a clean environment and where applicable, support their duty of care.

Staff will support the cleaning and disinfection of high touch surfaces twice daily at a minimum, or as required. This includes washrooms (toilet fixtures, faucets), shared eating areas (tables, sinks, counters), doorknobs, light switches, handles, push buttons, handrails, bottle fillers, etc.

e) Library

- Until further notice, the library is closed for student access.
- The library space will be converted for use as an Isolation Room for the beginning of the school year. When number of students switching from remote to Face to face increases, we will use the Library as a classroom and designate another space as Isolation Room.
- However, library resources will be available for teachers to access via the office.

f) Specific Age Appropriate Staff Advice

Kindergarten

- Staff will receive and dismiss Kindergarten students from the Kindergarten play area, weather permitting; A staff member will be at the top of the stairs and take children downstairs to the playground or bring them up to their parents.
- SK children will be dropped off and dismissed at the JK door. Staff are encouraged to release children to caregivers one at a time, maintaining distance from other cohorts.
- Staff are encouraged to conduct standard hand hygiene protocols before students enter and exit the classrooms.
- Until further notice all area rugs will be removed from classrooms, students are not to sit on the floor, "Sit spots" foam pads are not permitted at this time.
- School staff will complete the late arrival sign-in for students to minimize use of shared items, such as pens.
- Until further notice, all students are asked to in their classroom for lunch and eat in designated areas.

g) Quick Reference - Protection and Safety Measures

Level 1 - Elimination

- Working offsite or remote work arrangements at management's discretion.
- Removal of shared tools and equipment (e.g., books, P.C.'s, shared office space).
- Changes to how tasks are done to maintain physical distance
- Occupancy limits for congregate spaces
- Limiting / prohibiting visitors
- Reducing the number of persons on site
- Meetings, training, etc. to be conducted online, when possible
- Securing access points to ensure that all entrants / essential visitors are screened

Level 2 - Engineering Control

- Assessing and enforcing health and safety protocols within all areas to avoid any risk of potential infection
- Installing barriers (as necessary) where staff members cannot maintain physical distancing from co-workers, or others
- Increasing fresh air intake and ventilation, including maintaining equipment (*e.g. replaced the filters with MERV 13*) in a state that meets or exceeds manufacturer specifications, staff will open windows widely when students are outside for recess/gym;
- Creating "one-way flow" in hallways and other congregate spaces within the school to minimize bottlenecks and maintain physical distance
- Installing hands-free waste disposal receptacles, wherever possible
- Strategic placement of hand sanitizer stations
- Floor markings and signage will be placed as appropriate to notify staff members and others of appropriate physical distancing requirements

Level 3 - Administrative Control

- All staff members are to receive COVID-19 specific training, and additional role-specific guidance depending on job duties, interaction with members of the public (e.g. contractors, delivery personnel, etc.), masking guidelines, etc.
- Staff members to complete log of daily activities to assist in public health contact tracing effort(s) (if necessary)
- Identified rules and guidelines for how workers should conduct themselves
- Clearly communicating rules and guidelines to staff members through signage, refresher training, etc.
- Record keeping of staff that have travelled abroad, are in self-isolation as a result of testing positive, etc.
- Ensuring adequate stock of PPE to avoid shortages

Level 4 - Protective Measures

- Mandatory health screening for any school attendees (staff members or permitted third parties) arriving at the school
- All persons will be required to wear masks / face coverings in compliance with KWBS policies, provincial / municipal guidelines, and federal requirements, subject to any accommodation needs they may have
- Escalated PPE requirements will apply to visitors, subject to any accommodation needs they may have
- KWBS will obtain industry standard PPE, to ensure staff members are kept safe, including:
 - Face masks
 - Face Shields
 - Hand sanitizers
 - Touchless thermometers
 - Surface disinfectant wipes

Level 5 - Cleaning Measures

- Escalated sanitation protocols to be in place throughout the school
- Handwashing and sanitizing locations are visible and accessible.
- Policies are in place regarding good hygiene and hand washing practices.

Safeguarding our Workforce

a) Overview

- All staff must complete an online pre-shift health screening assessment before leaving home and prior to their shift (discussed at section iii. below).
- All workspaces will comply with applicable physical distancing guidelines.
- Staggered start and end times, where necessary when Face to Face model is in place.
- Hand sanitizer will be made available at all the school entrances, in each common area, and school space.
- Cleaning will be escalated and communicated with Janitorial team. Enhanced sanitation will include the disinfection of high-frequency touchpoints such as kitchen counters, printers/ copiers, photocopiers, light switches, doorknobs, etc.
- Windows and doors will be opened by staff, and air-conditioning will be on its maximum setting to optimize air circulation.
- Enhanced requirements will be applied to essential visitors, contractors, etc. required to attend at the school.
- Plexiglass barriers will be installed where physical distancing may be limited, or in enclosed areas where students will interact with staff (e.g. office, teacher's/EA's desks).
- Large assemblies are prohibited and must be hosted using videoconferencing, if possible.
- Consultations with members of the administration team will be available virtually or on an appointment-only basis during Stages 1 and 2.
- A health and safety representative will be in place at the school at all times to assess workplace hazards/risk and resolve safety issues.
- Anyone who has travelled outside of Canada must self-quarantine for 14 days upon return from travel and should not come to the school until cleared to do so by public health authorities.

b) Communication Plan

- All staff and management will receive online COVID-19 training before they attend at the workplace to ensure the safety of themselves, others, and the community.
- Individuals in public-facing positions will receive training on appropriate health and safety standards, applicable by-law requirements, *etc.*
- Signage will be posted in each room listing all applicable health and safety protocols. Management will work with staff members to ensure that all attendees are aware of the relevant protocols in a respectful, sensitive manner:
 - Posters
 - Public Health Guidelines
 - By-law requirements
 - *Etc.*
- Signage and markings will be placed throughout the school on walls, doors, desks, hallways, floors, and stairways to provide consistent reminders for implementing effective hygiene practices, physical distance measurements, etc.

c) Pre-shift Self-Screening Protocol

- KWBS's daily Self-Screening Protocol aims to prevent sick or symptomatic staff members from

leaving their homes and decreases the likelihood of spreading infection at work.

- While at home before coming into the school, all staff must utilize the School's digital screening app at <https://forms.gle/WWFEk41qp5TWoWjE7> for their daily self-assessment for symptoms of COVID-19. The app requires each staff member's window login and will ask a series of questions including whether the staff member has a fever, new cough, shortness of breath, contact with a COVID-19 positive person, etc.
- Any person answering "Yes" to any of the digital self-screening questions, or exhibiting symptoms identified on the digital screening app, even if only mild symptoms are felt, must stay home, advise the Principal, and contact the local public health authority immediately.

d) On-site Health Screening Protocol

- All persons attending the school who have not already completed a pre-shift health screening self-assessment (i.e. typically non-staff) will be required to complete an On-Site Health Screening form.
- If a person reports symptoms of illness consistent with COVID-19 on the On-Site Health Screening form, they will be asked to return home, self-isolate and contact the local public health authority for next steps.

e) Host Directions

- Third parties, even if previously authorized to enter the premises by administration, will not be permitted to enter if they answer "yes" to any questions on the Self-Screening Checklist. If "yes" is checked for any response, the host will advise the visitor to leave the premises, and principal will be notified of the incident.
- If / when approved to be on-site, hosts / staff members must ensure that contractors / visitors / guests:
 - Take a direct route to meeting or work areas and do not unnecessarily interact with staff members / students.
 - Have appropriate PPE.
 - Practice physical distancing at all times and are aware of relevant expectations (e.g. no handshakes or embraces, keeping 2 meters (6 feet) distance when interacting, etc.).
 - Practice expected hygiene regarding washing hands, covering coughs / sneezes and referencing KWBS's guidance on this topic.
 - Use dedicated meeting rooms with good airflow where possible with common surfaces that are disinfected between meetings.

f) Physical Distancing Protocol

- Physical distancing is a simple yet effective mechanism to prevent potential infection which relies on physical distance to avoid person-to-person infection. In practice, this means:
 - keeping a 2-meter (6 feet) distance between staff members and between staff members and the public;
 - eliminating contact with others, such as handshakes or embracing staff members, visitors or friends; and
 - avoiding hand contact with surfaces touched by others as much as reasonably possible.

The practice of physical distancing must be maintained in all areas such as hallways, break and lunchroom, common areas, entrance and exit areas, classrooms, etc.

The following strategies will be implemented to ensure that physical distancing is maintained:

- KWBS will set up work areas / workstations that keep a 2-meter distance between staff members when we work in group.
- KWBS will apply floor markings to show distance to be maintained from one another, directional flow of people, or maximum number of people admitted in a workspace.
- KWBS will evaluate where meetings will take place, if needed, and how physical distancing will be maintained (*i.e.* specific area in the school, limit the number of staff members at each meeting, floor markings for meetings, *etc.*).
- KWBS will direct staff members to avoid non-essential gatherings and meetings.
- KWBS will ensure that measures are communicated to staff members and enforced.
- KWBS will post signage showing the desired position of staff members in classrooms, lunchrooms, *etc.*
- KWBS will be limiting job rotations, where feasible, to prevent sharing of equipment, for instance resource teachers will teach a cohort an EAs support in Gr 3-4 will be on an alternating schedule.
- Management will designate regular times to check in with public health updates and retrain / revise policies, practices and guidelines as needed.

Physical distancing during breaks

- Management of staff members' breaks to provide physical distancing and proper hygiene is necessary. All break start and end times will be staggered and the areas for breaks will allow for physical distancing.
- **Staff room will be closed for September and staff will eat lunch in their classroom and bring an icepack to keep their food cold.**
- KWBS will implement the following for maintaining physical distancing during breaks when the staff room opens:
 - Count the optimal number of allowable seats in the break room and limit or space chairs appropriately to allow for physical distancing.
 - Place markings on tables and chairs to ensure proper physical distancing in each seat.
 - Post the maximum number of staff members allowed in the break room for breaks.
 - Remind staff members not to arrive to breaks early and leave late.
 - Stagger break times with 10 minutes between each staggered break to have enough time to decontaminate surfaces (*i.e.* tables, seats, refrigerator, vending machines, *etc.*).
 - Where appropriate, limit the use of refrigerators (*e.g.* bringing pre-packaged lunches in thermoses) and microwaves to prevent cross-contamination.
 - Provide adequate supplies for staff members to self-clean (*i.e.* wiping down tables, chairs, vending machines, *etc.* before and after touching).
 - Place a permanent mark on the floor to ensure proper distance wherever there may be a line or higher number of people waiting for the same service.

Physical Distancing for Washrooms

KWBS will increase cleaning intervals to ensure a clean environment for staff, at all times, and make sure physical distancing is maintained. KWBS will implement the following for maintaining physical distancing:

- Establish and post signage indicating maximum capacity for staff washrooms that allows for physical distancing.
- If staff washrooms have more than one entrance and exit, denote a “one-way” flow through the washroom.
- Prop open washroom doors, if possible, or installing automatic doors or building privacy walls and removing doors to limit touching of door handles.
- Post signs showing how to properly wash hands with soap and water for a minimum of 20 seconds and to wash hands before leaving the washroom.
- Provide enough supplies in every washroom and instituting a schedule for checking on supplies (i.e. check soap dispensers, paper towel levels, etc.).

Limitations on Gatherings

All KWBS staff members must follow provincial directives on gatherings of people for meetings, *both within and outside the workplace*, and ensure that physical distancing is maintained.

g) Pathogen Decontamination – Cleaning and Safety Practices

- Stringent and timely sanitation and cleaning standards will be instituted for all high-traffic areas.
- Cleaning of all surfaces will be carried out daily and, as appropriate, in intervals throughout the day.
- Special attention will be paid towards high-touch surfaces such as elevator buttons, door handles, and light switches.
- Lunchrooms and other common spaces will be cleaned before and immediately after the staff members / groups exit by following safe cleaning guidelines.
- Cleaning protocols will be enforced to wipe down all the tables, chairs, or any other surface that may be touched.
- Hygiene protocols will be enforced to wipe down each keyboard, mouse, and workstation before leaving for lunch breaks and before the end of the workday.
- Isolation / Deep Cleaning protocols will be put in place in the event that someone develops COVID-19 symptoms during the workday.

Preventive Decontamination Measures

This section provides general information for performing cleaning that is preventative (i.e. regular cleaning, no suspected or confirmed cases of a pathogen). The following will be taken into account and implemented for this type of cleaning:

- Cleaning personnel are using appropriate PPE (i.e. appropriate disposable gloves, eye protection, etc.) for the chosen disinfectant solution and work activities.
- Cleaning personnel are washing their hands with soap and water for a minimum of 20 seconds before and after cleaning or using an appropriate hand sanitizer. This would include washing their hands before donning gloves and after doffing gloves.
- KWBS will implement a decontamination schedule at the school and communicate the schedule with cleaning personnel. Frequency of cleaning can depend upon occupant usage patterns, and surfaces that are frequently touched by multiple people.
- KWBS will share the decontamination schedule with staff members at the school.
- Cleaners will leave the disinfectant on surfaces for the appropriate length of time, as indicated by the DIN-approved product instructions.

- For sensitive equipment (e.g. tablets, touch screens, etc.), disinfectant will be applied to cleaning cloths rather than direct application of disinfectant on equipment for cleaning.
- Cleaning by wiping will occur in a uniform application to ensure full coverage on surfaces (i.e. wipe horizontal and then vertical).
- Cleaners will use vacuums equipped with High-Efficiency Particulate Air (HEPA) filters (verified via aerosol challenge test) wherever possible.
- Cleaners will eliminate dry sweeping / mopping / wiping methods that may release particles into the air.
- Cleaners will apply an appropriate disinfectant on soft surfaces (e.g. carpets, fabrics, etc.) and leave to dry before using (e.g. chairs).
- Cleaners will place all waste materials associated with decontamination in sealed bags and wipe the outside of the sealed bags with disinfectant.
- Cleaners will eliminate the practice of compacting waste materials associated with decontamination.
- Decontamination waste bags will be stored and disposed of outside of the building and placed directly into waste bins / dumpsters.

Note: Staff will also assist by cleaning high traffic spots in their personal school spaces.

h) Deep Cleaning / Decontamination Protocol

The Preventative Decontamination Measures will be followed regularly whereas the Deep-Cleaning Decontamination Protocol is triggered when a staff member is suspected or infected with a pathogen (e.g. COVID-19) within the school. If KWBS receives notice of a COVID-positive test from a staff member, the following considerations will apply:

- The development of a deep-cleaning strategy will begin in each instance, together with the completion of a risk assessment to determine a specific plan and strategy to clean the contaminated areas, including any equipment, common area, and typical areas where the staff member would have made contact. KWBS will ensure that during the deep-cleaning process only authorized people can access the areas during the cleaning operation. At the conclusion of the abatement, it will be communicated to all staff members that the work areas have been decontaminated.
- As part of any Deep-Cleaning / Decontamination, KWBS will:
 - Isolate the contaminated areas from the rest of the building and other staff members.
 - As appropriate and where possible, open outside doors and windows to increase air circulation in the contaminated area.
 - Wait 24 hours before decontamination or as long as feasibly possible.
 - Confirm the PPE required by disinfection staff members (i.e. protective gloves appropriate to the cleaning products used, mask, eye protection, etc.).
 - **KWBS will** train cleaning personnel on appropriate decontamination procedures.
 - use of a DIN-approved disinfectant; and
 - proper disposal methods for all disposable PPE and contaminated materials.
- When administering Deep Cleaning / Decontamination, KWBS will consult the [WSPS Pathogen Decontamination Checklist](#)

COVID-19 Outbreak Management

KWBS will at all times comply with the Ministry of Health's Guidelines for the management of probable and confirmed COVID-19 cases. In addition, this Outbreak Management Protocol complies with the Ministry of Labour's most recent guideline for the [Management of COVID-19 in Schools](#).

a) Case Definitions

The Ministry of Health maintains case definitions for a probable case and a confirmed case of COVID-19. These definitions are maintained on the Ontario [Ministry of Health website](#) and are subject to updating. KWBS will refer to the Ministry of Health website in the event of any outbreak for the most current version of these key definitions.

b) Provincial School Closure Protocols

The Waterloo Region Public Health Unit (PHU) is responsible for determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented by KWBS. The outbreak case definition is listed below.

However, even though an outbreak may be declared in the school, the PHU will assist in determining which cohort(s) may be sent home or if a partial or full school closure is required based on the scope of the outbreak. Please note, there may be variability in scenarios based on local context and epidemiology, and the information below is intended as guidance only.

An outbreak in a school is defined as two or more lab-confirmed COVID-19 cases in students and/or staff in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the school.

The PHU will work with the school to determine epidemiological links (e.g., cases in the same class, cases that are part of the same cohort, cases that could be related due to carpooling, etc.) The PHU will determine which cohorts are high risk contacts requiring isolation.

c) Re-opening the School

Based on provincial guidelines, the outbreak does not necessarily need to be over for KWBS to re-open the school. Cohorts without evidence of transmission can be gradually returned to school as additional information and test results become available. Consideration should be given to implementing additional preventive measures and active surveillance as part of re-opening.

d) Outbreak declared over

A declaration as to whether an outbreak is over must be made by the PHU. This may be based on:

- at least 14 days from the last outbreak associated case (including in a student, staff, essential visitor, or anyone else in the school during the outbreak)
- no further symptomatic individuals with tests pending

e) Outbreak Responsibilities

KWBS is responsible for:

- reporting a probable or confirmed COVID-19 case associated with the school to the local PHU and to the Ministry of Education through the **daily reporting tool** where they have become aware of such a case
- reporting absenteeism to the PHU and to the Ministry of Education through the daily reporting tool, in accordance with provincial and/or local PHU direction

The Waterloo Region PHU is responsible for:

- determining if an outbreak in KWBS exists
- managing the outbreak in collaboration with KWBS and other relevant partners
- determining when the outbreak can be declared over

f) Management Responsibilities

In order to safely return our staff and students to school, management must:

- implement prevention measures found in guidance from the Ministry of Education, Ministry of Health (MOH) and the Waterloo Region PHU
- cooperate with the local PHU, and other stakeholders as required
- maintain accurate records of staff, students and essential visitors.
- on request by the PHU, KWBS must produce information regarding the students and staff members in any and all class cohort(s) (for example, classroom, schedules, affected siblings / family members, etc.).

This information should include up-to-date attendance records and contact information for those groups and will be provided to the PHU **within 24 hours** of request to ensure timely follow-up.

Please note: in general, KWBS will not report all instances of ill individuals in the school setting to the PHU, as these are frequent occurrences and typically students have non-specific symptoms. However, as required by Section 28 of the *Health Protection and Promotion Act*, KWBS will be required to report to the medical officer of health (in this case the Local PHU) if they are of the opinion that a pupil has or may have a communicable disease (*i.e.* COVID-19).

KWBS will connect with the PHU if there are concerns about student(s) related absences or attendance concerns within their school community.

The PHU is responsible for conducting case and contact management activities and measures will be taken to ensure privacy and **avoid disclosure of details to the school community** that would lead to identification of a COVID-19 laboratory confirmed case.

g) Communicating with the School Community

Parents, students and staff have an understandable interest in knowing when a COVID-19 positive case has been identified at KWBS.

KWBS will create a **COVID-19 advisory section** on its website.

KWBS will **post information** if there is a confirmed case of COVID-19 that involves a student or a staff member in a school setting.

Students or staff members must withdraw from school if a family or household member has a confirmed case of COVID-19, but information will not be posted in these instances to preserve individual privacy and prevent stigma.

In the interests of privacy, information provided to our families and posted on our website **will not** identify the student or staff member that has received a positive COVID-19 test.

If the local PHU advises that a class, cohort or any part of our school should be closed for a period of time, parents, students and staff will be notified immediately.

Notice of any closures of classes, cohorts or schools will be posted on our website (COVID-19 advisory section).

h) Management of ill individuals during school hours

This protocol will be triggered in any situation where a staff member or student becomes sick on KWBS' premises. It includes identifying the individuals who could participate in the process, response procedures and considerations for an Isolation Room and PPE. This section applies to students, staff or other members or essential visitors, who become ill during the school day and on school premises.

- Students should be made aware, in age-appropriate and non-stigmatizing language, how to identify symptoms of COVID-19 and should be instructed to speak to a staff member immediately if they feel ill.
- KWBS should maintain a personal protective equipment (PPE) kit specifically for managing students or others who become ill during school hours.

i) Isolation protocol

- If an individual, including students, staff, essential visitors, etc., becomes ill while at school, KWBS will trigger the following protocol:
 - anyone providing care to the ill individual should maintain as much physical distance as possible
 - the staff person caring for the individual should wear a surgical/procedural mask and eye protection
 - if tolerated, the ill individual should also wear a surgical/procedural mask
 - hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up
 - cleaning of the isolation room area and other areas of the school where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves
 - advise the ill individual and/or their parent or guardian to have the ill individual seek medical advice, including the recommendation of testing for COVID-19 as appropriate or as advised by their medical provider. Ensure direction is aligned with screening and return to school guidelines provided.
 - initiate communication protocols and plans to update and inform necessary

- stakeholders within the school community while maintaining confidentiality of the ill individual
- regular school functions can continue unless directed otherwise by the local public health unit

A list of students and staff in the school who were in contact with/in the same cohort as the ill individual must be prepared. Those who are identified as potential close contacts should remain cohorted. The local PHU will provide any further direction on testing and isolation of these contacts, if deemed necessary, and in the local PHU's sole discretion. In most instances, testing and isolation will only be recommended for contacts of a confirmed COVID-19 diagnosis.

Isolation Coordinator

- KWBS has appointed Isolation Coordinators, who can help move through the response procedure and other important parts of the Isolation Protocol. Isolation Coordinators are selected by KWBS, based on the staff member's knowledge, training and experience. The Isolation Coordinators will be:
 - Keesha Dickson and Mona Balea

The Isolation Coordinator on site will ensure that the following steps are taken as part of an appropriate Response Procedure:

1. Leave a set of face coverings (or a medical-grade mask, if available) in the Isolation Room for the suspected infected person.
2. Once the suspected infected person arrives in the Isolation Room, immediately instruct the person to put on a face covering (or a medical-grade mask, if available).
3. The Isolation Coordinator can complete Ontario's COVID19 self-assessment tool <https://covid-19.ontario.ca/self-assessment/> with the suspected infected person at a safe distance (i.e. minimum of 2 meters apart), or via telephone. Contact the local public health authority regarding next steps.
4. Where communication at a distance is not possible, the Isolation Coordinator and any others attending to the suspected infected person should don a face mask and face shield, gloves, and any other available PPE to prevent possible transmission.
5. The Isolation Coordinator, in coordination with KWBS will:
 - a. Contact the local public health authority and follow their advice.
 - i. Identify persons who may have been in close contact with the suspected infected person. Unless required by the local public health authority, the name of the infected person should remain confidential.
 - ii. If warranted under the local public health authority's advice, KWBS will advise staff members that may have been in close contact with the suspected infected person, to stay home and self-monitor for 14 days. Those who exhibit symptoms must immediately self-isolate (quarantine) and contact the local public health authorities, a healthcare provider, and KWBS.
 - b. Instruct the supervisor to cordon off areas where the suspected infected person has come into contact.
6. Initiate the **Deep-Cleaning Decontamination Protocol** in areas where the suspected infected person has come in contact in the school (i.e., the Isolation Room, workstation, common areas / surfaces.)

Isolation room / area

If a person feels ill or if someone observes that another person is exhibiting symptoms of COVID-19 at school, staff members must contact the Isolation Coordinator(s) by telephone. The Isolation Coordinator on site will be responsible for directing any suspected infected person to a designated Isolation Room immediately by the most direct route in order to prevent further exposure in the school.

Communications will occur at a safe distance or via telephone to minimize the risk of exposure to other staff members, including the Isolation Coordinator. The designated Isolation Rooms are:

- Small music room – first floor
- Library – upper floor

j) Quick Reference – Recommended Actions

Recommended action by teacher

The teacher should:

- be aware of symptom descriptions and alert the principal if a student is ill
- continue to monitor students and themselves for symptoms

Recommended action by management

The principal should:

- coordinate immediate student pick-up and designate an area to isolate the student until parent/guardian arrival
- advise student and any staff attending to them to use provided PPE kit
- advise student to remain at home and continue with remote learning, if they are well enough to do so
- if required, advise entire staff of the concern while protecting confidentiality and responding with sensitivity in the circumstances
- ensure/coordinate environmental cleaning and/or disinfection of the space and items used by the individual(s)
- monitor school population for possible new/additional illnesses
- report in the daily attendance tracking tool as necessary

Recommended action by parent and student

Teachers / Administration should advise parents and students to:

- follow guidance of the local PHU or their health care provider
- not return to school or attend on premises unless cleared to do so by the local PHU
- if a student is tested for COVID-19, follow the guidance of the health care provider and related direction for isolation and returning to school. If there are other siblings or members of the household that attend KWBS, advice of the health care provider should be followed on returning to school.

k) Management of individuals exposed to COVID-19 outside of the school

This section applies to individuals closely related to a school community, such as members of a student's or staff member's household, who test positive for COVID-19 outside of KWBS.

Situations may arise where students, staff, or teachers may be exposed to COVID-19 outside of the school environment (for example, family members that don't attend the school, social contacts outside of school).

At a minimum, household members and others who live with the individual who has tested positive must self-isolate for 14 days.

KWBS will have necessary arrangements in place to support continuity of education for students who require isolation.

KWBS will reference case contact management in these circumstances, in accordance with the [Ministry of Labour's guidelines](#).

I) Management of a confirmed diagnosis of COVID-19 in the school community

This section applies to a student, staff member or a member of the school community who is regularly in the school, who informs KWBS that they have tested positive for COVID-19.

- Any individual who tests positive for COVID-19 must not attend KWBS until they are cleared by the local PHU or their health care provider.
- Any individual(s) who test positive must remain in isolation for 14 days. Retesting is not recommended and will not alter this 14-day isolation requirement.
- Every individual who has tested positive for COVID-19 is contacted by their local PHU for further follow-up.
- The local PHU will notify the school of a positive COVID-19 diagnosis. In some cases, the local PHU may not be the same local PHU as the school; and in these circumstances, coordination between different PHU's and the school is required for further direction. Having designated points of contact within the school and the PHU can assist with ensuring clear processes for communication are in place.
- Where the local PHU determines there was a transmission risk to others at KWBS, students and staff will be assessed to determine if they were at high risk of exposure (requiring isolation) or if they were at low risk of exposure (can self-monitor for symptoms and return to school).
- Classroom cohorts (students and staff affiliated with the cohort) will generally be considered at high risk of exposure.
- All students and staff determined to be at high risk of exposure will be directed to isolate and recommended to be tested (voluntary testing) within their isolation period.
- Negative test results do not change the requirement for isolation nor do they shorten the isolation period for close contacts.

Return to School

While an individual suspected to have COVID-19 is **waiting for test results they must be in isolation and cannot attend school in-person**. The individual can attend school virtually if they feel well enough to participate.

Individuals who have had a COVID-19 test because of symptoms, but who test negative should not return to KWBS until at least 24 hours after their symptoms have resolved.

Individuals who have traveled out of the country should isolate for 14 days.

Where a student or staff member has tested positive for COVID-19, the local PHU will be in contact with the KWBS to provide further direction on returning to school.

If an ill individual does not have COVID-19

For an ill individual who has a known alternative diagnosis provided by a health care provider, return to school can occur when symptoms are resolved for at least 24 hours.

Contact Tracing

- Staff members will be required to complete a daily log / journal of their activities to facilitate contact tracing in the event of a positive COVID-19 test. For instance, staff members will be required to log what time they arrived, who they spoke / met with, what time they got up to take a break, when they took lunch, where they sat, etc.
- **These simple steps will assist KWBS in determining next steps for purposes of any PHU required contact tracing and are mandatory.**
- If a staff member receives a positive COVID-19 test result, KWBS will work with them to trace their movements, identify anyone whom they may have come into close contact with at the school, and will notify those individuals directly. This may include visitors, e.g. suppliers, vendors, etc.
- These individuals will be notified that they had been in contact with a person who is infected with COVID-19 and that they should consult with their physician or local public health authority.
- Each of the individuals will also be advised to stay away from the school for the next 14 days.

a) Fire Safety & Security

- refer to current Fire Safety Procedures in place
- in the event of an emergency, all staff members should exit the buildings as they normally would under emergency circumstances, having regard to safe physical distancing requirements (where possible).

b) Travel Restrictions

Travel shall be restricted to business related travel only, and if deemed essential by Management. Staff members should take all precautions and if meetings can be set up virtually, they should do so.

Personal Travel

Staff members are encouraged to follow all travel advisories and health notices from provincial and federal governments. Staff members travelling outside Ontario for personal reasons must inform their manager.

Travelling out of the country

Staff members should refrain from reporting back to the school for two weeks (14 days) after their return from travel out of country. Staff members may return to the school after 14 days of being symptom-free.

Commuting to KWBS

Staff members are encouraged to commute to school in a safe manner and must follow the restrictions and travel advisories/guidelines as set out in their local jurisdictions.

KWBS School Hours

School hours remain the same (subject to the elimination of before / after school programming). Management reserves the right to adjust school hours as necessary.

Late attendance because of delays on public transit will be addressed equitably and hours possibly adjusted.

Reporting Requirements if exposed outside of KWBS

Staff members are required to immediately report to management or designate any circumstance in the school that is likely to be hazardous to the health or safety of staff members or others in the school. This includes reporting their own potential exposure to COVID-19 that caused or is likely to cause illness to another staff member or to any other person.

The OH&S Committee will be responsible for completing a risk assessment on a case-by-case basis to determine what parts of the school are affected, if other staff members may have been exposed, and establish a timeline.

If the staff member develops any COVID-like symptoms within 14 days, they should notify management and contact a health care provider or their local health unit. Those affected by any incidents will be kept informed as information changes. All incidents will remain confidential and shared with public health officials only, as required.

KWBS will contact local public health unit for guidance on next steps.

c) Monitoring Safety Plan

School administration will consult with the OH&S committee every **two (2) weeks** to assess how the plan is working, identify any issues or concerns with the plan, research and consult with local/provincial guidelines to provide recommendations on how to address issues that arise.

Administration will consider all feedback regarding this Safety Plan, or any other matters relating to the subjects discussed within this plan. Please direct all feedback to m_balea@kwbilibgualschool.net.

COVID-19 Rapid Response Guidelines

Anyone who has had symptoms of COVID-19 in the last 14 days

- Individuals showing symptoms of COVID-19 must remain away from the school. Individuals will not be penalized for disclosing that they have COVID-19 - we are all in this together and must do our part to keep our colleagues and the community safe.
- Persons will be required to stay home or will be sent home if they disclose or present any of the following symptoms fever, chills, new or worsening cough, shortness of breath, difficulty breathing, sore throat, and muscle aches or headache.

Anyone directed by Public Health to self-isolate

- KWBS will comply with any directions received from public health, including as part of contact tracing efforts.
- Persons will be asked to return to their residences for the self-isolation period.

Anyone arriving from outside of Canada or who has had contact with a confirmed COVID-19 case

- Must self-isolate for 14 days and monitor for symptoms. Individuals must not return to the school unless cleared to do so by Public Health Ontario / Public Health Agency of Canada guidelines.

Visitors in the school

- All external visits will be restricted and must be scheduled in advance of the visitor's arrival.
- Where possible, the visitor will be sent an online health screening questionnaire to fill out before their arrival.
- Visitors will only be scheduled and permitted to attend if the visit is required.
- Staff will be provided with PPE when coming into contact with visitors.
- Staff are responsible for communicating to visitors that they must bring their own PPE. Limited quantities of PPE will be maintained at the school, in case of emergencies. Management reserves the right to turn away visitors if they repeatedly fail to attend with their own PPE.

Staff Members experience symptoms at the school

- Management will only maintain records of individuals who report or present with symptoms at the school. Records will be kept in an anonymized, non-identifiable format (*e.g.* without using staff members' names, etc.) to preserve privacy rights. Management will retain records for as long as necessary to comply with contact tracing in the event of a positive COVID-19 case (*i.e.* as directed by Public Health Ontario to assist in contact tracing efforts).
- Records relating to individuals who do not report or present with symptoms will **not** be maintained, in any form.
- If an individual does not develop symptoms, or report that they have developed symptoms, management will **not** retain records of questionnaires, etc.
- Sick staff members must report any symptoms, even mild symptoms.
- Sick staff members will be asked to wash or sanitize their hands, will be provided with a mask and asked to isolate in a secure area / isolation room.
- Staff members will be asked to complete the self-assessment tool on the Ontario COVID website < <https://covid-19.ontario.ca/self-assessment/> >.
- Staff members will be directed to return straight home, and call Telehealth (1-866-797-0000), their local Public Health unit, or their family doctor.
- Management will initiate the Deep Cleaning and Decontamination protocol.
- If a staff member is severely ill (*e.g.*, difficulty breathing, chest pain), call 911 immediately.

If there is a confirmed case or outbreak at the school

- Assess the potential exposure within the school, and document required information of all affected persons for the purposes of assisting in contact tracing.
- Limit access to the building as necessary, and have the school (or parts of the school) closed for the day to disinfect and clean all affected areas.
- Management will contact the local Public Health authorities to report the case or outbreak immediately.
- All work-related illnesses will be immediately reported to WSIB and the Ministry of Labour.