

The Kitchener-Waterloo Bilingual School

Dear KWBS Staff,

Thank you for your patience and continued support as we navigate together through this challenging times.

As educators, we are all expected to follow the Ethical Standards for the Teaching Profession of Care, Trust, Respect, and Integrity and to demonstrate them by our everyday actions.

https://www.oct.ca/-/media/PDF/Standards%20Poster/standards_flyer_e.pdf

These standards also hold us responsible above all to work together to ensure our students' and our co-workers' safety. I appreciate and I am grateful for your continued efforts in our attempt to keep all our students and staff safe.

To continue to ensure everyone's safety, the administration made some changes - Addendum #1- to our Workplace Safety Plan. Please review this entire document and keep in mind that you are expected to implement these measures. If you have any questions or concerns, please reach out to me directly.

OHSA legislation provides employees with the right to know about potential hazards in their workplace, the right to identify and resolve OHS concerns and the right to refuse unsafe work. It takes employees, school administration working together collaboratively to ensure a healthy and safe work environment even more so during these unprecedented times. As KWBS administration, we are committed to do our part in this shared responsibility. As well, we remain committed to treating the information we may receive from employees with the care, dignity and respect it deserves.

We will continue to update you on the status of this situation and any changes we make along the way.

Stay safe and stay healthy!

Thank you,

Mona Balea

COVID-19 Workplace Safety Plan - ADDENDUM # 1

The KWBS is committed to providing a safe and healthy workplace for all our employees, students and families. School administration and employees are all responsible for implementing the Workplace Safety Plan and its Addendum.

Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and this continues to require full cooperation among our employees, administration, and students. Only through this cooperative effort, we can establish and maintain the safety and health of our workplace.

School administration and staff are responsible for implementing and complying with all aspects of the Workplace Safety Plan and of this Addendum.

This Addendum outlines:

- accommodations for employees with underlying medical conditions
- informing employees if they have been exposed to a person with COVID-19 in their workplace and requiring them to quarantine for the required amount of time
- the privacy of workers' health status and health information.
- changes to measures that have been in place since September 2020.

COVID-19 POLICY

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who physically work in our building. We strongly recommend to our remote working personnel (Grade 3-4 teachers) to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Continue to do the screening daily before you arrive to work and follow the recommendations.

If you are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)
- Muscle ache, fatigue, headache, sore throat, runny nose or diarrhea

AND/OR you have experienced any of the following:

- Travelled outside of Canada in the last 14 days
- Someone you are in close contact with has COVID-19
- You are in close contact with a person who is sick with respiratory symptoms (for example: fever, cough or difficulty breathing) who recently travelled outside of Canada

Please follow these steps:

1. Remain home from work! ANY employee who is sick has to stay home from work. You have ten sick days paid by the KWBS that you may use as needed. If your sickness is COVID related you may qualify for government support and need to check CRA website: <https://www.canada.ca/en/services/benefits/covid19-emergency-benefits.html>
2. Communicate your health circumstance to the KWBS office and to the Principal.
3. Monitor symptoms by taking the Government of Ontario's Self-Assessment which can be found at www.covid-19.ontario.ca/self-assessment/#q0
4. Put yourself into self-isolation or self-quarantine for a minimum duration of 14 days.
5. Seek a clinical assessment for COVID-19 over the phone - Contact your primary care provider or Telehealth Ontario at 1-866-797-0000.
6. If you are experiencing sudden and intense symptoms call 9-1-1

Quarantine vs. Isolation:

Quarantine (self-isolate)

Quarantine for 14 days if you have no symptoms and any of the following apply:

- you are returning from travel outside of Canada (mandatory quarantine)
- you had close contact with someone who has or is suspected to have COVID-19

- you have been told by the public health authority that you may have been exposed and need to quarantine

Quarantine means that for 14 days you need to:

- stay at home and monitor yourself for [symptoms](#), even if mild
- avoid contact with others to help prevent transmission of the virus at the earliest stage of illness
- practice [physical distancing](#)
- if you develop symptoms, even if mild, stay home and isolate yourself from others
- contact a health care professional or your [public health authority](#).

Isolate

You must isolate if any of the following apply:

- you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19
- you have symptoms of COVID-19, even if mild
- you have been in contact with a suspected, probable or confirmed case of COVID-19
- you have been told by public health that you may have been exposed to COVID-19
- you have returned from travel outside Canada with symptoms of COVID-19 (mandatory)

While you are isolating:

- monitor your symptoms as directed by your health care provider or [public health authority](#). They will advise you when you are no longer at risk of spreading the virus to others
- immediately contact your health care provider or public health authority and follow their instructions if your symptoms get worse.

Accommodations:

Inform the Principal if you have any underlying medical conditions and request any specific accommodations that you need.

Each request will be looked at on an individual basis and will adhere to the Ontario Human Rights Code.

Also, any employees who benefited from other accommodation that were not related to COVID have to inform the Principal if they need these accommodations to continue from Monday January 11th and to inform what is the end date of their accommodations.

Employees are responsible for the following:

- request accommodation, including the beginning and the end date
- explain why accommodation is required, so that needs are known

- make his or her needs known to the best of his or her ability in writing
- answer questions or provide information about relevant restrictions or limitations, including information from health care professionals, where appropriate and as needed
- take part in discussions on possible accommodation solutions
- co-operate with any experts whose assistance is required
- meet agreed-upon performance and job standards once accommodation is provided
- work with the employer on an ongoing basis to manage the accommodation process
- discuss his or her accommodation needs only with persons who need to know, the Principal or teaching partners as needed.

Traveling/commuting measures:

- All school activities/events continue to be cancelled/postponed until further notice to limit exposure
- Meetings will be held virtually whenever possible
- You are asked to follow all the recommendations of the local and provincial authorities to ensure your safety, the safety of your teaching team, students and school environment
- **The employer is not, nor will be, responsible for providing sick pay or other compensation to a staff member who has elected to travel outside Ontario during a pandemic, and/or where public health or another government agency has recommended against travel outside of Ontario, and as a consequence of their elective travel, to self-isolate or quarantine upon their return to the province. You will also be asked not to come into physical contact with any colleagues during this time.**
- Anyone who must travel (essential travel only) is required, upon entry into Canada, to quarantine and self-assess for symptoms immediately. They must use the ArriveCAN app or website within 48 hours of return to report their re-entry. There is a phone number also available: 1-833-641-0343.

Exposure to COVID-19:

The KWBS has the right to ask employees if they have been in close contact with someone infected by COVID-19 or have tested positive for COVID-19. The KWBS is required under the OHS Act to inform staff if they have been exposed to a person with COVID-19 at the workplace. The disclosure of personal information will be limited to the greatest extent possible when the KWBS may need to advise employees that there has been a confirmed case of COVID-19 that employees may have been exposed to in the workplace.

Privacy of workers' health status and health information:

The KWBS will take guidance from Local Public Health Authorities, advice from healthcare professionals, and fact-specific considerations such as the type, breadth, and volume of personal information required to be collected or disclosed in the circumstances.

Right to Refuse:

The Right to Refuse is in the Occupational Health and Safety Act. It is the fundamental Right of an employee to refuse work that they feel unsafe.

Employers have the duty to keep employees and work sites safe and free of hazards. If any employee refuses to return to work citing an unsafe work environment, if they identify a concern, the employer will investigate it and try to accommodate.

If after the investigation, an employee has not met the criteria for Infectious Disease Emergency Leave or other employment standards leaves, no unsafe working conditions were found and the employee still refuses to return to work, the KWBS is well within their rights to consider that a form of misconduct, or, a resignation (job abandonment), meaning simply the worker would lose their job, and any benefit they are currently getting from the government.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The policies and procedures in the Workplace Safety Plan are being implemented to assess employees' health status prior to entering the workplace and while they work in the building.

Reporting Illness

The symptoms of COVID-19 can resemble a cold or a flu. At this time, it is recommended that any person who is experiencing any symptoms related to cold, flu or COVID-19 should be sent home. It is important to check with your healthcare provider and follow instructions about staying home or away from public spaces to prevent the spread of the virus. The virus typically spreads through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then the mouth, nose, or eyes.

Close contact with a potentially infected person or touching potentially contaminated items (such as desks, keyboards, counters, door handles, hard surfaces, photocopier, etc.) are likely to pose the greatest exposure risks. Also, close contact with other people increases the risk of exposure to someone who may be infected.

In addition, employers should advise these workers to immediately self-isolate and complete the online self-assessment or call either:

- Telehealth: 1-866-797-0000
- their primary care provider (for example, family physician)

If you are experiencing symptoms, you may want to:

- complete the self-assessment on the Ontario COVID website, you are told what to do next based on the self-assessment results
- you can also call Telehealth (1-866-797-0000), the local Public Health unit, or the family doctor
- The employer must report illnesses acquired at work, including COVID-19, to:
 - the Ministry of Labour, Training and Skills Development (in writing) within four (4) days
 - the joint health and safety representative

Resources to be used include the Ontario COVID-19 Self-Assessment found at: https://covid-19.ontario.ca/?utm_source=Google&utm_medium=CPC&utm_campaign=COVID-19&gclid=CjwKCAjwkun1BRAIEiwA2mJRWeK3hx4EEZUbKkEAepv0i5A7CtDPm2CabZnmfyZJREzXCkTaoYDdKdBoClyoQAvD_BwE

Protecting yourself & co-workers

Coronaviruses are spread through close contact, including at work. Here are some helpful tips to prevent the spread of infection:

- Wash your hands often and thoroughly with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your face, eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Where possible, wear gloves when interacting with high-touch areas. Do not touch your face with gloved hands. Put on and remove gloves in a manner that avoids contamination of the hands.
- Ensure if you are ill: notify your supervisor immediately, complete the self-assessment and follow the instructions you get.



“HIGH-TOUCH” SURFACE SAFETY CLEAN & DISINFECT THOROUGHLY & FREQUENTLY:



For more information visit: publichealth.lacounty.gov



Hand Washing

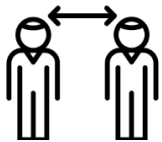
Basic infection prevention measures are being implemented at our workplaces at all times. Wash your hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Continue to use hand sanitizer when you enter the building, hand sanitizer is available at each building entrances. Continue to sanitize or have students (upper floor) sanitize their desks twice/day. Use wipes to sanitize the photocopier before you use it or use the gloves available beside the photocopier. Encourage and monitor students to continue to use the hand sanitizer dispensers when they walk out of the class and to use hand sanitizer or wash their hands when they return to class.

Access to our building will continue to be restricted to our teachers only, essential building maintenance personnel and Board members.



Respiratory etiquette: Cover your cough or sneeze

Teachers should instruct students to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. **All school staff will follow the same protocol.**



Social distancing

Social distancing is being implemented in the workplace through the following:

- Limit exposure and contact as much as possible. Each staff will ensure that their contact is limited to their teaching partner and to the students in their cohort only.
- Teachers will use the designated entrances only and staff will remain on the floor where they teach and in their classrooms;
- The upper floor staff will use the staircase at the front of the entrance to go upstairs and avoid contact with the teachers on the first floor and with any staff that is not part of your teaching team;
- Staff room remains closed;
- Staff are asked to use the screens when they work with students;
- Staff may use the outdoor space (rocks at the back and picnic tables) during their break. If they are eating outside and not wearing a mask, only one person may sit at the table.
- Staff are prohibited from gathering in groups.
- A schedule will be emailed to you for the use of the photocopier, to avoid contact between staff of different levels/cohorts.
- To ensure proper distancing at the front of the classroom, you may want to ensure that the back row of desks is placed as close to the back shelves as possible with just enough space for students to move their chair.
- Remind your students to maintain the distance required and follow the signage on the floors.



Mask Wearing

Personal Protective Equipment (PPE) including masks, gloves and robes will continue to be distributed to staff before the end of the month for the following month. Our school secretary will continue to remind you to email your order. Your order will be delivered to your room at the same time with the attendance sheets for the following month. If you are occasionally short of PPE, please inform the office. The masks should have two layers and have a filter. You may also want to wear a shield when you travel in the hallways or when you are close to your students.



Housekeeping

Regular housekeeping practices will continue as per our WSP. Thank you for continuing to clean students desks twice daily. We will continue to disinfect the whole school once/month.

Reduce contacts

In order to limit the contact, the students and staff will use the designated doors. Teachers will be in contact only with the teaching partners, the support staff and the administration. There should be a 2m distance between each teacher and any of the adults mentioned above that they may come in contact with. The teachers on the first floor will remain on the first floor and the upper floor teachers will access the upper floor through the main front staircase and will remain on the upper floor not mingling with other teachers. The contact between teachers will be mainly by phone, emails, virtual meetings.

Teachers are to use the schedule for the photocopier that will be emailed to you, ideally you will print from your classroom and go to the staff room to pick up the photocopies. The teachers on the first floor will have a designated person only for each grade to go upstairs pick up the photocopies.

To increase the space at the front of the classroom for you and for the students exiting the classroom, you will have the first row of desks as close to the back shelves as possible. Please do your best to align the desks and maintain space between desks.

Your contact tracing book should be updated regularly.

Health and Safety Rooms (Isolation rooms)

The two change rooms will be designated as isolation rooms on the first floor. One room is for students on the first floor and the other room is to be as needed for students on the second floor. Please note that there is a change: the Library will have two spaces used by the EAs on the upper floor who will work with students from Gr. 3 and up.

Online teaching rooms

We will have two designated spaces for the online teaching on the first floor. These spaces will be the two small music rooms and will not be used as gathering rooms or lunch rooms. The space may be used only by one person at a time when the person is teaching online only. There is no lunch room or any gathering room available for staff to be used this year.

Classrooms

Teachers are asked to continue to keep their classrooms tidy and to avoid having in the classrooms any things that are not necessary. The countertops should be easy to clean and the materials on shelves should be nicely organized, please ensure that you have the sanitization desk available with everything that you and your students need, email the office a day before you are out of supplies and the supplies will be delivered to your classroom.

While we do our best to clean, it is your responsibility to ensure that students learn to treat their learning space and school environment with respect. They may not use permanent markers on the white board and may not write on the walls. Paper should be placed under the whiteboards in JK, SK to protect the walls.

Classrooms are cleaned each evening and are disinfected at least once/month.

If a student becomes ill during the day, depending on the symptoms, we may disinfect the classroom during the day.

We thank you for your cooperation.