

2020-
2021



KEC PARENT GUIDE COVID-19 2020-2021



KAHNAWAKE EDUCATION CENTER

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REOPENING SCHOOLS FOR 2020-2021 DURING COVID-19

OVERVIEW

The Kahnawà:ke Education Center follows the protocols and procedures set in place by the COVID-19 Task Force and the Kateri Memorial Hospital Center as provided during the COVID-19 pandemic. Our mandate has always been, and continues to be, to provide quality education under the Kahnawà:ke Education Responsibility Act (KERA). Reopening during COVID-19 has special considerations. We need to focus on the key infection prevention and control measures of DISTANCE-HYGIENE-Mask (personal level) and TEST-TRACE-ISOLATE (systems level). The safety of students and staff is the highest priority.

Mandate of COVID-19 Task Force¹

The objective of the Emergency Operations Center Directive is to provide clear direction to Community Organizations under the Executive Directors Committee (EDC) on how to manage its operations during the current COVID-19 Pandemic outbreak. It is also to ensure a safe and healthy work environment for our employees by implementing a directive that will prevent and manage workplace exposure of the COVID-19 pandemic virus to employees and clientele, specifically by implementing a mandatory leave. It provides options that will ensure financial security to employees who cannot be at work for precautionary, recovery, or caregiving reasons related to the exposure or potential exposure to the pandemic virus.

The graphic below highlights our primary focus as outlined in this guide.

¹Harvard School of Public Health



The KEC does not intend this guide to replace existing KEC policies and procedures. It is a supplementary guide to support administrators and staff during the COVID-19 pandemic. This

¹ http://COVID-19.kmhc.ca/wp-content/uploads/2020/05/3_Mandate_COVID-19-Task-Force.pdf

document and its contents may periodically change depending on evolving situations with the COVID-19 emergency and ensuing Task Force and KMHC directives and guidelines.

ADDITIONAL STAFFING SUPPORTS—CONTRACT PERSONNEL

Supporting teachers and staff during COVID-19 sees special considerations requiring additional document preparation, online learning supports and other items that cannot be assigned to existing staff. To support these measures additional contract personnel will be retained on a contract basis:

- Three (3) Safety Monitors, one at each school to support protocols
- Three (3) additional Maintenance Support Personnel
- One (1) Health and Safety Consultant
- Two (2) Educational Consultants to support online resources and digitization

The KEC is also collaborating with Loud Spirit Productions for increased communication needs, as well as with MCK Communications as needed.

SCHOOL REOPENING PHASES

School reopening plans for fall 2020 are in two phases:

Phase I


September 14, 2020 to October 30, 2020

Phase II

November 2 to December 18, 2020

KAHNAWAKE EDUCATION CENTRE COVID-19 DAILY HEALTH CHECK

No students or staff with any COVID-19 symptoms are allowed to attend school. Therefore, all students and staff will complete a KEC COVID19 DAILY HEALTH CHECK prior to going to school (<https://forms.gle/epUkTnRe8hvXCSz6A>)



Kahnawà:ke Education Center COVID-19 Self Reporting Questionnaire

Email address : _____
Your email

Will you be working from the office today?

- ☐ YES
- ☐ NO

Date *
DD/MM/YYYY

Name: _____

Your answer

Have you been out of the country in the last 14 days?

- ☐ YES
- ☐ NO

Have you been in contact with anyone who has tested positive for COVID 19 in the last 14 days?

- ☐ YES
- ☐ NO

Does your student or you (if staff) have seasonal allergies? (if yes, please take your allergy medications each day).

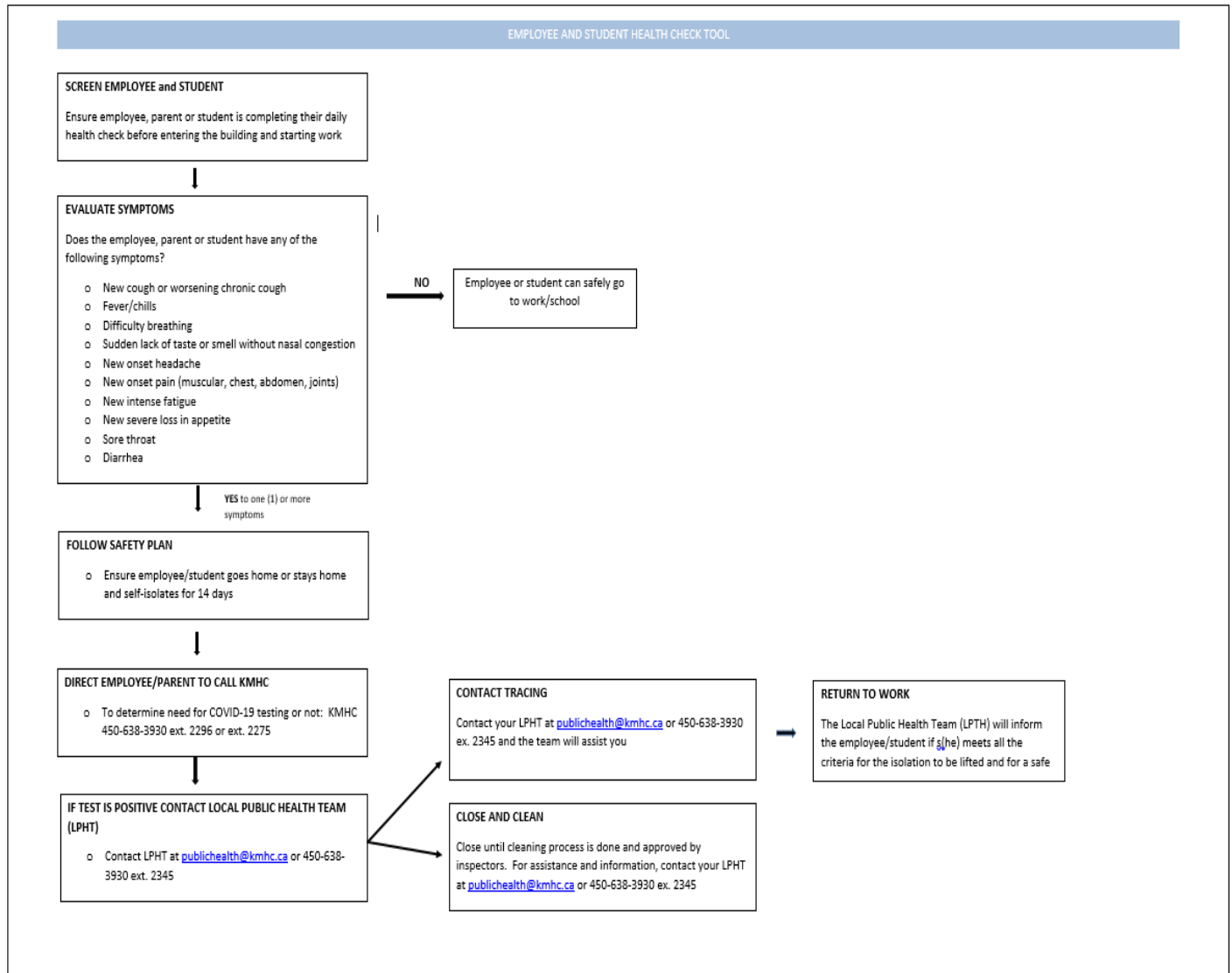
- ☐ YES
- ☐ NO

Does your student or you (if staff) have any of the following symptoms

- ☐ Fever (>38C or >100.4F) / Chills
- ☐ New cough or worsening cough
- ☐ Difficulty breathing
- ☐ Sudden loss of smell or taste without nasal congestion
- ☐ New onset headache
- ☐ New onset pain (muscular, chest, abdomen, joints)
- ☐ New intense fatigue
- ☐ Sore throat
- ☐ Diarrhea
- ☐ **NO SYMPTOMS**

- ☐ I acknowledge that I have read this, and understand that COVID_19 is highly contagious, and that if my child or me (if staff) has any of the above symptoms they will stay home and contact the KMHC Testing Center to determine if they need to be tested for COVID-19. Phone number of the testing site (450-638-3930 ext. 2296 or ext. 2275) Let us make school FUN, EDUCATIONAL and SAFE. |
- ☐ I agree the above is correct

COVID19 EMPLOYEE AND STUDENT SCREENING TOOL



CLASSROOM SIZE

- Classrooms must be arranged to accommodate a 2-metre distance between student work areas/desks or 1 metre within a smaller grouping for group work (see next point).
- Students can be grouped in closer proximity of 1 metre if required for specific group work. However, the max grouping would consist of six children under the age of 12 years old.²
 - Must be wearing masks when in smaller groupings
 - Groupings of six must be consistent to facilitate COVID-19 contact tracing

MASK ETIQUETTE AND STORAGE FOR ALL

- Prior to putting on a mask hand hygiene must be performed
- Prior to removing a mask hand hygiene must be performed
- When students or staff do not need to wear their mask as they are seated at 2 m distancing they should store their mask in one of the following places:
 - On a clean disposable or reusable towel on their desk
 - In a cloth reusable bag on their desk or hanging off their chair
 - Hanging on a lanyard with a safety-release. Please note that the lanyard will be removed for any physical activity due to choking hazard.
 - At no times should used masks be stored in plastic bags

Masks for Students

- Elementary
 - Nursery to Grade 2 no masks required but are encouraged to wear them
 - Grade 3-6 masks are mandatory while they are in public areas but may be removed if they are seated at their desk or table with 2 metre physical distancing
 - Parents must provide 2 per child
 - Disposable masks available in extenuating circumstances
 - Grade 3 and up, masks are mandatory
 - 3-6 masks are mandatory while they are in public areas but may be removed if they are seated at their desk or table with 2 metre physical distancing
 - Parents must provide 2 per child
 - Disposable masks available in extenuating circumstances
- KSS
 - Masks mandatory for all students while they are in public areas but may be removed if they are seated at their desk or table with 2 metre physical distancing
 - Parents must provide 2 per child

² Older than 12 have the same rate of transmission as adults and therefore should be 2m apart

Masks for Staff

- Masks mandatory for all staff. Staff can wear homemade masks if they so choose or store-bought, double layered masks. In the case of a staff who needs to attend to a student with symptoms of COVID-19, the school will provide the staff with an emergency kit containing a procedure mask, visor and gown.
- Masks may be removed in classroom when 2-metre distance is respected
 - Nursery to Grade 2 masks and visors are mandatory when in classroom
- Staff who work with students who exhibit unpredictable behavioural challenges will be required to wear visors in addition to masks
- Visors are provided by each school

TEACHER RESPONSIBILITY FOR HIGH TOUCH AREA CLEANING IN CLASSROOM AND COMMON TEACHER AREAS

- Teachers will be expected to assist maintenance by performing routine “wipe downs” within the classroom and common teacher areas over the course of the day.
- This will apply to desks, doorknobs, light switches, photocopy machines and any other high touch surfaces.
- At minimum, high-touch areas should be cleaned mid-morning, at lunch, and after school.

WINDOWS AND VENTILATION

- In addition to positive mechanical ventilation within the schools when possible teachers are asked to keep doors and windows open to allow for additional natural ventilation.
 - There is an air exchange for all three school systems
 - This provides clean and fresh air over the course of the day

STUDENT CODE OF CONDUCT

With the present situation, there are more risk prevention measures in place. These measures are to protect the staff, students and community at large.

Students:

- Must complete the KEC COVID19 DAILY HEALTH CHECK before coming to school with the help of their parents each day <https://forms.gle/epUkTnRe8hvXCSz6A>
- Grade 3-11 students must wear masks when entering the building, in transition, outdoors, and in classroom. Students can only take off their masks when seated at their designated work area (desk) or eating area (table) and 2 metres from peers or staff
- However, they are encouraged to wear masks.

- Students from Nursery to Grade 2 should be guided to respect physical distancing and other health and safety guidelines indicated in this document. They are encouraged to wear masks.
- Must enter building when directed to do so by staff
- Must respect physical distancing (2 metres) at all times (classroom, hallway etc.)
- Must sanitize when starting a new activity
- Must sneeze and cough into their elbow
- Must wash hands before and after eating
- Must wash hands before and after going to the washroom
- Must throw out tissues immediately and wash hands

Students must also:

- Not share school supplies
- Bring their own water container
- Bring their own snacks and lunch (if school not providing food service)
- Respect off limits areas (in school and out)
- Never spit on someone
- Keep hands to oneself (no touching, high fives)
- Stay in their work area
- Anything brought into the school must leave with the student at the end of the day

Unfortunately, if students do not adhere to these rules they may have to be sent home depending on the severity of the infraction. School will adjust accordingly to students who require special considerations.

STAFF ROLES AND RESPONSIBILITIES -- ALL THREE SCHOOLS

School Administrator

The school administrator's role follows the normal job description and strategic plan. The administrator uses this guide as an enhancement protocol during COVID-19. The administrator remains the direct oversight over his/her school and the protocols identified in this guide.

School Safety Committee-COVID-19

The school safety committee follows the normal protocol outlined for school committees regarding school safety. This guide is an enhancement protocol during COVID-19. They will work with committee members to monitor and recommend improvements to procedures noted in this guide.

Safety Monitor

Within the school, there will be a person that will monitor all aspects of the safety procedures daily as well as perform inspections over the course of the day. They will ensure that all safety

procedures are followed and report with suggestions for improving the operations. They will also be instrumental in creating a culture of gentle correction by example and kindness.

School Maintenance

The maintenance teams maintain their regular procedures throughout the school year. The team will be responsible for increased disinfection and cleaning procedures. For high-touch surfaces within the classrooms they will be assisted by teaching staff who will perform wipe downs of high touch areas at set intervals (desks, light switches, doorknobs)

School Staff

School staff are expected to follow their normal job description. Staff will use this guide as an enhancement protocol during COVID-19. The staff must support the school specific protocols and the protocols identified in this comprehensive guide.

School Receptionist

The school receptionist maintains the normal work schedule as per the job description and will work in concert with the Compliance Monitor to ensure proper entry procedures are maintained. School receptionist must ensure that any visitors follow the required procedures, which visitors are questioned upon entry, follow health and safety guidelines, log in and log out visitors.

Parent Responsibility

Parents are vital to supporting our schools in reducing the spread of COVID-19. By thoroughly reviewing the parent document and supporting the measures identified consistently, we will provide all students and staff with an educational environment that will quickly mitigate and respond to COVID-19.

Student Responsibility

Please see Student Code of Conduct in this document

Student Code of conduct

Please see Student Code of Conduct in this document.

GENERAL PROTOCOL FOR SCHOOL STAFF

The following are guidelines for staff to follow daily for All Three Schools:

Prior to each school day:

All staff are expected to fill out the following form:

- Staff must fill out the KEC COVID19 DAILY HEALTH CHECK **before** entering the school (<https://forms.gle/epUkTnRe8hvXCSz6A>).

- In the event a staff member has symptoms or answers yes, they must stay home and call the KMHC COVID-19 Testing Site (**450-638-3930** ext. **2296** or ext. **2275**) to determine if they require testing.
- If staff member is informed that they should go in for testing, they must immediately inform their supervisor (school administrator) and KEC HR.

At school:

- They are to use the main entrance
- Hand hygiene must be performed upon entry to the site
- Masks are to be worn upon entrance into the building, in classrooms and all common areas within the school
- Take the most direct route to classroom and avoid un-necessary socialization
- Practice physical distancing and reinforce the rules in a positive manner with students (no physical contact, 2 metre distancing when interacting)
- Practice and model proper hygiene (handwashing, covering coughs/sneezes and following all public health guidelines)
- Specialists will travel to classrooms to teach in most circumstances unless otherwise specified and approved.

DEPARTURE OF STAFF

- General cleaning of work area is recommended
- Notify reception that you are leaving the building
- Once home, perform hand hygiene and it is left to the discretion of the staff member to change, wash clothes or put them in a hot dryer for 30 minutes immediately.
- If using personal mask, wash and/or ensure you have a clean mask ready for the following day.

COMMON WORK AREAS, LUNCH, STAFF MEETINGS

Schools will designate common work areas if space allows

- It is preferable for teachers to find common areas to work as a team that are within their building section to support contact tracing measures
- Whenever possible teachers will limit their movements within the building to their work area
- Whenever possible staff meetings are held via zoom
- If physical staff meetings are required they will be held in the gymnasium, with 2 metre physical distancing
 - Gym capacities:
 - Kateri and Karonhianónhnhha 35 people,

- KSS 50 people
 - Chairs placed prior to meeting
 - Staff wear masks-mandatory
- If using photocopier, microwave, fridge and coffee maker
 - Hand hygiene prior to handling
 - Sanitize handles before and after use with provided wipes
- Staff may remove their mask after hand hygiene is performed and eat their lunch or snack if they are seated 2 metres apart from any other staff member or student

WASHROOM PROTOCOL FOR STAFF

- Individual washrooms are within all three KEC schools
- Masks are mandatory
- Signs posted in washroom indicating proper handwashing measures.
- Frequent sanitization of washrooms.
- When staff member returns to classroom they must sanitize hands once again before entering

GENERAL PROTOCOL FOR STUDENTS

Arrival of Students who are driven in by Parent

Parents who have indicated they will transport their child(ren) daily will respect the following procedures:

- Parent /student complete the KEC COVID19 DAILY HEALTH CHECK
<https://forms.gle/epUkTnRe8hvXCSz6A> BEFORE sending their child(ren) to school.
 - In the event the person is showing symptoms they are to stay home and isolate and to contact the KMHC COVID-19 Testing Site (450-638-3930 ext. 2296 or ext. 2275)
- If symptom-free, the parent driving the student(s) should enter the designated drop-off location
- Prior to child leaving the vehicle, ensure that child is wearing a mask according to school requirements.
 - Children requiring parental and/or staff support will be assisted.
- Leave site to allow for the next child(ren) arriving.

Entry into school and classroom

- The student will proceed to designate line-up area distancing themselves 2 metres from the other students. Distance markers will be indicated on the ground.
- The teacher/monitor will instruct students to sanitize hands upon entering and allow appropriate time to distance the next student to enter into the building.

- The child will then proceed to their classroom and maintain 2-metre distancing measures. Hall monitors will be located in designated locations to ensure proper transition processes are respected.
- Upon entering classroom, student will place lunch bag/school bag at designated location within the classroom.
- Student will then go to their designated desk, place mask on paper towel or tissue or in reusable bag and prepare to engage in learning.
- All students will have their own bin with their supplies
 - Supplies will remain at the school
 - Anything brought by the student in the morning will leave at the end of the day

Arrival of bused Students:

Students who are eligible for school bus transportation must following the following procedures.

- Parent /student complete the KEC COVID19 DAILY HEALTH CHECK <https://forms.gle/epUkTnRe8hvXCSz6A> BEFORE sending their child(ren) to school.
 - In the event the person is showing symptoms they are to stay home and isolate and to contact the KMHC COVID-19 Testing Site (450-638-3930 ext. 2296 or ext. 2275)
 - Please refer to MCK Bus Transportation Guidelines
 - Bus will drop off students at designated school location site.

Arrival:

Entry into school and classroom:

- The student will proceed to designate line-up area distancing themselves 2 metres from the other students. Distance markers will be indicated on the ground.
- The teacher/monitor will instruct students to sanitize hands upon entering and allow appropriate time to distance the next student to enter into the building.
- The child will then proceed to their classroom and maintain 2-metre distancing measures. Hall monitors will be located in designated locations to ensure proper transition processes are respected.
- Upon entering classroom, student will place lunch bag/school bag at designated location within the classroom.
- Student will then go to their designated desk, place mask on paper towel or tissue or in reusable bag and prepare to engage in learning.
- All students will have their own bin with their supplies
 - Supplies will remain at the school
 - Anything brought by the student in the morning will leave at the end of the day

DEPARTURE OF STUDENTS WHO ARE PICKED UP BY PARENTS

Students who are picked up at the end of the day by parents will:

- At the end of the school day, all students will perform hand hygiene at their desk and put on their mask as per the protocol
- At specified time, line up in classroom respecting distancing measures. Hand hygiene will be performed as leave classroom.
- Proceed to designated area (either in school or outside). Hall monitors will guide and support transition.
- Once parent has arrived, student will be supported by outside monitors to ensure they picked up safely.
- Once home, perform hand hygiene and it is left to the discretion of the student/parent to change and/or wash clothes and mask or put them in a hot dryer for 30 minutes immediately

DEPARTURE OF STUDENTS WHO ARE BUSED:

- At the end of the school day, all students will perform hand hygiene at their desk and put on their mask as per MCK Bus Transportation Guidelines
- Buses must be on site prior to students leaving.
- Announcement will be made indicating bus arrival.
- School hall monitors will be in place in order to ensure proper distancing is maintained as students leave classroom.
- Students whose bus has not arrived will await in classroom with educator until their bus arrival has been announced.
- Hand hygiene will be performed as leave classroom. Students will proceed to designated bus line-up area and maintain proper distancing as they await entrance onto the bus.
- MCK Bus Transport procedures will then be enforced.
- Once home, perform hand hygiene and it is left to the discretion of the student/parent to change and/or wash clothes and mask or put them in a hot dryer for 30 minutes immediately

RECESS AND OUTDOOR LEARNING

- There will be no set recess periods. Educators will designate break for whole class based upon times they deem best for learners and to avoid too many people moving in the common spaces at the same time and for outdoor play area be too full to maintain physical distancing.
- Hand hygiene must be performed prior to exiting the building and upon re-entering.
- Masks and safe distancing measures must be enforced as per protocol.

- Playground equipment is available for student use, with physical distancing maintained
 - Students will wash hands before and after use.
- A classroom-designated ball is permitted, however it must be sanitized before and after use with spray Oxivir or equivalent
- Educators must notify office/reception if they are leaving the building and expected time of return. A cell phone or other form of communication must be with the educator at all times in case of emergency or for other needs.
- Educators must bring hand sanitizer with them if going on outdoor learning excursion for longer period. Hand sanitizer should be used at appropriate times.
- The cafeteria will not be providing snacks at this time
 - Hand hygiene must be performed prior to eating
 - Students must eat their snack that is brought from home at their desks
 - No snack sharing.
 - Disposable plates and utensils at this time
- Water in own container, filled and brought to school.
 - Water facilities not in use at this time to refill bottles

LUNCH

- Each school will work in collaboration with their designated lunch service provider to develop a safety procedure that will include:
 - Students performing hand hygiene prior to eating
 - Students must eat at their desk or in designated area that has 2-metre distancing
 - If students are to pick up their food from a lunch service, they should wear a mask as per protocol when walking. After the hand hygiene, the mask can be removed and hand hygiene performed again before they eat.
- Services providers must submit a detailed plan that:
 - Respects COVID-19 health and safety guidelines
 - Is approved by health and safety inspectors
 - Is supported by each school administrator

WASHROOM PROTOCOL

- Designated areas for grade levels and floor location
- Masks are mandatory as per protocol depending on grade level
- Students permitted in washroom:
 - Elementary:
 - One (1) student at a time in washrooms

- KSS
 - 2 students at a time per washroom in larger washrooms
- Nursery and kindergarten classes have their own washrooms within the classrooms
- A monitor/aide can be available for those students requiring assistance/escort to the washroom (younger grades)
- Signage outside the bathroom entrance indicating vacancy/occupancy. This will allow staff to see from a distance and not send students if occupied. (for further discussion and decision)
- Signs posted in washroom indicating proper handwashing measures.
- Frequent sanitization of washrooms
- Upon re-entry to classroom, student must perform hand hygiene

GENERAL PROTOCOL FOR VISITORS

Visitors will be limited to essential contractors, couriers and parent visitors upon invitation by teacher, staff or administrator. Visitors will be required to follow the following guidelines:

- Upon arrival and before entering the school sanitize hands and put on mask
- Present themselves to the receptionist where they will answer the health questionnaire
- State their business and name: reception will log information.
- Staff member with whom they have an appointment will greet them.
- When departing, visitors must report to reception and note their departure from the building where it will be logged.

HEALTH AND SAFETY PROCEDURES: ALL THREE SCHOOLS

Sanitization of Physical Space

Common Areas

Common areas will be cleaned according to a schedule by the maintenance team. There will be a log kept of these cleanings

Washrooms

See washroom protocol for staff

HYGIENE

The maintenance crews have modified their schedules to be present during the school day. The cleaning procedures will be as follows:

- General wipe down will be minimum 4 times per day
- High touch wipe down will be minimum 4 times per day this includes N/K walls, door handles, push bars, reception counters and switches
- Increased cleaning and wipe downs in washrooms, minimum 4 times a day, more as required. It will include “Brights” chrome, porcelain, and melamine. As well as towel and tissue dispensers
- In addition to the above, regular building cleaning of general areas will be performed while students are in class.
- Teaching staff will be tasked with general wipe downs of high touch areas within their class

FOOD SERVICE PROCEDURES

Our school cafeterias are operated by our partners who provide hot nutritious meals. We have been working with them to ensure they can continue to provide a quality service with the new health and safety reality in mind. With this in mind, the following has been implemented:

- Limited menus: they are going to simplify the offerings to allow their staff to maintain proper distancing
- Advance ordering: students will order their lunch with their classroom teacher who will send the order form down to the cafeteria. This will allow the canteen to prepare the precise amount of meals required and assist in delivery
- Delivery: meals at lunch time will be delivered to the classrooms to minimize contact
- Plates/utensils: to minimize risk of exposure to the cafeteria staff they will be temporarily using disposable place settings.
- Increased sanitizing: cafeteria staff will be actively performing increased sanitizing of their work areas, surfaces and tools.

MAINTENANCE OF HYGIENE MEASURES FOR MATERIAL, EQUIPMENT

- Limit sharing of work accessories and equipment (e.g. pens, telephone, tablets, computer mouse);
- Clean and disinfect collective equipment (e.g. telephone, computer, mouse, photocopier, printer) regularly or as soon as more than one person uses it;
- Ensure efficient operation and maintenance of the ventilation systems, according to the regulatory requirements for the type of facility and the tasks performed;

- Clean the sanitary facilities that are used only by the staff members and disinfect them daily;
- After each meal, clean the meal areas that are used only by the staff members and disinfect them daily; For example:
 - the refrigerator door handle,
 - chair backs,
 - microwaves;
- Wash the dishes and utensils used by the children and the childcare staff with water and the usual dish soap or dishwasher detergent;
- Immediately clean and disinfect visible dirt (e.g. urine, saliva) and soiled surfaces or objects;
- Increase the frequency of daily cleaning and disinfection of the areas used by the children with a disinfection product usual used, depending on the use of the premises and when they are visibly soiled and the surfaces are frequently touched. For example:
 - tables,
 - counters,
 - highchairs,
 - small benches,
 - toys,
 - play areas,
 - sanitary facilities,
 - any other relevant location or materials

EMERGENCY PROCEDURES

Normal KEC emergency procedures are in force according to KEC policies and procedures. Please follow the CRT committee EMP Manual procedures.

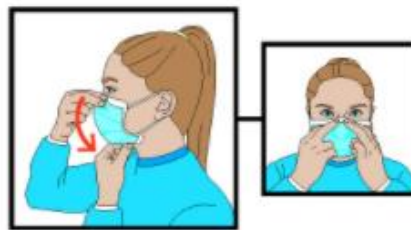
HOW TO WEAR A MASK

PROCEDURE MASK

How to put it on and take it off

HOW TO **PUT ON** THE MASK

1. WASH your hands before picking up a mask
2. PLACE the ear loops behind your ears
3. UNFOLD the mask from your nose to your chin
4. MAKE SURE the mask touches your cheeks
5. SHAPE the nose clip to your nose



HOW TO **TAKE OFF** THE MASK

1. WASH YOUR HANDS then remove the mask by pulling the loops off your ears
2. WASH YOUR HANDS AGAIN after removing the mask



CAUTION !



DO NOT
TOUCH
the mask



DO NOT
REMOVE
the mask
to talk to
someone

CHANGE THE MASK

- WHEN IT'S SOILED
- WHEN IT'S WET AND UNCOMFORTABLE
- AS DIRECTED BY YOUR FACILITY

ISOLATION ROOM PROCEDURE

SYMPTOMS or SIGNS TO LOOK FOR:

| | |
|--|---|
| Fever | New onset headache |
| New or worsening cough | New onset aches and pains |
| Difficulty breathing | New intense fatigue |
| Sudden loss of smell or taste without nasal congestion | Sore throat Diarrhea and/or vomiting |


For any of the above listed symptoms apply the following protocol. Note that all teachers and staff are de facto wearing facemasks because they are within 2 metres of a student:

1. Teacher calls the office and says the following code: **2319**
2. The teacher supervises the student to wash or sanitize hands for 20 seconds
3. The teacher provides the student with a mask (if student is not already wearing one)
4. The safety monitor or designate will perform hand hygiene and don a procedure mask, visor and gown. The safety monitor in PPE will take the student and their essential belongings (backpack, outdoor clothes, medication, prescription glasses) into the designated isolation room
5. Just outside of isolation room:
 - a. A plasticized sheet with the steps of donning and doffing PPE and this procedure.
 - b. 5 PPE kits (gown, visor, mask, gloves, goggles or visor)
 - c. Note gloves are only to be worn if student is vomiting or has diarrhea or other significant secretions.
6. Within the isolation room there are the following items:
 - a. A few items to keep students occupied (ex. markers(to be disinfected after), colouring sheets (to be discarded after))
 - b. 2 chairs and a table
 - c. A phone in order to call the office
7. The safety monitor will take the student's temperature one time
8. The safety monitor will note student symptoms on the provided COVID-19 symptom checklist
9. The safety monitor will call the office to have the student sent home to isolate
10. The safety monitor will provide the student with a bag for his/her personal items to bring home
11. Parent is informed
12. Parent has 30 minutes to pick up the child. After 30 minutes if the child is not picked up, the next emergency contact is called
13. Parent will be given instructions for child to self-isolate and to call the KMHC COVID-19 Testing Site (**450-638-3930** ext. **2296** or **2275**) to determine if COVID-19 testing is warranted.

14. Upon parents' arrival, gowned and masked safety monitor takes the child to the door and returns to the isolation room
15. Once in the isolation room, safety monitor follows directives on how to doff gown and mask and discard in trash, and sanitize visor/goggles.
16. The sanitation team will be directed to sanitize the area in both the classroom and isolation area
17. The teacher/team member will inform parents of students who were in the same class as the symptomatic student with a memo
18. If there are no other symptoms child can return after 48 hours symptom free or when advised by local public health
19. If there is treatment, (ear infection etc) child can return after 48 hours symptom free or when advised by local public health

IF A STAFF MEMBER OR STUDENT TESTS POSITIVE FOR COVID-19

- All efforts of physical distancing and hygiene are in place to limit transmission and contact tracing.
- Staff members and parents of students must report to Administrator immediately upon receiving COVID-19 positive test result
- In collaboration with Local Public Health through KMHC trace all possible contacts with infected person and contact those persons who came into contact with the infected person
- The Safety Monitor, in collaboration with school administration will gather internal information that will support contact tracing to Local Public Health when requested (class groupings, bus route, siblings, etc.)
- Provide staff or parent with the appropriate COVID-19 information sheets and determine level of closure for cleaning purposes.


Guidelines & Information


GENERAL INFORMATION
<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>


GUIDELINES
covid-19.kmhc.ca

HEALTH ASSISTANCE
Info-Santé & Info-Social (24/7 service) : 811
Toll free: 1-877-644-4545
Hearing impaired: 1-800-361-9596


LOCAL PUBLIC HEALTH TEAM
450-638-3930 ext: 2345
PublicHealth@kmhc.ca

TESTING CLINIC
KMHC Testing Site
450-638-3930 ext: 2296 or ext: 2275
8:30 AM to 4:30 PM, seven (7) days per week







PRACTICE SOCIAL DISTANCING
stay 2 meters apart




WASH YOUR HANDS
Wash with soap & water or alcohol based solution for at least 20 sec




DON'T TOUCH YOUR FACE




COUGH IN YOUR ELBOW



CLEAN HIGH TOUCH AREA



STAY HOME & SELF-ISOLATE
IF YOU HAVE ANY SYMPTOMS



GUIDING PRINCIPLES

- Protect most vulnerable population
- Identification, testing, isolation of new cases and contact tracing
- Health and safety measures:
 - ✓ Infection, Prevention and Control
 - ✓ Social Distancing
 - ✓ Policies and Procedures
 - ✓ Physical Space
- Phased approach and flexibility
- Minimize risk from external sources
- Community mobilization

WHAT TO DO IF YOU COME INTO CONTACT WITH SOMEONE WHO HAS COVID 19

| What to do if you come into contact* with someone who has COVID-19 | | | |
|---|-----------------|---|-------------------------------------|
| I have been | I have symptoms | I MUST | I am FINE when... |
| In contact | YES | Self-isolate. Get tested | Local Public health tells you |
| In contact | NO | Self-isolate for 14 days. Monitor for symptoms. If you get symptoms = self-isolate and get tested | Local Public health tells you |
| To a place where someone had COVID-19 | YES | Self-isolate. Get tested | Local Public health tells you |
| To a place where someone had COVID-19 | NO | Monitor for symptoms. No isolation. If you get symptoms = self-isolate and get tested if Local Public Health Recommends | Local Public health tells you |
| I think I may have been in contact | YES | Self-isolate. Get tested | Local Public health tells you |
| I think I may have been in contact | NO | Self-isolate for 14 days. Monitor for symptoms. If you get symptoms = self-isolate and get tested | |
| To the U.S. | YES or NO | Self-isolate for 14 days. Monitor for symptoms. If you get symptoms = self-isolate and get tested | 14 days have passed and no symptoms |
| *Contact: less than 2 metres apart and more than ten minutes contact in the 48h before developing symptoms until the end of the isolation. COVID-19 symptoms: Fever, new or worsening cough, difficulty breathing, loss of taste or smell without nasal congestion, new onset headache, pain, fatigue or severe loss of appetite. Sore throat, diarrhea, vomiting. | | | |

CORONAVIRUS DISEASE (COVID-19)

HOW TO ISOLATE AT HOME WHEN YOU HAVE COVID-19

Isolation means staying at home when you are sick with COVID-19 and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

If you have been diagnosed with COVID-19, it is expected that you take the following measures.



Limit contact with others

- ▶ Do not leave home unless absolutely necessary, such as to seek medical care.
- ▶ Do not go to school, work, other public areas or use public transportation (e.g. buses, taxis).
- ▶ Arrange to have groceries and supplies dropped off at your door to minimize contact.
- ▶ Stay in a separate room and use a separate bathroom from others in your home, if possible.
- ▶ If you have to be in contact with others, keep at least 2 metres between yourself and the other person. Keep interactions brief and wear a mask.
- ▶ Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- ▶ Avoid contact with pets if you live with other people that may also be touching the pet.

Keep your hands clean

- ▶ Wash your hands **often** with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- ▶ You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- ▶ Avoid touching your eyes, nose and mouth.
- ▶ Cough or sneeze into the bend of your arm or into a tissue.

Avoid contaminating common items and surfaces

- ▶ At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes.
- ▶ Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- ▶ Use regular household disinfectants or diluted bleach (one part bleach and nine parts water) to disinfect.
- ▶ Place contaminated items that cannot be cleaned in a lined container, secure the contents and dispose of them with other household waste.
- ▶ Put the lid of the toilet down before flushing.

Care for yourself

- ▶ Monitor your symptoms as directed by your healthcare provider or **Public Health Authority**.
- ▶ If your symptoms get worse, immediately contact your healthcare provider or **Public Health Authority** and follow their instructions.
- ▶ Get some rest, eat a balanced diet, and stay in touch with others through 'communication devices'.

