

ST. MARY'S SCHOOL'S SAFETY PLAN



Revised: April, 2021

FIRST LEVEL OF PROTECTION: LIMITING THE NUMBER OF PEOPLE AT A WORKPLACE AND ENSURING PHYSICAL DISTANCING WHENEVER POSSIBLE

- We have discussed an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of people in the workplace. At this time, it is anticipated that all workers will be returning to the worksite as per their contractual arrangements; however, should schools revert to Stage 3 or 4, we are prepared for off-site work.
- We have limited visitors to those who absolutely must enter the building (i.e., outside contractors providing repairs or maintenance); deliveries are to be received at the parish office or on the porch; parents are to drop children off outside, and wait for them there after school.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, and washrooms.

- We have implemented measures to keep staff and others at least 2 metres apart, wherever possible.
- We have created learning groups, which coincide with classroom groupings, all of which have fewer than 60 people.
- We will have a washroom pass system in place for students to assist with monitoring occupancy limits for the washrooms.
- We will have a plan for our school buses that addresses seating arrangements (to keep children from different families and different learning groups as separate as possible), order for loading and unloading, and hygiene practices.

SECOND LEVEL OF PROTECTION: BARRIERS AND PARTITIONS

- We have a previously-installed barrier (front office area) where office staff can keep physically distant from visitors.
- We have included barrier cleaning in our cleaning protocols.
- We have portable barriers available to use when working with children in 1:1 or small group scenarios.

THIRD LEVEL OF PROTECTION: RULES AND GUIDELINES

- We have identified rules and guidelines for how staff should conduct themselves. This includes: staff will sanitize their hands immediately upon entrance to the school and before they leave the school; staff will ensure areas they used are wiped down at least twice a day.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- We have established a direction of travel in our hallways (including stairways) and placed arrows to show that.
- We have communicated to families and staff that no one exhibiting symptoms of COVID-19 should be attending/working at the school and asked staff and families to perform daily self-checks for symptoms.
- Families have been provided with a copy of a daily health check for children, which lists the key symptoms of COVID-19 and the appropriate response if a child displays one or more symptoms. They have also been provided with information for accessing the new online health check.
- Staff are required to initial a form (kept in the staffroom) each day to show that they have performed the daily self-check for symptoms.

FOURTH LEVEL OF PROTECTION: USING MASKS

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks are mandatory when physical distancing cannot be implemented (such as when staff and students who are in different learning groups are together in the halls or at entrances/exits).
- We have obtained 2 re-usable masks for each student and staff member.
- We have trained workers in the proper use of masks.
- We have provided information to parents/guardians regarding the proper use of masks and provided orientation to students as needed.
- All staff are now required to wear masks in common areas, and also within their own learning group.
- All students in Grades 4 – 7 are required to wear masks indoors at all times (unless they have received an exemption for health or behavioural reasons).

REDUCING THE RISK OF SURFACE TRANSMISSION THROUGH EFFECTIVE CLEANING AND HYGIENE PRACTICES

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (two times per day) as well as the timing (before and after shifts, after lunch)
- Workers who are cleaning have adequate training and materials.
- We are limiting the amount of shared equipment used by students, and are following the provincial health and safety guidelines for disinfecting the equipment that is shared.
- Volunteers are scheduled for each day of the week to do a midday disinfecting of frequently-touched surfaces.
- Classrooms are equipped with hand-sanitizer, and hand-sanitizing stations are at every entrance to the school.

POLICIES

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from entering the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived 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.
- Visitors are prohibited or limited in the workplace.
- We have a work from home policy in place.

Our policy addresses workers who may start to feel ill at work and students who may begin exhibiting symptoms. It includes:

- Sick workers should report to the principal, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask and isolated, and asked to go straight home.
- Any surfaces that the ill worker has come into contact with will be disinfected.

- The same rules apply to students, with the exception that a caretaker will be called to take the student home immediately.
- The isolation room will be our medical room.

COMMUNICATION PLANS AND TRAINING

- Workers have been trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- Families have received the policies for keeping children home who exhibit symptoms (sent in our Basic Return to School Plan).
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices, including hand hygiene and cough etiquette.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.