



## Health-Related Protocols for the Reduction of the Transmission of Illness

### COVID-19 Reopening Plan

As a part of ensuring continuity of learning and education outcomes during the COVID-19 pandemic, these guidelines are intended to support GSSD employees, students, parents, caregivers, administrators, and school community members to:

- Be informed about public health measures and feel safe in schools
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.

The following are all the protocols, guidelines, and new regulations that have become our reality these days. We are required to comply with various provincial authorities but not limited to, the following:

- [Re-Open Saskatchewan Plan](#)
- [Chief Medical Health Officer of Saskatchewan – Current Orders](#)
- [WorksafeSask COVID](#)

What follows is designed to keep everyone as safe as possible while still providing critical educational services or our families and community.

**Employees are to review this document and follow these operations guidelines when in any GSSD school facility to ensure the health and safety of self and others;** everyone must do their part to help reduce the COVID-19 viral load and its transmission.

**NOTE: Please understand that information about COVID-19 and its mitigation strategies are evolving, as are the recommendations from provincial authorities cited above. We will update these recommendations as needed to reflect the experience and any new guidelines from the Ministry of Health, Education, and WorksafeSask. These recommendations were last updated on August 14, 2020.**



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## **PUBLIC HEALTH MEASURES FOR ALL SCHOOL STAKEHOLDERS**

1. Self Isolate for 14 days if you have traveled outside of Canada.
2. Avoid mass gatherings as outlined in the the Re-Open Saskatchewan Plan.
3. Maintain social distancing.
4. Stay home if you are sick. Anyone who has a common cold, influenza, or COVID-19 like symptoms (fever higher than 37.5°C, sniffles, cough, sneezing must stay home). They are encouraged to be assessed by their healthcare provider and tested for COVID-19.
5. Self-isolation is required for those who are considered a close contact of a "confirmed" case and are waiting to see if they develop COVID-19. These people should be tested for COVID-19.

## **ENVIRONMENTAL MEASURES FOR CLEANING AND DISINFECTING**

1. General cleaning and disinfecting of premises will occur at least once a day.
2. Frequently touched shared surfaces will be cleaned and disinfected at least twice a day (i.e., doorknobs, light switches, cupboard handles, handrails, tales phones, bathrooms keyboards).
3. Any visibly dirty surface is to be cleaned and disinfected immediately.
4. Only use cleaners that have been approved by school division for cleaning and disinfecting.
5. Empty garbage containers daily or when they have become  $\frac{3}{4}$  full whichever is first. Under NO circumstances is anyone permitted to 'push' the contents down into the garbage can to make 'room' for more.
6. Garbage cans will have plastic bags as liners that must be securely tied before removing the bag from the can and promptly removed from the area. Do not disturb the contents and avoid placing head/face over the bag when handling so as not to inhale small particles.
7. Wear disposable gloves when cleaning blood or body fluids (runny noses, vomit, stool, urine).
8. Perform proper hand hygiene (with hand sanitizer or liquid soap and water) PRIOR and AFTER using rubber gloves.
9. Water fountains are to be disabled, and the use of personal water bottles is encouraged.
10. Use paper hand towels instead of cloth towels unless otherwise not practicable. If a cloth is used, it will be laundered in hottest water as possible and performed daily.
11. Access the building during regularly established hours and will only access the building outside those hours if the administrator has granted approval.
12. NOTE: custodial, maintenance, and IT department personnel will have access to the building during and after-hours an on weekends; the Administration is to be informed before access outside of regular Monday to Friday daytime hours. These personnel entering outside regular business hours will follow strict disinfection of any surfaces touched during their time in the building as per training.
13. We are expected to use the main entrance (or approved designated entrances and exits) to the school to ensure access to hand hygiene immediately located at these designated entrances.
14. Upon arrival, use the hand sanitizer before setting further afoot in the building.



## **PERSONAL PRECAUTIONS**

1. All staff will be expected to
  - a. Adhere to all health and safety protocols.
  - b. Complete training regarding viral transmission, personal prevention precautions (social distancing, proper handwashing technique, coughing, and sneezing etiquettes).
  - c. Model proper personal prevention precautions including utilization of appropriate PPE.
2. Teaching and appropriate support staff will teach students effective handwashing with soap and water and hand sanitizer usage while singing a handwashing
3. Upon exiting, wash hands or hand sanitize before you leave the building.
4. If you leave facilities at any time during the day, follow the same hand hygiene regime as when you arrived.
5. Wash hands before and after accepting deliveries and handling mail. Deliveries from outside agencies, including mail delivery, should be conducting a manner to minimize contact. Having a bucket/box where deliveries/mail can be placed is helpful.
6. Do not share personal items (phones, pens, etc.) if they are shared wiping with a disinfectant wipe and allowing items to air dry is expected.

## **Effective Social Distancing Measures**

1. When working, stay in your office/classroom/space as much as possible.
2. Use safe social distancing at all times; be aware, especially in tight spaces. This includes maintaining a 2-meter distance from the office counter when interacting with the public , including parents, vendors, students, and colleagues.
3. Continue online Zoom meetings were possible (Staff, School Community Council meetings, PLC meetings) if you need to talk to someone in the building use technology (phone, online). If you must meet face to face, maintain social distancing and be sure that it is in a space large enough to accommodate such distancing.
4. Avoid in-person meetings with others (such as but not limited to: parents, visitor, consultants, vendors) unless required and approved by Administration.
5. Stay out of other employee's workspaces; observe social distancing if standing at a doorway. If invited into someone's workspace, only enter if social distancing can be maintained.



## **Specific Work Area Personal Prevention Measures**

### **Staffrooms**

1. Minimize the use of the staff room.
2. If there are two entrances identify and use one as an entrance and the other as an exit.
3. Perform hand hygiene upon entering and leaving the staffroom.
4. Eat your lunch in your workspace, if possible.
5. Establish the maximum allowable people in the space (allowing both for social distancing and movement patterns). Post this number and strictly adhere to this. If maximum capacity has been reached, do not enter until one person has left.
6. Use division approved disinfectant to clean any area or surfaces used and allow to air dry. Should the area become soiled, remove debris with soap and water, dry and then spray with disinfectant and allow to air dry.
7. Do not share food or drink with others.
8. Share items where cross-contamination is possible (i.e., coffee stations) is to be minimized. If shared, strict disinfection (spray and air dry) is to be followed.
9. Paper towels are to be used as the first choice to dry items. Should cloth items be used (tea towels), they are to be bagged and tied and taken to be laundered daily.

### **Photocopy Room/Mail room/Prep rooms**

1. Wash hands or use hand sanitizer before and after using shared materials.
2. Establish and post the maximum number of persons allowed in these areas based on both social distancing and allowing for movement.
3. If maximum occupancy is reached, only enter after another person has exited.
4. Observe acceptable maximum occupancy in the photocopier areas.
5. Upon exiting, perform hand hygiene.



## **PERSONAL PROTECTIVE PREVENTION MEASURES FOR SPECIFIC GROUPS OF STAKEHOLDERS**

Stakeholder groups include: Staff, Students, Outside Visitors (other than usual staff and students of the school such as parents, vendors, central office staff, etc.).

### **For All:**

1. Self Isolation (MUST stay home) applies to anyone who has:

- symptoms of COVID-19
- traveled outside of Canada in the last 14 days
- been identified as a close contact of a confirmed case or outbreak

Refer to GSSD Should You Be At Work or GSSD Should You Be At School document.

2. **STAY HOME IF SICK.** Anyone who is ill will not be permitted to attend school.
3. Anyone unsure if they should self-isolate should be directed to and use the Sask Covid-19 Self Assessment Tool <https://public.ehealthsask.ca/sites/COVID-19/>.
4. Anyone showing any signs of illness is strongly encouraged to be tested for COVID-19.
5. Staff or students or anyone frequenting the school who is being tested is encouraged to share the results of the test with administration as soon as the results are received.
6. Practice diligent hand hygiene cleaning ALL surfaces from the hand up to wrists by
  - Washing with soap and running water for 20 seconds, or
  - Cleaning with hand sanitizer for 20 seconds.
7. Practice diligent, proper respiratory etiquette
  - cough in crook of arm
  - cough into and dispose of tissues
8. Masks and other PPE will be supplied by the Division for staff and students.
9. Managing students with complex behaviors or those students on special programming or providing care to anyone during a health emergency or immediate illness may require staff to be in close physical proximity with a person who will require personal protection (gloves, eye protection, mask). No other additional personal protective equipment beyond reasonable universal precautions are required for reducing COVID-19 or any other disease-causing agent.
10. Schools will continue to use and develop practices and procedures for the use of personal protective equipment based on universal precaution in the course of their duties of caring for children and each other.

### **In-school Administration**

1. School administrators must ensure school staff is aware of their responsibility to assess themselves daily for symptoms of common cold influenzas, COVID-19, or other infectious respiratory diseases before entering the school. Self-assessment includes:
  - a. Anyone who has had symptoms in the last ten days. Symptoms include fever higher than 37.5 C, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache;
  - b. Anyone directed by Public Health to self-isolate;



- c. Anyone who has arrived from outside of Canada; or,
  - d. Anyone who has had contact with a confirmed COVID-19 must self isolate for 14 days and monitor for symptoms.
2. School administrators must communicate with parents, guardians, and caregivers their responsibility to assess their children for respiratory or other illness symptoms daily before sending them to school. Staff will be responsible to self-assess daily before attending the work.
  3. School administrators will establish procedures for self-assessment of any person who is not a student or staff member who may require entry to the building (signage and 'sign in/out' procedures).
  4. School administrators must establish procedures for students and staff who become sick while at school. Isolation room protocols are found in this document and outline in GSSDs COVID-19 AP. Staff are to go home immediately after informing administration. Students are to be picked up by a parent/guardian as soon as possible. If the symptomatic person is unable to go home directly, they are to immediately separate from others and relocate to a supervised isolation room, where procedures for Isolation Room Protocols for Symptomatic Persons will be followed by the designated staff member providing care.
    - a. When the responsible adult arrives to pick up the ill person, they are to call the office to indicate that they arrived, and a staff member will escort the person outside to the transportation provider.
    - b. Provide parents/guardians with a GSSD Care Card.
    - c. The ill person or the parent/guardian of the child are encouraged to contact their health care provider or call 811 lines as appropriate.
    - d. Advise the school of the outcome/results and prognosis of return to school.
  5. Provide for first aid care (other than minor scratches or Ice pack provision) from the isolation room
  6. Assist the Division by ensuring sufficient hand washing/hand sanitizer are available for ease of access.
  7. Assist the Division by ensuring signage related to hand hygiene and respiratory etiquette is displayed throughout the school property.
  8. Regularly remind staff and students about the importance of social distancing, diligent hand hygiene, and respiratory etiquette in a variety of ways as necessary to avoid information fatigue or complacency.
  9. Ensure procedures to monitor that handwashing supplies are well-stocked at all times including soap, paper towels and wear appropriate hand sanitizers stations.
  10. Monitor and support good mental health for others as well.

**Staff (Teaching, Instructional Support, Office and other support staff)**

Staff:

1. Must self assess daily for symptoms of common cold, influenza, or COVID-19 before entering the school. Self-assessment includes:



- a. symptoms of COVID-19 in the last ten days. Symptoms included: fever higher than 37.5 C, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- b. Public Health is directing them to self-isolate;
- c. arriving from outside of Canada; or,
- d. being in contact with a confirmed COVID-19 must self isolate for 14 days and monitor for symptoms.

Refer to the GSSD Should I Be At Work document.

2. Who develop symptoms of illness at school are to inform the Administration immediately and are to go directly home or be taken home by a responsible person.
3. Who leave the school because of symptoms of illness are strongly encouraged to be tested for COVID-19 and to share the results with the school.
4. Must remain at home until they have been advised it is safe to return.
5. Will model, encourage and teach all students about social distancing, effective hand hygiene, and respiratory etiquette.
6. Will wash their hands and perform proper hand hygiene:
  - a. Upon entering and leaving the school;
  - b. Before/after eating;
  - c. Before/after breaks;
  - d. After using the washroom;
  - e. After sneezing/coughing into hands;
  - f. Before/after giving medication to a student or self;
  - g. After handling resources/equipment/supplies or pets;
  - h. After contact with body fluids;
  - i. Before/after using gloves;
  - j. After handling garbage;
  - k. When hands are visibly dirty; and,
  - l. When moving between different learning environments (classrooms/gym/indoor/outdoor).
7. If soap and running water are not available, then the use of a hand sanitizer (70%+ alcohol or division approved) is advisable.
8. Should assist younger students with hand hygiene as needed.
9. Proper respiratory technique:
  - a. Cough sneeze into elbow, sleeve, or a tissue;
  - b. Dispose of tissue; and,
  - c. Perform hand hygiene.
10. Refrain from touching face (eyes, nose or mouth with unwashed hands).
11. Practice mental health strategies as one would practice physical health strategies; ask for help when you need it. Your Principal school counselor/EAP program or healthcare provider is the right place to start.
12. Monitor and support good mental health for others as well.





### **Caretakers**

Caretakers are expected to:

1. Adhere to all health and safety protocols.
2. Complete provided training.
3. Use appropriate entrances to buildings.
4. Perform proper hand hygiene:
  - a. upon entering and exiting the buildings;
  - b. Before and after eating and drinking;
  - c. Before and after breaks;
  - d. After sneezing/coughing into hands or tissue;
  - e. Before and after handling garbage;
  - f. When hands are visibly dirty (wash with soap and water); and,
  - g. When entering and exiting different rooms when classes are in session.
5. Practice social distancing at all times.
6. Cough/sneeze into elbows.
7. Refrain from touching eyes, face, nose, mouth with unwashed hands.
8. Practice good mental health strategies as one would practice good physical health strategies; ask for help when you need it. Your principal school counselor/EAP program or healthcare provider are good places to start.
9. Monitor and support good mental health for others as well.

### **Students**

Students are expected to:

1. Stay home if ill.
2. Notify their teacher if they are feeling ill during the school day.
3. Practice and model for themselves and other social distancing, hand hygiene and respiratory etiquette as per school division protocols.
4. Will wash their hands and perform proper hand hygiene:
  - a. Upon entering and leaving the school;
  - b. Before/after eating;
  - c. Before/after breaks;
  - d. After using the washroom;
  - e. After sneezing/coughing into hands;
  - f. After handling resources/equipment/supplies or pets;
  - g. After contact with body fluids;
  - h. When hands are visibly dirty;
  - i. When moving between different learning environments (classrooms/gym/indoor/outdoor); and,



- j. When asked to do so.
- 5. If soap and running water are not available, then the use of a hand sanitizer (70%+ alcohol or division approved sanitizer) is advisable.
- 6. As appropriate, should assist others with hand hygiene as needed.
- 7. Proper respiratory technique:
  - a. Cough sneeze into elbow, sleeve, or a tissue;
  - b. Dispose of tissue; and,
  - c. Perform hand hygiene.
- 8. Refrain from touching face (eyes, nose or mouth with unwashed hands).
- 9. Stay healthy and happy on the inside and acknowledge when your not. Tell a responsible adult when you need help.

#### **Parent/Guardians/Caregivers of Students**

- 1. Must self assess children daily for symptoms of common cold, influenza, or COVID-19 before entering the school. Self-assessment includes:
  - a. symptoms of COVID-19 in the last ten days. Symptoms included: fever higher than 37.5 C, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache;
  - b. Public Health is directing them to self-isolate;
  - c. Arriving from outside of Canada; or,
  - d. being in contact with a confirmed COVID-19 must self isolate for 14 days and monitor for symptoms.
- 2. Immediately come to the school to pick up their child who became ill.
  - a. When the parent/responsible adult arrives to pick up the child, they are to call the office to say they arrived, and a staff member will escort the child outside to the transportation provider.
  - b. Parents/guardians of the child are strongly encouraged to contact their health care provider or call 811 lines as appropriate to rule out COVID-19 or other infectious diseases and to share the results with the school.
  - c. Must remain at home until they have been advised it is safe to return.
  - d. In the case of infectious disease, this means cleared to return by a healthcare provider.
- 3. Will model, encourage children about social distancing, effective hand hygiene, and respiratory etiquette
- 4. Monitor and support good mental health for selves and family members.
- 5. Practice good mental health strategies as one would practice good physical health strategies; ask for help when you need it. Your child's principal/teacher/school counselor or healthcare provider is an excellent place to start.

#### **Isolation Room Protocol**

- 1. Plan to have two spaces as isolation rooms.
- 2. A staff member and student will perform hand hygiene before entering and exiting the room.



3. A staff member will wear a mask, face shield, and gloves when accompanying the child in the isolation room.
4. Each isolation room should have disinfectant supplies and paper towels.
5. The caretaker will thoroughly clean each isolation room after each use.
6. Remove any plush or upholstered furniture from these rooms. Furniture should be non-porous and easy to clean.
7. Hand sanitizer available in each room.
8. A garbage can with a plastic bag in each room.
9. If the staff member's clothing becomes soiled in any way, the clothing should be removed and placed in a plastic bag and laundered at home. Staff may want to consider an extra change of clothes available for these unforeseen circumstances.
10. If the student needs to leave the isolation room for any reason, the staff member will remove all PPE, wash hands, don (put on) new PPE, and accompany the student out of the room.
11. Dedicated staff members for the Isolation Room.
12. Staff members designated to provide care in the isolation room should have a spare set of clothes on hand.
13. Only one symptomatic person per Isolation Room.
14. Students to be monitored by a staff member.

Refer to the GSSD COVID-19 AP.

**Caring for those Referred to the Isolation Room:**

1. At no time should an ill person be left unattended.
2. In the event of someone becoming ill at school, the office will be notified immediately for the designated staff member to come and attend to the person. Under no circumstances is the ill person to leave the room without the designated personnel to accompany them.
3. Upon the office receiving a notification of a person with illness in the school, the designated isolation person staff member will don their PPE (mask, gloves, face shield) as per protocols and go to the locale of the ill person to accompany the ill person to the isolation room.
4. Upon arrival at the isolation room, both the designated staff member and the ill person will perform hand hygiene as per protocols before entering and exiting the isolation room.
5. If not vomiting, after the ill person has performed hand hygiene, he or she will don a mask.
6. A designated staff member will direct the ill person into the isolation room and direct them to the chair, placing the waste bin close to the ill person, before taking their place two meters away to be still able to observe the ill person until transportation has arrived. Under no circumstances are ill children (under 18 years old) to leave the school alone. If caring for an adult, adults next of kin will be notified before leaving school.



7. If the ill person needs to leave the isolation room for any place other than home (i.e., bathroom), they will perform hand hygiene before exiting the area. They will also need to perform hand hygiene upon re-entering the isolation room.

#### **After Caring for the Ill Person:**

1. Each isolation room will be thoroughly cleaned and disinfected after each use.
2. If a staff member's clothing becomes soiled with bodily fluids, the clothing should be removed and placed in a plastic bag, sealing the bag by tying it and taking the sealed bag for laundering.
3. Upon arrival at home, the clothing will be washed in a washing machine and dried in a dryer.
4. The sealed bag is emptied directly into the washing machine without touching the soiled clothes. The plastic transport bag is then disposed of in the garbage. Hand hygiene is performed. Remember to disinfect any surfaces that came into contact with your hands, clothing or bag, with the diluted bleach solution (1/3 cup bleach to 1 gallon of water or 50 ml of bleach to 1 liter of water) and let air dry.

#### **ADMINISTRATIVE MEASURES**

**We recognize that it may be challenging to enter into this new way of 'being' and 'acting.' Be assured everyone wants to keep each other safe, and we are moving forward as best we can. If you have questions, please contact your administrator or supervisor.** We appreciate your understanding and efforts in taking the necessary precautionary measures to keep each other safe. We are in this together simply because 'we belong to each other.' If you notice an unsafe situation, notify Administration immediately so we can problem-solve a better way based on best practices and directives.

For those bound under the OH&S legislation, remember to engage in those processes for the safety of all.

Public entry to the school is limited to staff and students and others approved by Administration. All staff, students parents, guardians, caregivers, and visitors are expected to follow the GSSD personal protective prevention measures as outlined in this document.

The Administration will set regular hours for facility access and custodial cleaning times. There will be NO access to facilities after hours or on weekends unless the administrator has granted approval, and strict adherence to entering and leaving protocols will be followed as the facility will have been disinfected outside these hours. The risk of admission must always be considered and mitigated.

Essential meal programs are allowed with specific health and safety protocols as outlined in the Re-Open Saskatchewan plan. Optional meal programs are to suspend at this time.

#### **Essential Meal Programs**

1. Follow all regular Food Safety Guidelines.
2. Food should be prepared and place in individual bags for students.
3. Students must eat in designated classroom and follow all hygiene protocols relate to food (such as no sharing, social distancing to put refuse in the garbage).



### **In-school Administrators**

In-school administrators will:

1. Ensure all staff (and visitors) have been trained in protective, preventative measures.
2. Determine in consultation with the facilities department which entrances will be used for entrance and exit.
3. Ensure in consultation with facility department limited access (capacity) signs are located where appropriate.
4. Ensure other signage is located where necessary.
5. Establish regular hours for facility access.
6. Determine student drop off and pick up locations and protocols; these procedures need to entail measure to maintain social distancing.
7. Plan strategically in consultation with facilities department for the use of space to consolidate cleaning efforts accordingly; consider where students and staff will be present and focus on those locations to ensure measures that reduce the risk of transmission (social distancing, hygiene practices).
8. When scheduling strive to minimize the number of different teacher(s) and educational assistants(s) that interact with groups of students throughout the day to minimize the amount of mixing between student and different staff in the setting.
9. Schedule staggered pick-up and drop off times to reduce pressure for grouping of students and access to hand hygiene stations.
10. Encourage parents/caregivers to drive their children to school. If students are traveling on the bus, ensure all students are aware and practice school division transportation protocols.
11. Ensure effective communication
  - Essential health and safety information is communicated to staff in writing before returning to the workplace.
  - Upon return to the workplace and OH & S meeting is to be held to review and discuss workplace practices.
  - Regular and frequent check-in meetings with staff are to be held to provide communication to and from the staff to be as proactive in addressing concerns for all.
  - Everyone in the facility is to be provided with a clear understanding that they must stay home if they are sick.
  - The school is minimizing the number of non-essential people (parents, caregivers contractors) entering the school; it is understood extra support personnel will be required at the beginning of reopening to help support the acquisition of new routines and protocols.
  - Ensure that parents/caregivers are informed and updated. Encourage everyone to check email or phone messages regularly.
  - All information relating to COVID-19 is to be posted on the school website, shared by email or other non-touch methods.



## **Staff**

All Staff will:

1. Adhere to all personal protective prevention protocols; understanding that evolving information may result in changes and modifications
2. Complete and integrate into practice the provided training.
3. Access the building during prescribed times and protocols.
4. Use the appropriate entrances as per protocols.
5. Upon arrival and departure, perform hand hygiene.
6. If you leave the building at any time during the day, follow the same guidelines as to when you arrived.
7. When working, stay in your office/classroom/space as much as possible to support safe social distancing for yourself. You may be required to remind others (parents, students, colleagues) perhaps creating a gentle body language code will avoid added stress that may be perceived as punitive may be required.
8. Continue to use ZOOM or other technology to support meetings with others as a first option; make sure you maintain social distancing if you must meet face to face and be sure that it is a space large enough to accommodate social distancing.
9. Avoid in-person meetings with others such as parents, consultants, visitors, vendors unless required and approved by Administration.
10. Stay out of other employee's workspaces; observe social distancing at all times. If invited into someone's workspace, only enter if social distancing can be maintained.
11. Wash hands before and after accepting deliveries and handling mail. Deliveries from outside agencies should be conducted in a manner to minimize close contact; some organizations have found a drop off bucket at entrances to offices or wherever deliveries are made to be helpful and easy to employ.
12. Avoid sharing personal items. However, if this occurs, remember to disinfect the item and wash your hands.
13. Follow maximum room capacity guidelines.
14. Increase how often you clean your work area. Start and continue the year by minimizing clutter by storing items in cupboards, drawers, and buckets to minimize places the virus can land on.
15. Avoid sharing common work areas (desks, tables, etc.), hand hygiene and disinfect when you leave.
16. This is a challenging time for everyone, consider each day and interaction as an opportunity to bring compassion to work in the way you share your presence with others by the way you welcome and empathize with all those with whom you encounter especially at the beginning and end of each day (when the likelihood of being at the end of one's resources is most prevalent).
17. Distribute, rather than have students pick up materials from a central spot.



18. Avoid close greetings (hugs, handshakes, high fives) creative, appropriate gestures might be fun to change up now and then.
19. Incorporate individual and activities that encourage more space between students and staff to help with social distancing.
20. Take students outside more often during the day and when where possible.
21. Permit fresh air flow (windows open) more often when possible. Even 10 minutes at a time in Saskatchewan winters is possible to refresh a room.
22. Contact sports, including physical tag games, are not permitted. If common equipment/balls are used, they are to be labeled and only touched by their owner. Before and after any equipment is used, it must be disinfected by the supervisor with an appropriate disinfectant and allow to air dry.
23. Adhere to protocols concerning moving throughout the school and teach students the same

#### **Caretaker/Custodial Staff:**

Caretakers:

1. Adhere to all personal protective prevention protocols; understanding that evolving information may result in changes and modifications.
2. Complete provided training.
3. Use appropriate entrances to buildings.
4. Ensure all cleaning/disinfecting schedules and protocols are followed; input your ideas to your department head to help improve processes.
5. Use appropriate protective equipment when using cleaning agents and attending to high risk of transmission tasks .
6. Dispose of gloves after task area completed and perform hand hygiene (i.e., bathroom cleaned - remove gloves, hand hygiene then put on new gloves for next task) .
7. Have supplies available close at hand that includes a personal safety package (gloves, eye protection, masks).
8. Consider having a second set of clothes to change into after their shift to avoid bringing contaminants back to their homes and families. The clothing will be put in a garbage bag and promptly put in the washing machine and cleaned on high temperatures. Some caretakers have adopted wearing 'overalls' to address this issue with ease.

#### **Students**

Students are expected to:

1. Use their designated entrance.
2. Perform hand hygiene upon entering and exiting the school.



3. Remain on-site for the duration of attendance each day, if possible. Based on local context, students may leave for lunch.
4. Avoid physical contact and maintain social distancing.
5. Remain in their classroom and not move about the school unless directed to do so by the teacher or Administration.
6. Use ways of greeting and kindness that do not involve physical contact.
7. Stay in your assigned area in the classroom or wherever you are directed to stay.
8. Transport your school supplies to and from the school in your backpack.
9. Bring a lunch that does not require preparation at school (no microwave use allowed); also bring your labeled water bottle to school and keep these items in your backpack.
10. Eat all snacks and lunches at the designated space for you. No sharing of food or beverages.
11. Use your school supplies (pencils, crayons, phones) and don't share with others.
12. Play games that don't require touching each other or sharing of equipment. Students may bring their own ball, skipping rope for personal use, on the understanding that they are the only ones to handle it.
13. At the end of the day, leave school from the designated exit and maintain 2-meter distancing.

#### **Parent/Guardians/Caregivers**

1. Adhere to all personal protective prevention protocols; understanding that evolving information may result in changes and modifications.
2. Review all student protocols with your children.
3. Call the school to set up an appointment if physical presence is necessary; Staff is prepared with technology to have other ways of communicating with parents.
4. Parents/caregiver will only be allowed to enter the building if they:
  - a. Are healthy, and the Administration deems their presence as a required activity. Everyone will practice hand hygiene entering and exiting and social distancing protocols as prescribed while in the building;
  - b. Use the appropriately designated entrance; and,
  - c. Avoid close greetings.
5. Drop off and pick up children at scheduled times and locations as per school protocols.
6. Please remain outside the building when dropping off or picking up your children unless prior arrangements have been made. Under those circumstances, self-monitoring protocols will need to be strictly adhered to and enforced.
7. Ensure the children's lunches are ready to eat and require no preparation at school; this includes labeled full water bottles sent from home.





## Mental Health Resources

Mental health is as important as physical health. There are several mental health websites to access. The school division will be updating and adding other resources and programming as time goes on. Until then, here are several to consider from [Mental Health During COVID-19](#).

Living through the COVID-19 pandemic can cause anxiety and worry in all of us. Whether you're coping with the loneliness of self-isolation, concerned about the health of your loved ones, or worried about what the future may hold, there are mental health supports available to help you through this difficult time.

- [HealthLine 811](#) - Mental health and addictions service continues to be available, providing 24/7 crisis support, advice to help manage a caller's situation, information, and connection to community resources.
- [www.onlinetherapyuser.ca](http://www.onlinetherapyuser.ca) - Free online therapy for adults in Saskatchewan experiencing mental health difficulties or stress, with a focus on depression and anxiety. Available any day, any time, from any computer.
- [Wellness Together Canada](#) - Connects people to peer, support workers, social workers, psychologists and other professionals for confidential chat sessions or phone calls, and also offers credible information and help to address mental health and substance use issues.
- [Mobile Crisis](#) - Centres are located across Saskatchewan and operate 24/7.
- [Kids Help Phone](#) - Offers professional counseling, information, and referrals. You can phone, text, or chat online. It's confidential, free, and available 24/7.
- [Farm Stress Line](#) - Provides support for farmers and ranchers and is available 24 hours per day, seven days per week. To get help, call 1-800-667-4442.

Family Service Saskatchewan, in partnership with the Saskatchewan Health Authority, supports **free mental health walk-in clinics**. These clinics offer free one-time counseling sessions, which are now available by phone.

Walk-in mental health counseling services are available in your local area:  
[Yorkton](#)

The [Canadian Mental Health Association, Saskatchewan Division](#), has set up phone lines to support those who may be struggling in these changing times:

- Provincial Line: 306-421-1871
- Provincial Youth Line: 306-730-5900