

Guidelines for School Staff Re-entry to Facilities

Date of Communique:

June 29, 2020

Audience:

- GSSD School-Based Staff

Details:

- Staff returning to GSSD buildings do so with a varying range of emotions: fear, uncertainty, excitement, and so on. Good Spirit School Division recognizes the positive impact that a safe workplace will have on the mental health & well-being of employees, therefore is committed to ensuring there are safety measures provided within the building.

Our buildings are safe when:

- only GSSD employees are allowed in the building;
- staff in schools are encouraged to maintain a minimum of [2-meter distancing, continue Frequent Handwashing, and ensure Proper Cough Protocol](#). The number of people in one room should align with the parameters of the [Re-Open Saskatchewan Plan](#). This may involve a change to work areas;
- there are clear expectations of behavior for all employees for hygiene and cleaning. The assumption is that people are responsible for their health but will be diligent in disinfecting work areas after use;
- QR codes will be scanned upon entry of buildings to create a log used to record which employees have gained access to the building and will be kept in the event a case of COVID-19 is reported from one of our employees;
- all employees accessing the school must self-monitor for Covid-19 symptoms and report concerns to their principal;
- any Covid-19 symptoms reported by an employee may result in the closure of the building for an indefinite period;
- our caretaking staff follows a stringent plan for cleaning and disinfecting buildings with increased frequency for common touch points including photocopiers and washrooms;
- access to washrooms is based on the Saskatchewan Health Code; and,
- the exchange of office equipment is limited.

The Occupational Health & Safety committee will convene to review the plan.

The re-entry plan for school staff is based on the local context and identified needs. In consultation between the principal and employees, the following people will have **optional** access to their building. All employees continue to be required to scan the QR code upon entering the building.

We will continue to adjust these protocols based on the direction of Saskatchewan’s Chief Medical officer.

STAGE 1 Starting May 28, 2020	STAGE 2 Starting June 1, 2020	STAGE 3 Starting June 8, 2020	STAGE 4 June 18 to 30, 2020	STAGE 5 July 2 to August 14, 2020	STAGE 6 August 17 to 25, 2020
<p>Essential Employees</p> <ul style="list-style-type: none"> • Building Operators • Caretakers • Caretaker Coordinator • Facilities Technicians • Facilities Manager <p>Optional Employees</p> <ul style="list-style-type: none"> • Administrators • Administrative Assistants • Day Care Directors 	<p>Essential Employees</p> <ul style="list-style-type: none"> • Building Operators • Caretakers • Caretaker Coordinator • Facilities Technicians • Facilities Manager <p>Optional Employees</p> <ul style="list-style-type: none"> • Administrators • Administrative Assistants • Day Care Directors • Day Care Workers • Library Techs • Senior Science teachers • PAA teachers • Phys Ed teachers • Cafeteria Manager • Nutrition Workers 	<p>Essential Employees</p> <ul style="list-style-type: none"> • Building Operators • Caretakers • Caretaker Coordinator • Facilities Technicians • Facilities Manager <p>Optional Employees</p> <ul style="list-style-type: none"> • Administrators • Administrative Assistants • Library Techs • PAA teachers • Teachers who have transferred to another school or leaving GSSD <ul style="list-style-type: none"> ○ Belongings should be taken home until Phase 4 • Professional Service Providers • Coaches • Student Services Coordinators • Student Support Teachers 	<p>Essential Employees</p> <ul style="list-style-type: none"> • Building Operators • Caretakers • Caretaker Coordinator • Facilities Technicians • Facilities Manager • Day Care Directors • Day Care Workers <p>Optional Employees</p> <ul style="list-style-type: none"> • All employees from Stages 1, 2 & 3 • General teaching staff preparing for the 2020-21 school year based on the direction of the division and under the supervision of the Principal <ul style="list-style-type: none"> ○ This includes teachers transferring to their new location 	<p>Essential Employees</p> <ul style="list-style-type: none"> • Building Operators • Caretakers • Caretaker Coordinator • Facilities Technicians • Facilities Manager • Day Care Directors • Day Care Workers <p>Optional Employees</p> <ul style="list-style-type: none"> • Library Technicians (providing curbside pick-up) • 12 month support staff employees 	<p>Essential Employees</p> <ul style="list-style-type: none"> • Building Operators • Caretakers • Caretaker Coordinator • Facilities Technicians • Facilities Manager <p>Optional Employees</p> <ul style="list-style-type: none"> • All administrative and teaching staff may have access to their building <p>NOTE: refer to the staff calendars posted on the portal for each functional group start date</p>
<p>Essential is defined as employees who are required to work on site.</p> <p>Optional is defined as employees able to perform their duties from a remote location. In consultation with their supervisor, employees have the option to return to the building as required, as outlined in the stages.</p>					

Preparing the Building:

- Caretaking staff continue regular cleaning duties, in accordance with GSSD cleaning protocols, with increased frequency for common touch points, photocopiers and washrooms.
- Summer cleaning protocols will begin after June 30, 2020.
- A single point of entry/exit is to be identified at each school.
- A QR code will be posted at the designated entry for staff to scan. A log will be used to record which employees have gained access to the building and will be kept in the event a case of COVID-19 is reported from one of our employees.
- In multi-level schools, one stairwell should be designated to be used and all others restricted.
- Identify a set of washrooms that can be dedicated for use during this time in order to reduce the overall occupancy footprint. The best choice would be washrooms with the most fixtures and toilet partitions. If possible, have the exterior washroom door propped open to reduce touch points.
- All common areas will be off-limits unless an employee has been assigned to work in one of these spaces (i.e. staff room, work rooms, libraries, gym, weight room, cafeteria, etc.)
- Sanitation stations to be set up at the following locations:
 - Main sanitation station – Set up inside the designated entrance/exit
 - Equipped with hand sanitizer, gloves and masks
 - Re-entry document will include How to Use Hand Sanitizer poster and Reduce Your Risk poster.
 - Secondary sanitization station – Set up outside of designated entrance/exit, outside of designated washroom, at the top and bottom of designated stairwell, beside dedicated photocopier
 - Equipped with hand sanitizer, How to Use Hand Sanitizer Poster
 - Washroom will include Caretaker Cleaning and Disinfecting Log
- The following signage will be posted:
 - Front Entrance – QR Code and instructions
 - Washrooms – Take the Time to Wash Your Hand poster
 - Common areas – Temporarily off-limits poster

Working in the school:

- Employees will enter the building through the designated entrance and proceed directly to their designated workspace.
 - Employees should avoid unnecessary movement around the building.
 - All common areas will be off-limits unless an employee has been assigned to work in of these spaces (i.e. staff room, work rooms, libraries, gym, weight room, cafeteria, etc.)
- Employees will use the designated washrooms only.
 - Washroom procedures: Employees are to use the hand sanitizer before entering the washroom
- Employees will leave the building through the designated exit.
- Employees will refrain from congregating in groups larger than outlined in the [Re-open Saskatchewan Plan](#).
- Employees should refrain from sharing personal work items (phones, laptops, personal devices, keyboards, paper, and other office equipment).
- Employee may consider bringing a bagged lunch to eat in their workstation. Bring coffee and water for the day. Water stations are off limits.

Cleaning and Disinfecting Protocol for Caretakers

- Care must be taken to ensure that common touchpoints such as light switches, door handles, door frames, handrails, counter tops, tables, photocopiers, etc., are not only clean but disinfected wherever possible.
- Washroom will be cleaned and disinfected at least twice daily as outlined by the Saskatchewan Health Authority's [COVID-19 Cleaning and Disinfecting for Public Facilities](#).
- Be aware of the Personal Protective Equipment (PPE) requirements as stated in the product's SDS sheet.

- A [washroom cleaning and disinfecting log](#) will be posted outside of the designated washroom
 - caretakers will be required to complete the log.
- Caretakers will need to confirm, and stock inventory as required to maintain cleaning, disinfecting, and sanitation protocols.
 - The process for ordering and delivery of supplies remains unchanged and can be coordinated through the caretaker coordinator.

We will continue to review and modify the COVID-19 work arrangements as necessary based on recommendations from Chief Medical Officer, OHS Committees and staff. We ask that you provide feedback to your direct supervisor so we can monitor how this transition plan is working and determine whether changes need to be made.

References: Horizon School Division 'Guidelines for Staff Re-entry to Division Facilities'
The Government of Canada
Government of Saskatchewan 'Re-Open Saskatchewan Plan'
Saskatchewan Health Authority www.saskatchewan.ca/coronavirus