

Parkside Secondary School:

Lakelse High School & The Teen Learning Centre

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Principal: Jane Arbuckle*

Parkside Secondary School Health and Safety Plan September 8, 2020

Parkside Cohorts:

Learning Group #1: Lakelse students (maximum 90) and 16 staff (teachers, CUPE and admin)

Learning Group #2: TLC students (maximum 30) and 3 staff (teachers and CUPE)

Cleaning Protocols

- ✚ A custodian will be cleaning/disinfecting frequently touched surfaces in the building a minimum of twice a day
- ✚ Each classroom will have a cleaning solution and cloth for a staff member to use if needed to clean any area

Substitute Staff

- ✚ Substitutes will be given copies of the school health and safety plan. The principal will record school keys being issued. At the end of the day the school keys will be returned to the principal.

Occupancy

- ✚ Students/staff will stay home if feeling sick, have a fever, a cough or difficulty breathing
- ✚ A Daily Health Checklist will be completed by a parent/guardian before a student goes to school
- ✚ Daily Health Checklist will be completed by all staff before coming to work.

Drop Off/ Pick Up

- ✚ Students travelling on a bus will wear a mask
- ✚ Regular drop off area in parking lot will be used for bus and vehicle drop off/pick ups
- ✚ Students will wait outside the building to be picked up after school

Revised September 14, 2020

Physical Distancing

- ✚ Students and staff must separate themselves 2 metres apart from students and staff in a different learning group
- ✚ Avoid close greetings, hugs, handshakes

Entrance / Exits

- ✚ The principal will monitor the main entrance before classes begin, at lunch, after school to remind staff and students to wash their hands
- ✚ Each pod will have a designated exit door
- ✚ Lakelse Junior Pod students will exit building via the doors near the gym entrance
- ✚ Lakelse Intermediate Pod students will exit building via the doors near their lockers
- ✚ Lakelse Senior Pod students will exit the building using the main entrance
- ✚ TLC students will exit the building using the doors near the canteen
- ✚ Lakelse cohort will enter the building using the main entrance
- ✚ TLC cohort will enter the building using the main entrance after the Lakelse cohort

Students and Staff Entering Parkside Secondary School

- ✚ Students and Staff will wash their hands with soap and water for 20 seconds upon entering the building
- ✚ Any visitors entering the building must wash their hands with soap and water for at least 20 seconds (*signage posted*)

Students and Staff Exiting Parkside Secondary School

- ✚ Lakelse Junior Pod students will exit building via the doors near the gym entrance
- ✚ Lakelse Intermediate Pod students will exit building via the doors near their lockers
- ✚ Lakelse Senior Pod students will exit the building using the main entrance
- ✚ TLC students will exit the building using the doors near the canteen
- ✚ Staff will exit the building using the main entrance

PE Program at Parkside Secondary School

- ✚ Outdoor activities that offer physical distancing will be available.
- ✚ Gym equipment will be cleaned after each learning group has finished any activity

Revised September 14, 2020

Classroom Seating Plans

- ✚ Desks/tables will be arranged so students are not facing each other.
- ✚ Students will have a consistent assigned seat.
- ✚ Students will clean their desktop when they leave their seat/desk to work in a different classroom.

Movement of Students During the Day

- ✚ TLC cohort will use physical distancing and wear a mask before entering into the Lakelse area
- ✚ Lakelse cohort will use physical distancing and wear a mask before entering into the TLC area
- ✚ Lakelse Cohort will not enter TLC Cohort area during instructional time and vice versa
- ✚ TLC students participating in BEAT activities with Lakelse students must maintain physical distance between themselves and the Lakelse Learning group.
- ✚ TLC students will eat their snack at break or lunch in their classroom and then be dismissed to go outside via a designated side exit or remain in a classroom.
- ✚ Lakelse students will eat their snack at break or lunch in their classroom and then be dismissed to go outside via a designated exit or remain in a classroom.
- ✚ Lakelse students entering TLC Learning Group area during break or lunch must maintain physical distancing and wear a mask
- ✚ Any students or staff entering the main office area **must wear a mask.**
- ✚ Any students entering into the Chill Room must **wear a mask.**
- ✚ Any students entering into the Counselling Centre must **wear a mask.**
- ✚ Any student working in the Testing Room / Piano Room must **wear a mask.**
- ✚ Any students or staff entering the hallways before school starts, during BEAT time, break times, lunch time and dismissal time **must wear a mask.**

Public Entering Parkside Secondary School

- ✚ Anyone entering the site must wash hands immediately for 20 seconds **(sign posted)**
- ✚ A bench in the main entrance area is for the public to check in and make inquiries or deposit deliveries
- ✚ Parents will be given phone contact information (e-mail or phone), reducing site visits.

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Staff Room Expectations (no student entry allowed)

- ✚ The Staff Room is available for eating. TLC staff will need to maintain physical distance from the Lakelse staff (two different learning groups).
- ✚ Disinfecting solution in a spray bottle and a cleaning cloth will be available to wipe touched surfaces such as the table, fridge door handle and microwave handle (***signage posted***).
- ✚ The staff room will be cleaned after each break and after lunch.
- ✚ ***Staff must wash hands with soap and water for 20 seconds before returning to their classroom***

Copier Room (no student entry allowed)

- ✚ Staff will wear a mask when entering the copier room
- ✚ After copying any item(s), the staff will use disinfectant solution and a cloth to wipe touched areas of copier, stapler, hole puncher or paper cutter.
- ✚ ***Staff must wash hands with soap and water for 20 seconds before returning to their classroom.*** (staff washroom located beside the copier room).

Computer Usage for Students

- ✚ Before using a laptop / computer the student will wash / sanitize their hands.
- ✚ Whenever a student finishes using a laptop or desktop the student will clean the keyboard / mouse.

Kitchen Area / Breakfast and Lunch Programs

- ✚ TLC and Lakelse will have their own designated breakfast area where muffins, bagels and danishes will be individually wrapped and available
- ✚ Lakelse and TLC cohort will have designated times to access the kitchen area for cooking skills.
- ✚ A designated sink will be used as a handwashing station

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Gym

- ✚ Outdoor activities will be encouraged instead of indoor activities.
- ✚ Students and staff will wash their hands for 20 seconds before entering the gym.
- ✚ Students and staff will wash their hands for 20 seconds after leaving the gym.
- ✚ Gym equipment used by TLC cohort will be cleaned before Lakelse cohort uses equipment (clean and dirty containers).
- ✚ Students will be encouraged to come to school in clothing that is appropriate for PE and the weather to eliminate the use of change rooms.
- ✚ Teachers will plan activities that limit the use of shared equipment.

Support Services / Counselling

- ✚ A Counselling Centre has been created and will be staffed by the school counsellor except on Thursdays.
- ✚ Lakelse students must wear a mask when meeting with the counsellor.
- ✚ Teen Learning Centre students must maintain physical distancing and wear a mask when meeting with the counsellor.
- ✚ The Chill Room will be staffed by First Nations support workers and available daily. The Teen Learning Centre learning group must use physical distancing and wear a mask in the Chill Room. The Lakelse Learning group must wear a mask in the Chill Room

Art Program at Parkside Secondary School

- ✚ Art will be offered in the Art Room with seating that accommodates physical distancing for two learning groups when necessary.

First Aid Management

- ✚ Supplies will be kept in the main office area to be accessed by the designated first aid attendant or principal

Fire / Emergency Protocols

- ✚ Established procedures will continue for students and staff members.

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Students / Staff BEFORE CLASSES BEGIN at Parkside Secondary School

- ✚ Lakelse students will enter into the building via the main entrance and wash their hands for 20 seconds
- ✚ TLC students will enter into the building via the side entrance and wash their hands for 20 seconds.
- ✚ Students arriving to school early will be directed to their respective Learning Group area
- ✚ Students and staff who leave their learning group area must wear a mask and do physical distancing.

Students / Staff DURING BREAK at Parkside Secondary School

- ✚ ***Supervision schedule will be given to staff and posted in the main office and staff room***
- ✚ ***Staff and students are encouraged to eat in their own rooms***
- ✚ ***No sharing of food, drinks, cellphones, vapes or personal items during the Break times***
- ✚ ***Lakelse students must wear a mask and follow physical distancing expectations during the entire Break times if interacting with TLC students and vice versa***
- ✚ ***Before consuming any food hands are washed with soap and water.***
- ✚ ***Any student choosing to go to the Smokers' Area must maintain physical distancing from everyone.***
- ✚ Lakelse Junior Pod students will exit building via the doors near the gym entrance.
- ✚ Lakelse Intermediate Pod students will exit building via the doors near their lockers.
- ✚ Lakelse Senior Pod students will exit the building using the main entrance.
- ✚ Lakelse students will enter into the building via the main entrance and wash their hands for 20 seconds.
- ✚ TLC students will exit and enter into the building via the side entrance and wash their hands for 20 seconds.

Students / Staff DURING LUNCH at Parkside Secondary School

- ✚ **Staff and students are encouraged to eat in their own homeroom.**
- ✚ **No sharing of food, drinks, cellphones, vapes or personal items during the Lunch times.**
- ✚ **Any student choosing to go to the Smokers' Area must maintain physical distancing from everyone.**
- ✚ **Hands are washed with soap and water for 20 seconds before consuming any food.**

In the front hallway lunch will be served to students wearing a mask by the meal coordinator and noon hour supervisor wearing masks. They will serve students one at a time after the students have washed their hands and then direct students to return to their homeroom.

- ✚ Students will eat lunch in their homeroom for 15 minutes before exiting into the hallway
- ✚ Lakelse Junior Pod students will exit building via the doors near the gym entrance
- ✚ Lakelse Intermediate Pod students will exit building via the doors near their lockers
- ✚ Lakelse Senior Pod students will exit the building using the main entrance
- ✚ TLC students will exit the building using their designated side entrance.
- ✚ Staff will exit and enter the building using the main entrance. Upon entering the building staff will wash their hands for 20 seconds.
- ✚ TLC students will enter into the building using the side doors near the canteen and wash their hands for 20 seconds.
- ✚ Lakelse students will enter into the building via the main entrance and wash their hands for 20 seconds before returning to their classroom.

Students / Staff AFTER DISMISSAL at Parkside Secondary School

- ✚ **Bus students will wash their hands before leaving the school and wear a mask on the bus.**
- ✚ **Bus students will wait outside for their bus and maintain physical distance from everyone.**
- ✚ Lakelse Junior Pod students will exit building via the doors near the gym entrance
- ✚ Lakelse Intermediate Pod students will exit building via the doors near their lockers
- ✚ Lakelse Senior Pod students will exit the building using the main entrance
- ✚ TLC students will exit the building using their designated side entrance.
- ✚ Staff will exit the building using the main entrance

Students / Staff Using the School Van for Activities

- Staff will complete a form indicating who will be in the van for each trip taken and give it to the principal
- Students and staff will wash their hands before entering the van.
- Students and staff will wear masks while inside the van.
- The school van will be cleaned using bleach wipes upon return to school, and a cleaning checklist will be completed by a staff member before the van keys are returned to the principal

DAILY HEALTH CHECKLIST for PARKSIDE STUDENTS and STAFF
Revised September 11, 2020

| Daily Health Check | | | |
|-----------------------------|---|------------|----|
| 1. Key Symptoms of Illness* | Do you have any of the following new key symptoms? | CIRCLE ONE | |
| | Fever | YES | NO |
| | Chills | YES | NO |
| | Cough or worsening of chronic cough | YES | NO |
| | Shortness of breath | YES | NO |
| | Loss of sense of smell or taste | YES | NO |
| | Diarrhea | YES | NO |
| | Nausea and vomiting | YES | NO |
| 2. International Travel | Have you returned from travel outside Canada in the last 14 days? | YES | NO |
| 3. Confirmed Contact | Are you a confirmed contact of a person confirmed to have COVID-19? | YES | NO |

If you answered “YES” to one of the questions included under ‘Key Symptoms of Illness’ (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered “YES” to two or more of the questions included under ‘Symptoms of Illness’ or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

DAILY HEALTH CHECKLIST for PARKSIDE STUDENTS and STAFF

Revised September 11, 2020

When a **COVID-19 test** is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a **COVID-19 test is recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

HANDWASHING EXPECTATIONS for PARKSIDE STUDENTS and STAFF

| When Students Should Perform Hand Hygiene: | When Staff Should Perform Hand Hygiene: |
|---|---|
| <ul style="list-style-type: none">• When they arrive at school.• Before and after any breaks (e.g., recess, lunch).• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).• Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).• After using the toilet.• After sneezing or coughing into hands.• Whenever hands are visibly dirty. | <ul style="list-style-type: none">• When they arrive at school.• Before and after any breaks (e.g. recess, lunch).• Before and after eating and drinking.• Before and after handling food or assisting students with eating.• Before and after giving medication to a student or self.• After using the toilet.• After contact with body fluids (i.e., runny noses, spit, vomit, blood).• After cleaning tasks.• After removing gloves.• After handling garbage.• Whenever hands are visibly dirty. |



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



4

Rinse well



5

Dry hands well
with paper towel



6

Turn off tap using
paper towel



palm and back
of each hand



between fingers



under nails



thumbs

PROCEDURE IF PARKSIDE STUDENT or STAFF BECOMES ILL AT SCHOOL

| <i>If a Student Develops Any Symptoms of Illness</i> | <i>If a Staff Member Develops Any Symptoms of Illness</i> |
|---|--|
| <p>Parents or caregivers must keep the student at home</p> <p style="background-color: #D3D3D3; text-align: center;">IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p> | <p>Staff must stay home</p> <p style="background-color: #D3D3D3; text-align: center;">IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). |
| <p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p> | |
| <p>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</p> | |

If a student becomes sick, then the student will wear a mask and wait in the principal's office while transportation is arranged or leave school when given parental permission to walk home.

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Appendix A: Summary of School-Based Control Measures



1. STAY HOME WHEN SICK

All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should wash their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread children out to different areas.

Take them outside more often.

Stagger lunch times. Incorporate individual activities.

Remind children, "Hands to Yourself!"



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice a day.

General cleaning of the centre should occur at least once a day.

Use common cleaning and disinfectant products.