



SAFETY PROTOCOL GUIDELINES

Vulnerable Learner Support and Instruction

Criteria for Services

The vulnerable learning team at each site will identify students who may be required to attend school for short periods of time in order to assist with their learning. Reasons for attendance may include:

- Use/development of specialized equipment or instructional materials.
- Assist parent in delivery of student program in a home setting.
- Intensive 1 to 1 supports that cannot be replicated in an online environment.

Space

- Locate primary instruction spaces near washrooms. Washrooms are the preferred space for handwashing due to the availability of soap and paper towels.
- Reduce access to other spaces not primarily used for instruction.
- Ensure that an isolation room has been designated to isolate students who become ill (present symptoms of illness).

Staffing and Student Time/Ratios

- Students need not attend everyday.
- Full time attendance of students is not expected. A guideline of 20 minutes up to 2 hours is recommended, dependent on the context.
- Staff to child ratio will range between 1 to 10 children.
- Ensure sufficient and appropriate staff are at work to provide services to students.
- Services are to be offered between the hours of 9:00am and 3:00pm.
- Staff are expected to model the behaviours for safe interaction related to the COVID-19 pandemic.

Staff and Student Symptom Monitoring

- The risk of transmission of COVID-19 from an infected individual is highest when the individual displays symptoms.
- Parents are expected to monitor the health status of their child, including a temperature/fever check prior to dropping their child off for the day. If a child is symptomatic, they are not to attend the program. The parent should contact their doctor, local health authority (or call 811) to determine an appropriate course of action.
- Should any staff or student display symptoms of illness ([COVID-19 exposure criteria](#)) they are required to report to the Administrator at their site. The Administrator will follow the procedures as outlined in the Exposure Control Plan (pages 11 – 19 of the [Pandemic Plan](#)).
- The parent of a symptomatic child will be contacted to pick up the child. The child will wait in the isolation room, supervised from outside the room.
- Thoroughly clean the entire space where a symptomatic child or staff member has been.

Access Control

- Access to the site is to be coordinated to ensure physical distancing can be maintained by families, students and staff. The site administrator and staff conducting instruction may determine arrangements suitable for instruction considering logistics of the building.
- Refer to [SD43 Site Protocol](#) for considerations.

- Physical Distancing must be maintained, as much as practically possible during the school day and during pick-up and drop-off:
 - Staggered drop-off and pick-up times
 - Separate drop-off and pick-up area
 - Limited access points
- Upon arrival, all staff, family members and students must wash their hands.
- Students will wash their hands regularly throughout the day.

Handwashing

- Students will wash their hands regularly throughout the day. Click [here](#) for proper hand washing techniques.
 - upon arrival and before departure
 - before and after any transitions within the school setting
 - before and after eating and drinking
 - after using the toilet
 - after playing outside
 - after sneezing or coughing
 - whenever their hands are visibly dirty
- Teach, practice and model good hand hygiene and respiratory etiquette. All people should cough or sneeze into the creases of elbows and should throw tissues out immediately after use.

Physical Distancing

- The World Health Organization notes that the transmission of COVID-19 is highest amongst people who are symptomatic ([Coronavirus disease 2019 Situation Report - 73](#)). Many sources, including the Ministry of Health and Ministry of Education, note that children are less impacted by COVID-19. Compared to adults, they generally suffer milder symptoms and higher proportion may be asymptomatic ([Covid-19 AAP News](#)). With this in mind, physical distancing can still be encouraged in a school setting in ways that are not disruptive to an educational environment.
- Help younger children to learn about physical distancing by modeling, using visuals, and creating games.
- Encourage physical distancing
 - Choose activities that allow for independence
 - Choose games/activities that teach physical distancing
 - Limit the number of toys that invite cooperative play or discourage physical distancing
- Set up mini environments within the classroom to reduce the number of children in a group
- Provide several opportunities for outside play (break children into smaller groups if necessary)
- Increase the space between children during activities when possible (spread out desks, move chairs, etc.).
- Stagger outside playtimes.
- When children want to use the same area/activity redirect some children to another area.
- Reinforce and remind of the rule of “hands to yourself”.
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.

Meal/Snack times

- Families will pack sufficient prepared snacks, a lunch, and enough water to sustain their child the time at school and will include any utensils needed etc. in a sealed container (there will be no extra food or water fountains available at this time).
- Students will bring home all food packaging, food scraps, utensils, etc. in the same container.
- Students will not share food.
- Physical distancing will be practiced during meal/snack times, however, tactics such as distancing desks in a circle can be utilized to help promote social engagement, or staggering snack/lunch time so you can accommodate smaller groups with more space.
- Instruct and supervise children in cleaning their meal/snack space before and after eating
- Children will wash their hands, as well as clean their meal/snack area, before and after eating.

Regular Cleaning

- Custodial staff will use Safe Work Procedures for Cleaning and Disinfection, which includes a two-step cleaning procedure.
- This involves a thorough cleaning using a neutral cleaner and a secondary cleaning using an approved disinfectant.
- Procedures also include pre-cautions for limiting transmission between spaces and individuals.
- High contact toys (technological devices or consoles) and meal/snack areas are to be cleaned after use. Children will be expected to participate in these practices regularly.

Family Responsibilities

- Families are to take or gauge their child(ren)'s temperature prior to bringing to their school.
- Children who show any sign of illness are to be kept at home.
- Children will be dropped off at the main entrance to the school using school site specific protocols.
- Families will pack sufficient prepared snacks, a lunch, and enough water to sustain their child for the time at school and this will include any utensils needed etc. in a sealed container (there is no extra food or water fountains available at this time).
- Students will bring home all food packaging, food scraps, utensils, etc. in the same container.
- Families are asked to only send the items their child may need for the tie at school and will limit any extra toys or unnecessary belongings.
- All other belongings will go home each day.

PVP Responsibilities

- Establish an isolation room and notify all staff of its location.
- Connect with staff and create a weekly schedule.
- Arrange the location for students to work and create a schedule for accessing other areas of the school (eg. gym).
- Support with pick-up and drop-off protocols.
- Work with staff to establish routines, activities, provide/locate materials and resources, and to create workable spaces.
- Support staff with any concerns, needs or questions.
- Coordinate a schedule of recess playtime to reduce large groups of children playing outside.
- Supervise the safe operation of students.

Staff Responsibilities

- Staff will supervise and arrange various other activities throughout the day, including outside free time, snack/lunch eating, and other independent activities:
 - If needed, PVP will provide a daily structure/routine for the group to follow.
- When practicable, staff will support children in completing the learning activities the children have received from their classroom teachers or case manager/learning services (parents may be asked to assist in providing this information).
- Staff are to review SD43 Site Protocol and Safe Work Procedures for COVID-19 and Handwashing and to take into consideration the information provide below.
- If a child starts showing symptoms of illness, contact the PVP:
 - The parent will be contacted to pick up the child and the child will wait in the isolation room, with supervision from outside.
 - Request a thorough cleaning of the space(s) where child visited.
- Other:
 - Provide reassurance, an open ear and maintain routine
 - Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy.
 - Make sure the information is suitable for their age level.
 - Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
 - Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in physical distancing strategies into your learning activities.

Further Information

- [COVID 19 Guidelines - K-12 School based](#)
- [SD43 Pandemic Plan](#)
- [SD43 Site Protocol](#)