

COVID-19 Safety Plan

Company details

Business name: UMEI Christian High School

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Others consulted: Darcy Bults, Chani Wiens

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Actions:

- Staff training and information session about our COVID-19 safety guidelines before the first day of school.
- School-wide training on the first day of school to give students information about how UMEI's safety guidelines will be implemented.
- Ensure our procedures are up to date by a weekly review of Ministry of Health guidance.
- Any new information will be communicated to all staff and students by way of PA announcements during school hours. Follow-up communication will be through email to staff, students and parents.
- Regular email communication with staff and UMEI families to provide updates on protocol and procedures.

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Actions:

- To find out if staff and students are well when they come to school each day, we will ask each individual basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.
- Temperature checks will be taken upon arrival at school.
- Visitors entering the school will be asked basic questions by the Admin Assistant about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Questionnaire:

- I. Have you experienced any of the following COVID-19 symptoms since you last reported to work:
- a. Fever
 - b. New or worsening cough
 - c. Shortness of breath
 - d. Sore throat
 - e. Difficulty swallowing
 - f. New olfactory or taste disorders
 - g. Nausea/vomiting, diarrhea, abdominal pain
 - h. Runny nose or nasal congestion – in absence of underlying reason for these symptoms such as seasonal allergies, post-nasal drip, etc.

YES **NO**

- II. Have you travelled internationally (including the U.S) in the last 14 days?

YES **NO**

- III. Have you been in close contact (within 6 feet for 15 minutes at a time) or do you live with a person who has tested positive or has symptoms of COVID-19?

YES **NO**

3. How will you control the risk of transmission in your workplace?

Actions:

- Students, faculty, and staff must practice physical distancing throughout the school day.
- Student desks will be spaced 6 feet apart throughout each learning space.
- Students, faculty, and staff will be required to wear face coverings at all times throughout the school day, except when eating or drinking.
- Students will bring their own mask to school each day, and if they forget one, the school will provide them with one.
- Sharing of any materials (e.g. water bottles, pens, calculators) is not allowed.
- Students will bring their own water bottle, and can refill it at a bottle-filling station.
- Good, continuous hygiene will be stressed at all times. This includes, but is not limited to:
 - 20-second hand-washing
 - Covering coughs/sneezes with your elbow
 - Avoiding touching face
 - Using hand sanitizer as needed
- All visitors and parents should call before coming to school. All visitors and parents will need to check in at the office and wear a face covering while in the building.
- To facilitate physical distance at lunch, students are encouraged to eat outside or in the gymnasium at designated seating areas.
- Our custodial staff continues to work to keep our school clean and virus free on a daily basis.
 - e.g. doorknobs, light switches, railings, bathroom stall doors, and door push bars will be cleaned twice daily.
- Teachers will coordinate wipe-downs of classroom desks and tables between each use.
- Efforts will be made to try to minimize touching surfaces. For example:
 - Where feasible, doors will be propped open to prevent touching handles.
 - Textbooks and other classroom materials will be assigned one-per-student.
 - Drinking fountains will be turned off but the water-bottle filler will remain available.
- Hand sanitizer will be available in each classroom and in the halls, chapel, library, computer lab and basement.
- Clear signage will be posted around the buildings that gives specific instructions pertaining to:
 - which rooms are off-limits.
 - which direction to go (e.g. one-way staircases).
 - the school's social distancing and PPE guidelines

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Actions:

- We have designated a safe isolation room in the school and created a checklist with the procedures of what to do if someone gets sick at school, including key contact numbers.
- The school will have a PPE kit prepared ahead of time in case any students/staff begin to feel ill (robe, mask, gloves).
- Each day, the school will keep a log of students/staff/visitors entering and exiting the building in order to facilitate enhanced contract tracing in the event of a singular case (or an outbreak).
- If there is a diagnosed case of COVID-19 among students, faculty, or staff, we will follow the guidance of our local Public Health Unit to make decisions about further instruction.
 - Parents and students will be notified via email with necessary information.

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Actions:

- We will establish regular check-ins with staff and students about how they're coping with any changes to how learning is directed.

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Actions:

- We will set up a weekly meeting with staff to review the plan.

When necessary, an email will be sent to UMEI families with any changes.