



Guidelines for Maintaining Safe & Healthy Schools in Response to the COVID-19 Pandemic

Holy Spirit Catholic School Division
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Holy Spirit Roman Catholic Separate School Division Guidelines for Maintaining Safe and Healthy Schools in Response to the COVID-19 Pandemic

This document has been created by the Holy Spirit Roman Catholic Separate School Division to serve as a guide to keep Holy Spirit employees, students, parents, and community partners safe in this time of COVID-19.

This document outlines safety information and protocols that need to be considered. This plan will be updated, as necessary, to continue following guidelines outlined by the Office of the Chief Medical Officer of Health of Alberta and the Minister of Education. Key documents from these sources includes:

- [COVID-19 information: guidance for schools \(K-12\) and school buses \(February 2022\)](#)
- [Resource guide for managing COVID-19 cases in school \(K-12\) settings \(Pending\)](#)
- [2021-2022 School Year Plan \(February 2022\)](#)
- [Parents' guide 2021-22 school year \(February 2022\)](#)

Please ensure you have the most recent version and that this plan is posted at the worksite.

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Mission Statement

We are a Catholic Faith Community, dedicated to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ.

Guided by the Holy Spirit, in partnership with home, parish and society, our schools foster the growth of responsible citizens who will live, celebrate and proclaim their faith.

Our Catholic Faith is the foundation of all that we do.

Introduction

The Holy Spirit Roman Catholic Separate School Division (Holy Spirit) is receiving guidance and direction from the Office of the Chief Medical Officer of Health, local Medical Officer of Health and Alberta Education. We continue to be committed to keeping parents, students, staff, and the community informed about health and safety issues in relation to COVID-19.

Guiding Principles

- The safety of students and staff comes first.
- Student learning will continue.
- Resources continue to flow to schools.
- School authorities have flexibility to do what is best for their community

Background

On August 13, 2021 the Government of Alberta announced that schools would be focusing on a normal return, with in-class learning for the majority of students this Fall 2021. They further provided a [2021-2022 School Year Plan](#) outlining key elements for the resumption of learning. Recognizing the dynamic nature of COVID-19, the Appendix found within that documentation also contains two contingency plans in the event that they may be needed.

On September 15, 2021, the Government of Alberta updated the provincial health measures and determined that the province is in a “State of Public Health Emergency.” As a result, Holy Spirit Catholic School Division implemented the following measures:

- Increased masking requirements
- Increased cohorting for elementary schools
- Prohibition of spectators at indoor sports and performance activities.

On October 5, 2021, the Government of Alberta announced new actions to manage COVID-19 in schools, including:

- Public reporting of COVID-19 cases in schools
- Initiating contact notification in schools
- Clarifying COVID-19 outbreak definitions
- Providing rapid testing for K-6 schools experiencing outbreaks
- Shifting K-6 classes to at-home learning when three or more COVID-19 cases over a five-day period are identified.

On December 30, 2021, the Government announced that, due to increasing numbers of the Omicron COVID-19 variant in the province, the winter break in all Alberta schools would be extended until Monday, January 10, 2022. They also noted that additional PPE (rapid tests and medical grade masks) would be provided to the schools, that January Diploma Exams would be cancelled, and that contact tracing notification would be discontinued for school divisions in the new year. On January 5, 2022, the government confirmed that students would be returning to in-person learning on Monday, January 10, 2022.

On February 8, 2022, the Government announced that a staged approach to relaxing COVID-19 restrictions would begin. In stage 1, the “Restriction Exemption Program” for presenting one’s status of vaccination or negative COVID-19 test results would be suspended. The mandatory requirements for students to mask was also to discontinue on February 14, 2022.

On February 26, 2022, the Government announced that, on March 1, 2022 it would be proceeding to stage 2 of its plan to lift health restrictions relating to COVID-19. This step includes the end of limits on social gatherings, capacity limits for large venues, remaining school requirements, screening of youth for activities, the mandatory work-from-home order and public masking requirements except in high-risk settings (AHS facilities, continuing care centres, and on public transit). The third and final stage of the Government of Alberta’s plan is dependent on hospitalization rates continuing to trend downwards.

COVID-19

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. The World Health Organization (WHO) declared COVID-19 a pandemic in March 2020.

The [Alberta Health COVID-19 self-assessment tool](#) is available for anyone that develops [symptoms](#) and can be used to help determine if you need further assessment or testing for COVID-19.

Symptoms

For the most current information regarding symptoms, testing, and isolation periods for vaccinated and non-vaccinated individuals, review the [Alberta Healthy Daily Checklist](#).

Individuals showing core symptoms are [required to isolate](#). Even if a negative test result is received, the individual should still remain at home and away from others until symptoms resolve.

Core Symptoms	
For children under 18	For adults over 18
<ul style="list-style-type: none"> ● fever¹ ● cough ● shortness of breath ● loss of sense of smell or taste 	<ul style="list-style-type: none"> ● fever ● cough ● shortness of breath ● runny nose ● sore throat ● loss of sense of smell or taste

Additional Symptoms	
For children under 18	For adults over 18
<ul style="list-style-type: none"> ● Chills ● Sore throat ● Painful swallowing ● Runny nose/congestion ● Feeling unwell or fatigue ● Nausea, vomiting, diarrhea ● Unexplained loss of appetite ● Muscle or joint aches ● Headache ● Conjunctivitis, also known as pink eye 	<ul style="list-style-type: none"> ● Chills ● Painful swallowing ● Nasal congestion ● Feeling unwell or fatigue ● Nausea, vomiting, diarrhea ● Unexplained loss of appetite ● Muscle or joint aches ● Headache ● Conjunctivitis, also known as pink eye

¹ Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see MyHealth.Alberta.ca's information for [children age 11 and younger](#) and for [people age 12 and older](#).

Responding to Illness

- COVID-19 testing by AHS is currently limited to individuals in high-risk settings or for those who are at high risk of severe outcomes.
- Staff members, parents, and children/students must not enter the school if they have symptoms of COVID-19.
- Students and staff with respiratory illness symptoms should wear a medical mask continuously while in the school setting.
- Anyone with symptoms should isolate immediately, following AHS' [isolation guidance and orders](#), and use an [at-home rapid antigen test if available](#). Refer to [rapid testing at home](#) for more information.
- Isolation for Fully Vaccinated Students/Staff/Visitors:
 - Fully vaccinated individuals experiencing fever, cough, shortness of breath or loss of sense of taste/smell must continue to isolate for 5 days from when their symptoms started or until they resolve, whichever is longer.
 - For up to five days following their isolation, all fully vaccinated individuals must wear masks whenever they are in a public place and/or in the company of another person (no exceptions permitted).
 - Individuals within the school who are in the later part of their isolation need to eat and drink alone, away from others.
 - If it's not possible to give each student in their day 6-10 mandatory masking period a private space to eat in, they can cohort together for meals in the same well-ventilated room. Distancing is recommended and individuals should remain masked at all times when not actively consuming food and drink.
 - If schools find this operationally challenging to accommodate, the consistent use of a 10-day absence prior to return, for both immunized and non-immunized cases, is acceptable.
- Isolation for Non Fully Vaccinated Students/Staff/Visitors:
 - Individuals who are not fully vaccinated, **who have a case of COVID-19**, or are experiencing fever, cough, shortness of breath or loss of sense of taste/smell must continue to isolate for 10 days from when their symptoms started **or until they are fever free for 24 hours without the use of fever reducing medication and other symptoms are improving**, whichever is longer.
 - If they receive a negative test result, they must continue to isolate until their symptoms resolve.
- It is strongly recommended that household contacts who are NOT fully vaccinated, of COVID-19 cases, stay home for **10** days from the date of last household exposure.
- Proof of a negative COVID-19 test result is not necessary for a student, teacher or staff member to return to school.
- Schools must develop procedures to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time recommended by the Chief Medical Officer of Health and Alberta Health Services.
- If a child/student develops symptoms while at the school, the child/student should be asked to wear a mask, if they are able to, and be isolated in a separate room. Schools will have a designated sick room. The parent/guardian will be notified to come and pick up the child/student

immediately. The child/student should be distanced from other children/students. The parent/guardian of the student should access COVID-19 testing by accessing the [Alberta Health COVID-19 Self-Assessment Tool](#).

- If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student.
 - The student and staff should wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions should be avoided.
 - Staff members caring for an ill student should wear a medical mask and may use a face shield or other eye protections, if available.
 - Staff/students must wash their hands before donning a mask and before and after removing the mask (as per [Alberta Health's guidance regarding the use of masks](#)), and before and after touching any items used by the child/student.
 - All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up.
- Should a case of COVID-19 be identified at a school, in keeping with the *Public Health Act*, neither the school nor the school division will be privy to any confidential information.

Daily Screening

- Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, **are encouraged to** self-screen for symptoms each day that they enter the school using the [Alberta Health Daily Checklist](#).
- **Parents and children/students should be provided a copy of the screening checklist. This can be a hard copy or a link to the digital copy of the screening checklist.**
- **Schools should have copies of the daily checklists available for visitors to the school.**
- Schools **should** keep records of children's/students' known pre-existing **medical** conditions. If a child/student develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child/student should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Anyone that reports symptoms should be directed to stay home, **use a rapid antigen test (if available), and** seek health care advice as appropriate (e.g. call Health Link 811, or their primary health care practitioner, or 911 for emergency response).
- **Signs should** be posted at all entrances reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

Division Practices for the 2021/2022 School Year

Throughout the pandemic, Holy Spirit Catholic School Division has been collectively steadfast in our commitment to keeping our students and staff safe - physically, mentally, spiritually, and academically. We continue to assess and implement measures that we believe will have a positive impact on the health and safety of our schools.

Routine best practices to reduce the risk of transmission of COVID-19 and other respiratory illnesses will continue to include:

- promoting and facilitating hand hygiene and respiratory etiquette
- staying home when sick
- maintaining ventilation
- ensuring regular cleaning and disinfection of high traffic/touch areas
- encouraging vaccinations for all those who are eligible

Additional measures may be considered or recommended if a school experiences a COVID-19 outbreak. Should this occur, Holy Spirit Catholic School Division will work closely with Alberta Health Services to mitigate risk. Some of the measures that may be taken include:

- implementing classroom cohorts
- limiting extra-curricular activities
- making localized rapid testing available
- any other measures, as determined by Alberta Health Services and Alberta Education

Masking

Masking is no longer required for students in K-12 during curriculum related activities or when participating in extracurricular school activities. Nonetheless, masking during the school day remains a personal health choice for students, parents/guardians, and staff and is a highly recommended practice, particularly for individuals at higher risk of severe outcomes from COVID-19.

Regardless of whether or not an individual chooses to wear a mask, the school division and staff will do everything possible to ensure a safe and caring environment for all. Harassment, bullying or discrimination of any type against individuals based on their masking choice, vaccination status, or any other reason, will NOT be tolerated.

Continued Masking Requirements

- Masking is still required in high-risk settings, including on public transit, at Alberta Health Services operated and contracted facilities, and in all continuing care settings.
- Students or staff who become ill while at school will be provided with a medical mask that can be worn while waiting to go home (See the previous section on “Responding to Illness”).
- Fully vaccinated students or staff recovering from COVID-19 who are completing their day 6-10 mandatory masking period at school **must** wear a mask at all times and must not share breaks where masks must be removed to consume food or beverages with non-COVID-19 infected individuals.
 - If more than one individual is isolating, it is possible to cohort people with COVID-19 for breaks and lunch.

Guidance for Mask Use

- Masks should be well-constructed, well-fitted and properly worn.
- Medical masks are highly recommended, as they provide additional protection.
- If non-medical masks are worn, they should be constructed of at least three layers: two of breathable tightly woven fabric, such as cotton, and an additional effective middle filter layer, such as non-woven polypropylene.
- Face shields are not equivalent to non-medical face masks and offer insufficient protection on their own. Other alternatives (e.g. neck gaiters, buffs or bandanas) offer less protection than masks and are therefore **not recommended**.
- Face shields may be worn in addition to a mask, at the discretion of the individual. Staff may elect to wear a face shield or eye protection in addition to a mask when completing personal care of students or when staff are in close contact with students (i.e., symptomatic students awaiting pick up by parents/guardians).
- More information can be found in the Alberta Government's resource: [COVID-19 information: guidance for masks for the general public](#).

Strategies for Reducing Crowding

While cohorting is no longer required, schools may still consider implementing strategies to reduce crowding between all students/staff in areas inside and outside of the classroom, including hallways, washrooms and common areas.

This could include:

- Staggering start and end times for classes to avoid crowded entrances or exits and hallways.
- Removing and restaging seating in public areas to reduce crowding.
- Spacing desks to minimize risk of disease transmission.
- Removing additional items or pieces of equipment that are not in use from classrooms to allow more space to spread out.
- Utilizing virtual options instead of holding large in-person gatherings of students and staff

In situations where crowding or large gatherings are occurring, schools will consider options to promote hand hygiene, respiratory etiquette, not attending school when ill, and cleaning and disinfecting on a regular basis before and after activities.

Notification of Positive Cases

During its December 30, 2021 announcement, the government noted that it would be unable to continue to provide contact tracing notifications to the school division. Families are still encouraged to share positive results with school leaders, who will be continuing to monitor absenteeism patterns in classes. Should there be an uptick in cases or significant staff shortages, it may be necessary to transition a class to virtual learning.

Immunization and Testing

Immunizations for Students

Immunization, as communicated by Alberta's Chief Medical Officer of Health, Dr. Deena Hinshaw, is the most effective means to prevent the spread of COVID-19, mitigate outbreaks, and protect ourselves and children who cannot yet be vaccinated.

Currently, all Albertans aged 5 and older are eligible for a COVID-19 vaccine. Holy Spirit Catholic School Division will work closely with Alberta Health Services and support their efforts to immunize. However, it must be stated that the division supports and respects that the decision to vaccinate is ultimately a parental one that must focus on the individual health needs of their child.

For more information, please visit: alberta.ca/covid19-vaccine.

Rapid Testing for Students and Staff

AHS has noted that PCR testing is only available for those in specific high risk settings.

In January 2022, the Government of Alberta provided 4 rapid antigen kits to each student and staff member in the division. Each kit contains 5 rapid tests.

The current recommendation is for staff and students to conduct rapid antigen tests, **while supplies last**, twice a week, roughly 72 hours apart, even if asymptomatic. This repeated screening can help detect infection as soon as possible, since it takes time for the body to develop enough protein to be detectable by a rapid test after being exposed to COVID-19.

More information regarding rapid testing at home can be found at: alberta.ca/rapid-testing-at-home.

Proof of Vaccinations or Rapid Testing for Adults

In keeping with the Government's February 8, 2022 announcement, parents, volunteers and employees are no longer required to show proof of vaccination or a recent negative COVID-19 test result. However, all are still required to follow all provincial health orders and guidelines that may be applicable in school settings (hand hygiene, staying home when ill, etc...).

International Travel and Unvaccinated Students

Families making travel arrangements to other countries, such as the United States, should review and follow the Government of Canada's specific vaccination and/or testing requirements. Visit the Government of Canada's Travel website for the most up-to-date information: <https://travel.gc.ca/travel-covid/>

Out-of-School Learning: Division E-Learning

In the spring of 2021, the school division promoted an "E-learning" program as a program of choice for students from grades 4 to 12. Any student from within or external to the division had the opportunity to register for this program. Although we closed registrations and staffed accordingly, we have opened the option of E-learning for those parents who desire to have this method of delivery for 2021/2022. Further details and regarding the E-learning program and request for registration can be found under "Educational Services" on the Holy Spirit Catholic School Division website:

https://www.holyspirit.ab.ca/educational_services/elearning_program-trinity_learning_centre
Diploma Exams

In response to feedback from students, parents and education partners about stress and anxiety around

academic achievement, Alberta's government has temporarily changed the weighting of diploma exams from 30% to 10% for the 2021/22 school year. The weighting of diploma exams will return to 30%, effective September 1, 2022.

Further, during the December 30, 2022 announcement, the Government of Alberta noted that the January 2022 Diploma Examinations would be **canceled** . This means that they will not be postponed or held at a later date. Decisions regarding upcoming April and June writings are expected to be made at a later date.

Field Trips

Given the removal of distancing and capacity limits announced by the Government of Alberta on February 8, 2022, students will be permitted to participate in school field trips.

However, students will still be required to follow any guidelines set out by the facility which they are visiting. For example, if an organization that students are visiting requires them to wear a mask (such as visiting or performing at a continuing care facility), students are expected to comply. School personnel will communicate directly with parents if this applies to the planned field trip.

Extra-Curricular Events

Students are permitted to participate in group performance and physical activities as part of their educational programming and/or extra-curricular activities. Schools may consider strategies to reduce crowding and improve/increase ventilation in indoor settings to reduce potential transmission of COVID-19 and other respiratory illnesses.

Given the recent lifting of all applicable restrictions, spectators shall be permitted at school events.

Training and Education

All school division personnel are required to:

1. Review this document;
2. Report concerns to your supervisor immediately;
3. Support the site safety liaison; and
4. Follow the guidelines outlined in this plan.

Additional Resources

From the Government of Alberta:

- [COVID-19 Information for Albertans](#)
- [Alberta Health Daily Checklist](#)
- [Alberta Health COVID-19 Self-Assessment Tool](#) (For Parents and Students)
- [Alberta Health COVID-19 Prevention & Protection](#)
- [COVID-19: Education and child care](#)
- [COVID-19 information: guidance for schools \(K-12\) and school buses](#) (February 2022)
- [Resource guide for managing COVID-19 cases in school \(K-12\) settings](#) (Pending)
- [2021-2022 School Year Plan](#) (February 2022)
- [Parents' guide 2021-22 school year](#) (February 2022)

Mental Health Resources

- [Alberta Health Services - Help in Tough Times](#)
- [jack.org - The Alberta COVID-19 Youth Mental Health Resources Hub](#)
- [Government of Canada – Hope for Wellness Help Line](#)
- [Holy Spirit Catholic School Division - Mental Health Resources](#)

Health Resources

- [Holy Spirit Catholic School Division - OHS Portal](#)
- [St. John Ambulance Poster “How to Remove Gloves”](#)
- [Hand-washing Steps Using the World Health Organization’s Technique](#)

APPENDIX A - Building Safety and Cleaning Protocols

- All classrooms, other teaching spaces, and offices should be de-cluttered.
- Hand hygiene and cleaning requirements for schools will address:
 - The placement of hand sanitizer containing at least 60% alcohol content (or a non-alcohol-based hand sanitizer approved by Health Canada) in entrances, exits, classroom entrances, near high-touch equipment and other high traffic areas.
 - Consider the age and ability of students when determining whether hand sanitizers are appropriate. Hand sanitizer can cause serious harm if ingested. The risk of ingestion is greater for those who may not understand the warning labels and negative effects of ingestion.
 - High contact surfaces;
 - Washrooms;
 - Shared equipment;
 - Auxiliary spaces and common rooms; and
 - Other areas that may apply.
- Increased frequency of cleaning and disinfection of high-touch areas, common areas and equipment, inside and outside classrooms.
- Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom.
- Proper hand hygiene and respiratory etiquette will be promoted.
- **Water fountains can remain open.**
 - Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations.
 - It is still strongly suggested that staff and students continue to bring their own water bottles for refilling at water dispenser fill stations.

Cleaning Responsibilities

- Regular, enhanced, and as needed cleaning will be performed by caretaking staff:
 - Daytime caretakers will disinfect contact surfaces and high contact areas.
 - Caretakers will ensure ongoing inspection and filling of hand washing supplies, including alcohol-based sanitizer dispensers.
 - Caretakers will monitor supplies to ensure all necessary supplies are available.
 - Evening caretaking staff will thoroughly clean all areas.
 - The Plant Operations Coordinator will provide cleaning kits with approved disinfectants, PPE and materials.
 - Caretakers will check the sign-in/out sheet at the main entry at every shift to monitor people who have been in the building. All areas in the school that have been accessed must be cleaned.
- Other staff may also be required to clean/disinfect areas as needed in order to maintain a safe environment:

- Division approved cleaning/disinfecting supplies are provided;
- Do not bring cleaners from home;
- Do not take school materials home to clean.
- If cleaning is required, staff should notify the principal or school office.
- The principal or school office will request cleaning, per their protocol with caretaking staff.

Cleaning² and Disinfecting³

Regular cleaning and disinfection is essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

Schools will be cleaned and disinfected in accordance with [Alberta Health Services' COVID Public Health Recommendations for Environmental Cleaning of Public Facilities](#).

This includes:

- General cleaning and disinfecting of the premises at least once a day.
- Frequently touched surfaces should be cleaned and disinfected at least twice a day.
 - These include doorknobs, light switches, bathroom faucets, front desk counter, toilet handles, as well as shared tables, desks, chairs, keyboards, toys, etc. Clean and disinfect any surface that is visibly dirty.
- All sites will use common, division-provided detergents and disinfectant products and closely follow the instructions on the label.
- De-clutter teaching spaces and school office.
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

General Cleaning Guidelines

- Clean and disinfect shared high-touch surfaces regularly:
 - Door handles and door edges;
 - Bathroom faucets;
 - Front desk counter;
 - Shared tables.
- Shared spaces such as kitchens and bathrooms should also be cleaned more often.
- Clean areas where students and staff are/were present.
- Clean high-touch electronic devices (e.g. keyboards, tablets, smartboards) by spraying microfiber cloth with appropriate disinfectant and wiping device.

² **Cleaning** is the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents and steady friction from a cleaning cloth. Cleaning for COVID-19 virus is the same as for other common viruses. All visibly soiled surfaces should be cleaned before disinfected.

³ **Disinfection** is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice each day.

- Use damp cleaning methods such as damp clean cloths and/or a wet mop for dusting and sweeping. Do not dry dust or sweep, as this can distribute virus droplets into the air.
- Cleaning to remove debris/soil (e.g. floor care and dusting will be done as time permits).

Cleaning Supplies/Equipment

- Ensure adequate hand washing supplies at all times (e.g. soap, paper towels and alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available).
- Disinfectants used must have a Drug Information Number (DIN) with a virucidal claim. Solutions containing the following types of disinfectants are currently approved for use in Holy Spirit Catholic School Division.
 - Accelerated hydrogen peroxide (0.5%). These are the preferred type of cleaner disinfectants by the division due to the broad kill spectrum and they are tolerated by most persons.
 - As a last resort, diluted household bleach may be used. Add 9 ml of bleach to 1L of water. Please note that bleach is not generally recommended in school environments due to its instability and corrosive nature.
- Read and follow the manufacturer's instructions for safe use of cleaning and disinfecting products (e.g. wear gloves, use in well ventilated areas, allow enough contact time for disinfectant to kill germs based on the product being used).
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90 degrees Celsius).

Cleaning of Tools/Equipment and Desks/Workstations

- Staff who clean equipment will use gloves, a spray bottle, and a division approved disinfectant solution.
- Staff will follow the directions provided by the manufacturer to clean.
- When cleaning a vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.

Staff are responsible for cleaning their tools/equipment and desk/workstation throughout the workday. This will ensure limiting the risk of infection from staff to staff:

- Cleaning shall be conducted in the morning (prior to commencement of work) and at the end of the day. Additional cleaning throughout the day shall be repeated whenever possible.
- Allocate enough time to do a thorough cleaning of surfaces of tools/equipment touched during the workday.
- All sets of keys that are used by maintenance staff and keys loaned out to other staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.
- If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.
- Limit sharing of any tools/equipment with other staff while on shift.

It is recommended that students use the same desk or table throughout the day. However, in the case where a desk or table may be shared by different students, the desk or table should be sanitized before and after use.

Cleaning of High Touch Surfaces

- School division caretaking staff continue to clean and disinfect all high touch surfaces throughout the workday.
- If school-based staff or other school division site staff require cleaning for their personal desk/workstation/areas, they may request a spray bottle of the disinfectant solution and paper towel from their head caretaker.

WHMIS

- Employees working with or using disinfectants, detergents or hand sanitizers must review safety data sheets and ensure products are stored out of the reach of children.
- All chemicals must be properly labelled, in accordance with WHMIS requirements. If the product is not labelled, request assistance from the Head Caretaker.
- Safety Data Sheets for all cleaning products are available through Head Caretaker. These sheets and instructions can also be accessed through Public School Works.

APPENDIX B - School Based Protocols/Requirements

The following protocols will ensure controlled access and movement for currently active school sites.

Visitors and Access to Schools

- It is recommended that access to the school by non-school division individuals remain limited.
- Visitors, including parents, should contact the school office to make an appointment/apprise them of the nature of their visit (e.g. pick up student information, materials, etc...).
- All visitors, including division support staff, maintenance, Board Office personnel, and parents/guardians, will continue to follow school division visitor procedures (e.g. sign in at the main office).
- A record of all visitors must be kept, including contact information
- All visitors should complete the [Alberta Health Daily Checklist](#). If they show any symptoms of being ill, they should remain at home and not enter the school.
- In order to decrease crowding in our school buildings, it is recommended that drop off and pick up of children/students continue to be conducted outside, if possible. If this is not available, a school plan to ensure a limited number of students are in one area, should be considered.
- Parents/caregivers are not permitted to attend classrooms, or walk throughout the school.

Use of Water Dispensers and Water Fountains

- Water fountains can remain open.
 - Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations.
- It is still strongly suggested that staff and students continue to bring their own water bottles for refilling at water dispenser fill stations.

Designated Sick Room

- Principals will select a room with a door that can be used for isolating a sick student and/or staff member while waiting for a parent/caregiver or transportation to arrive.
- Designate a sufficiently large room, preferably close to the pick-up doorway entrance. Put signage up on the doorway (e.g. sick room).
- Designate a washroom nearby for use by symptomatic students only. Put signage up on the washroom door.
- Students that present symptoms of illness must use the sick room until they can be picked up by a parent/guardian.
- The selected area will ideally have a sink with running water and hand washing supplies. Hand sanitizer should be available if no running water is available.
- The room must have a sign posted that this room is in use.
- The selected sick room must not impede the timely provision of school first aid services.
- A Pandemic First Aid Kit will be available with appropriate PPE such as face masks, face shields, and gloves.

De-Cluttering of Classrooms

- Classrooms must be decluttered to minimize the number of surface contacts and items that will need to be cleaned and disinfected.
- Attempts should be made to minimize the number of learning resources made available to students. This includes toys and manipulatives.
- Unnecessary or unused items should be removed from the classroom.
- Desktops and counter surfaces must be kept clear to facilitate ongoing cleaning and disinfection.
- Teaching staff will direct students to take home any unnecessary personal items
- Staff will clearly label toys, manipulative and resources that were used and need to be disinfected. These items will be placed in plastic bins or agreed upon containers to clearly identify the need for cleaning.

Hand Washing and Sanitizers

- When available, students and staff members should use classroom sinks to wash hands regularly with soap.
- Classrooms without sinks must have hand sanitizers available for staff and student use.

Keyboards and Electronic Devices

- Mobile and other frequently touched electronics like tablets, remotes, keyboards, mice, Chromebooks and gaming consoles can carry germs. These electronics should be cleaned and disinfected after use.
- Personal electronic devices that are not used for learning should be left at home.
- Many school division devices have been borrowed by students and staff to accommodate school work at home. When they are handed in, the school will ensure that each machine is disinfected and cleaned, inspected for defects, and checked in.

To disinfect electronic devices:

- The school will be given computer cleaning supplies; a mixture of 70% isopropyl alcohol / 30% water, a microfiber cloth, and disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) to clean and disinfect surfaces.
- Turn off the device and disconnect AC power. Remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.
- Disconnect any external devices.
- Moisten the microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials such as paper towels or toilet paper. The cloth should be moist, but not dripping wet. NOTE: Do not immerse or spray any liquids directly onto the product.
- Starting with the display and ending with any flexible cables (like power, keyboard and USB cables), gently wipe the device with the moistened microfiber cloth.
NOTE: Do not allow any moisture to drip into areas like keyboards, display panels, or USB ports located on the printer control panels. Moisture entering the inside of an electronic product can cause extensive damage to the product.
- Inspect the device for defects (e.g. screen, trackpad, keyboard) to ensure it's in good physical

working order. Make sure the charger is returned with the machine and note any defects for follow up service.

Shared Equipment

- Use hand hygiene before and after handling items, including paper tests and assignments.
- Personal school supplies should not be pooled and/or shared.
- Use of shared items or equipment is to be avoided where possible.
- Equipment that must be shared should be cleaned and disinfected after each use.
- Items that cannot be cleaned or disinfected between routine use (e.g., paper books, shared electronics, blocks, crayons, etc.) should be stored for 24 hours between uses.
- Arrangements for storage of personal items should be made.
- Children/students should be provided with an area for storing personal items.