



Yukon Schools 2021-2022 Operational Plan for Reducing Communicable Disease for **Elijah Smith Elementary**

In the 2021-2022 school year, it is expected that schools can return to near-normal operations with some measures taken to keep schools low-risk settings for transmission of COVID-19.

The purpose of this operational plan is to allow each school to describe the specific measures that will be undertaken during the 2021-2022 school year to reduce the transmission of communicable diseases.

This template is based on the K-12 School Guidelines 2021-22 from Yukon's Chief Medical Officer of Health, initially released on August 4, 2021 (and amended on August 10, 2021). These guidelines may be amended from time to time and, if so, this template will be adjusted accordingly.

Completed or amended plans must be reviewed and approved by the superintendent. After approval, they must be posted on the school's website in an easy-to-find location (preferably posted or linked from the main page).

Contact information

School name:	Elijah Smith Elementary School
Address (physical location):	1399 Hamilton Boulevard, Whitehorse Yukon
Principal:	Jeff Cressman
Phone:	867-332-5669
Email:	jeff.cressman@yukon.ca
Date Revised:	August 13, 2021
Date Approved by Superintendent:	August 20, 2021

1. Vaccinations

Vaccines are the most effective way to reduce the risk of COVID-19 in our K-12 schools and communities. Eligible students and staff are strongly encouraged to get vaccinated. Information on obtaining COVID-19 vaccinations in every community can be found at <https://yukon.ca/en/this-is-our-shot>

2. Staying Home When Sick

Guidance	School Specific Information
<p>Parents and guardians should assess their children for symptoms before sending them to school.</p> <ul style="list-style-type: none"> • Parents and guardians should assess their children for symptoms before sending them to school. • Staff should assess themselves for symptoms every day. • All students and staff should stay home and arrange for testing if they have symptoms, no matter how mild. • To help assess symptoms, parents and staff can use the COVID-19 self-assessment tool or contact a health care provider for additional guidance. • Signs can be posted throughout schools to remind staff, students and visitors to stay home if they're sick even if their symptoms are mild. 	<p>Testing is available in your community (found at https://yukon.ca/en/find-respiratory-assessment-centre). Generally, this is the health centre in a community with no hospital.</p> <p>Information will be shared with the Elijah Smith Community through letters home, the school website and email or phone calls if needed.</p> <p>Staying home when sick</p> <p>Students and staff must stay home if they are sick or showing symptoms. Parents should monitor their child every day for symptoms before sending them to school.</p> <p>Parents should consider if they are new or worsening symptoms when monitoring, or if they are otherwise not explained. For example, a child with asthma may have a cough, which may not be new.</p> <p>You can use the self-assessment tool on Yukon.ca to assess yourself and your child for COVID-19: service.yukon.ca/en/covid-19-self-assessment/</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> • Fever/chills • Cough

- Shortness of breath
- Runny nose
- Sore throat
- Headache
- Loss of sense of taste or smell
- Fatigue
- Loss of appetite
- Nausea and vomiting
- Diarrhea
- Muscle aches

Health officials recommend students get tested for COVID-19 if they are showing symptoms.

Always phone 811 or your family physician before going anywhere to get tested.

If a student or staff gets sick at school

If a student or staff gets sick at school:

- The student or staff will be immediately separated into a designated area
- The student or staff will be provided a mask
- The student's parent/guardian will be contacted to pick them up as soon as possible
- The school staff member who is sick will go home as soon as possible
- The designated area will be thoroughly cleaned and disinfected

Wearing a mask at school

Students and staff are required to wear masks in common areas (halls and buses). Staff must wear a mask in the classroom unless they are able to stay 2 m away from students.

	<p>Our school will have access to non-medical masks to ensure they are accessible when needed.</p> <p>Visitors and public access to the school</p> <p>Parents and other guests should limit visiting the school where possible. We understand there may be times where you must visit the school building.</p> <p>When visiting the school, parents and visitors to the school must:</p> <ul style="list-style-type: none"> • Enter through the front doors and exit through the front doors • Sign in at the front office • Sanitize their hands when entering the school • Maintain physical distancing while in the school • We will allow two people in the office at a time • There will be a waiting area set up in the main foyer for two more people • All other people should wait outside on the benches provided •
--	---

3. Ventilation

Guidance	School Specific Information
<ul style="list-style-type: none"> • All mechanical heating, ventilation and air conditioning (HVAC) systems must be working properly. • Open windows and doors to improve natural ventilation if the weather permits. 	<ul style="list-style-type: none"> • "to be determined"

<ul style="list-style-type: none"> • Consider using HEPA filters in situations where the risk of COVID-19 transmission is higher due to less than optimal ventilation. <ul style="list-style-type: none"> • The Department of Education, Operations Unit, will help schools determine locations where HEPA filters will be deployed. 	
---	--

4. Cleaning and Disinfection

- As the risk of COVID-19 transmission from surfaces is low, it is anticipated that schools will transition to regular cleaning practices.
- For the start of the 2021-2022 school year, additional custodial supports will be in place throughout the day to continue enhanced cleaning practices to reduce the transmission of communicable disease.
 - Custodians will be provided with cleaning guidelines from the Operations Unit.

5. Physical Distancing

Guidance	School Specific Information
<ul style="list-style-type: none"> • Physical distancing is no longer mandatory for students in schools, however, it's important that staff and students spread out within the available space and prevent crowding in common areas such as hallways. • Staff must continue to maintain a 2-metre distance from students and other staff. • Pay particular attention at the start and end of day, to entry and exit areas, and other places where people tend to gather. • Respect traffic flow and be mindful of others' personal space. 	<ul style="list-style-type: none"> • Maximizing physical distancing into all staff-student interactions, inside or outside the school • Preventing crowding in common areas • School traffic "flow" and specifics about entering and exiting • Plans developed for safe hallway movement during class time and minimized congestion • Assemblies and other school-wide events

6. Programming

Guidance	School Specific Information
<ul style="list-style-type: none"> • Singing and the playing of wind instruments have a higher risk of COVID-19 transmission. Teachers and students must: • maintain physical distancing; • continue with enhanced cleaning of wind instruments; and • follow the singing and music guidelines. • follow the recreation guidelines, which include sport and recreation, fitness studio and gym, cold weather sports, and contact sports. 	<p>Staff at our school will be regularly reviewing the health and safety measures at our school with students to ensure safe and healthy habits.</p> <p>To support safe spacing, manage traffic flows in common areas, and limit mixing of different groups of students, our school is taking the following measures:</p> <ul style="list-style-type: none"> • Two people will be allowed at the front desk at a time safely distanced. A waiting area for two more people will be setup in the main foyer <p>Read more below about how we are adapting our school routines this school year.</p> <p>School start and end times, and recess and lunch</p> <p>The start and end times for our school day have not changed. Our school day will start at 8:30 AM and end at 3:00 PM. We will be dividing each class into 5 different (house groups). These will be Porcupine, Lynk, Raven, Caribou and Wolf. At 8:30 all of the Porcupines will be let into the school to go to their hook or locker area. Around 5 minutes later the next group will be let in. This will enable students to have space at their locker/hook area as they get ready for class. We will have what is called a soft start to the day with class instruction beginning around 8:45 AM. We will for the next while not be having open school.</p> <p>Our time for recess and lunch has also not changed. Students will have recess breaks from 10:15 AM to 10:30 AM and lunch break from Noon</p>

	<p>until 12:26 PM or 12:27 to 12:47 PM. Classes will have designated areas that they can be on the playground. These will rotate on a weekly basis.</p> <p>Library</p> <p>Our school library will remain accessible for students and staff and we will continue to allow books and other resources to be borrowed from the library.</p> <p>Students and staff will be able to access IT equipment while following these measures:</p> <ul style="list-style-type: none">• Students will be required to wash or sanitize their hands before and after using computers and other shared IT equipment• Computers and other shared IT equipment will be cleaned after each use using disinfectant wipes; students and staff may be asked to support this effort
--	---

7. Hand and Respiratory Hygiene

- Students and teachers should wash their hands regularly (see table, below, for specific instances where hands should be washed). Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness.
- If soap and water are not available, use alcohol-based hand sanitizer containing at least 60 per cent alcohol.
- Alcohol-based hand sanitizer should be made available at:
 - o school entrances and exits;
 - o entry points to classrooms; and

Yukon Schools Operational Plan to Reduce Communicable Disease

- o other high traffic areas.
- Students and staff should cough and sneeze into their elbow, sleeve or a tissue.
 - o Used tissues should be thrown away and hand hygiene performed immediately.
 - o Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.
- Refrain from touching eyes, nose or mouth with unwashed hands.
- Refrain from sharing any:
 - o food;
 - o drinks;
 - o unwashed utensils;
 - o cigarettes; or
 - o vaping devices.
- Signage should be posted throughout schools to remind staff, students and visitors to perform proper hand hygiene and respiratory etiquette.

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none"> • Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions) • Whenever hands are visibly dirty • After using the washroom • Before eating and drinking • After sneezing or coughing into hands • After playing outside 	<ul style="list-style-type: none"> • Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions) • Whenever hands are visibly dirty • After using the washroom • Before eating and drinking • After sneezing or coughing into hands • Before handling food or assisting students with eating • After contact with body fluids (i.e., runny noses, spit, vomit, blood) • After cleaning tasks • After removing gloves • After handling garbage <p>Students and staff will be able to wash hands at available sinks in the school. Hand sanitizing stations will also be located at:</p>

	<ul style="list-style-type: none">• A pedal activated hand sanitizing station will be located at every entry/exit door to the school• A hand sanitizing bottle will be available in every classroom along with a sink
--	--

8. Masking

- All students in Kindergarten through Grade 12 and staff must wear masks in all indoor school settings outside of the classroom.
 - This includes hallways and on school buses.
 - Exceptions are made when:
 - eating, drinking or participating in physical activities; and
 - When an individual class is, in a supervised and controlled way, transiting from one room in the school to another. An example of this is a group of students walking directly from their classroom to the gym.
- Students do not need to wear a mask in a classroom setting, but may choose to wear one if they wish.
- Staff must wear a mask if they are unable to maintain a 2-metre distance from students or other staff.

9. Outdoor/on the land education, field trips and overnight trips

- The risk of COVID-19 transmission is lower in outdoor settings than it is indoors; as a result, outdoor education and on the land programming is encouraged.
- Field trips within Yukon and Canada are permitted if public health guidelines are followed. These guidelines apply to their trip setting even if they are out of the territory. If public health measures are stricter where they are travelling, those guidelines must also be followed.
- Sleeping arrangements:
 - It is ideal if students can sleep in individual rooms or tents. If this is not possible, align mats or beds so that students and leaders sleep head-to-toe, at least 2-metres (6 feet) apart to prevent droplet spread while sleeping.
 - There should be no more than two students or trip leaders per room or tent.
 - Students/trip leaders from the same household or [social bubble](#) can sleep in closer quarters.

- Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.
 - Ill campers or those that meet criteria for isolation must be in a single accommodation. There is no shared accommodation allowed for these campers.
- International field trips are not currently permitted.

10. What to do if a student gets sick?

Guidance	School Specific Information
<p>If a student develops symptoms of COVID-19, staff must take the following steps:</p> <ul style="list-style-type: none"> • Immediately separate the symptomatic student from others in a designated, supervised area. • When over the age of 5 the student must wear a mask if tolerated. • If the student is not wearing a mask, provide them with tissues to cover their coughs or sneezes. Throw away used masks and tissues as soon as possible and perform hand hygiene. • Contact the student’s parent or guardian to pick them up as soon as possible. • Anyone in the room with the ill student must wear a mask and, where possible, maintain a distance of 2 metres from them. • Avoid touching the student’s body fluids such as mucous or saliva. If you do, thoroughly wash your hands with soap and water or alcohol- based hand rub. • Once the student is picked up, wash your hands with soap and water or alcohol- based hand sanitizer. • Staff responsible for facility cleaning must clean and disinfect the space and areas the student occupied or used. This 	<p>A sick room will be set up in the room just off the main office. There will also be to additional rooms at the back of the main office that are available for students to stay until they are picked up.</p>

includes classrooms, bathrooms and common areas.	
--	--

11. What to do if a staff member gets sick?

If a staff member develops symptoms of COVID-19, staff should go home as soon as possible.

If they cannot go home, the staff member should:

- separate themselves into an area away from others;
- wear a mask;
- maintain a distance of 2 metres from others.

Staff responsible for facility cleaning must clean and disinfect the space and areas the student occupied or used. This includes classrooms, bathrooms and common areas.

School administration is responsible for supplying the masks and cleaning materials necessary for safely responding to symptomatic students and staff members.

12. Monitoring absenteeism

Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report higher than expected absenteeism (i.e. >5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and "Yukon School Surveillance Reporting Tool" should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.

Schools should monitor student absenteeism for extended absences as this may indicate that a student has been sick. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any symptoms before returning to class.

13. Contingencies

There may be instances where, following the direction and guidance of the Yukon Centre for Disease Control (YCDC) and the Office of the Chief Medical Officer of Health (CMOH), individuals or groups of students may be required to stay home from school. The *Yukon Early Kindergarten to Grade 12*

Education Recovery Plan contains three suggested contingencies schools should prepare for, listed in the table below.

<p>Individual Case</p> <ul style="list-style-type: none">• Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.• Blended learning opportunities are offered until it is safe to return to school.• Continue to use Zoom and other digital platforms.• Teachers must ensure students have digital and print resources.• Student(s) are sent home daily learning packages if blended learning options are not available.• Students not well enough will be offered support upon return to school.	<p>Contacting the school for learning supports</p> <p>Contact the teacher first if your child needs additional or different supports for their learning.</p> <p>If you still have concerns with the supports being offered, please contact the school to ensure the school principal is able to follow-up.</p> <p>The school can be contacted at: (867)667-5992 or jeff.cressman@gov.yk.ca</p> <p>Learning at school</p> <p>All students at Elijah Smith Elementary School will be able to attend in-class instruction, full-time for five-days a week. During the school day, students will attend their regular classes, while following health and safety guidelines. They will learn the full school curriculum.</p> <p>Learning at home if a student can't attend school</p> <p>Students must stay home if they are sick or have symptoms of COVID-19. If a student is unable to attend school, they will be provided their course work by their teacher as they normally would.</p> <p>If a student is away for an extended period of time, they will be provided their coursework and they will be supported in their learning through</p> <ul style="list-style-type: none">• Course work will be sent home by the classroom teacher
--	---

Yukon Schools Operational Plan to Reduce Communicable Disease

	<ul style="list-style-type: none"> • If the period of time is more than a week then the teacher will contact home to see how the learning is going and if any assistance is required <p>If you are planning for your child to be away from school for the whole school year, please contact the school principal to discuss options.</p>
<p>Class Outbreak</p> <ul style="list-style-type: none"> • Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards. • Blended learning opportunities are offered to students required to be at home until it is safe to return to school. • Continue to use Zoom and other digital platforms. • Schools must ensure students have the digital and print resources needed to be successful at home. • Students not well enough will be offered support upon return to school. 	<ul style="list-style-type: none"> • As above
<p>School Outbreak</p> <ul style="list-style-type: none"> • Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards. • Primary students (Early-K to Grade 3) and students with learning challenges are prioritized to remain in school for in-person learning with safety measures in place. 	<ul style="list-style-type: none"> • As above

- Blended learning opportunities are offered where possible.
- Student(s) are sent home daily learning packages if blended learning options are not available.
- Students not well enough will be offered support upon return to school.

14. Other school-specific operational procedures or routines as authorized by school councils.

The K-12 School Guidelines 2021-22 from Yukon's Chief Medical Officer of Health released on August 4 (and amended on August 10) provide the minimum standard that all schools must adhere to. However, schools can exceed these standards using school rules or policies as authorized by school councils under their authorities outlined in the Education Act. Use this section to detail any additional school-specific operational procedures or routines as authorized by the school council.

Extracurricular activities (school sports, music, arts, other programs)

We will be assessing extracurricular activities at the beginning of the school year and determining any changes or adaptations that may be needed.

Any extracurricular activities will follow the same health and safety guidelines for K-12 school settings, and any additional health and safety guidelines that apply, for example, the [health and safety guidelines for sport and recreation](#) for school sports.

Students and parents will be updated as this information becomes available.

For more information:

We will be providing regular updates to students and families during the school year through email, school newsletters and the school website.

Music and cooking classes

The health and safety guidelines note singing and playing woodwind and brass instruments must not occur at this time. While we are unable to sing or use certain instruments, our school will continue to have a music class.

Cooking classes are also able to continue while meeting the health and safety guidelines, including washing hands before cooking, limiting sharing of equipment and cleaning and disinfecting surfaces between each class.

Music and cooking class teachers will share how they are adapting their programs once the school year gets started.

Recess, gym and playing on the playground

Weather permitting, recess breaks and gym classes will take place outdoors. Students and families are asked to ensure they have the proper clothing for playing outdoors.

Playground equipment is okay to use as long as hands are washed before and after going on the equipment.

When gym class is indoors, we will follow the [health and safety guidelines for sport and recreation](#).

School field trips

The health and safety guidelines allow field trips within Yukon and Canada as long as public health and safety guidelines are followed. This includes allowing:

- Outdoor overnight trips if students sleep in their own tent or are only partnered with a family member
- Hotel stays, as long as no more than two students are in each room

Our school will be assessing any planned school field trips on a case-by-case basis and will provide updates to students and parents directly through school year.

International field trips are not currently permitted.

For more information:

We will be providing regular updates to students and families during the school year through email, school newsletters and the school website.

Visit the following websites for more information:

- School website
- Yukon.ca information on education and schools during COVID-19: yukon.ca/en/education-and-school-supports-covid-19
- Yukon.ca information on COVID-19: yukon.ca/en/covid-19-information

If you have any questions or concerns, please contact (867)667-5992 or jeff.cressman@gov.yk.ca