



## Yukon Schools 2021-2022 Operational Plan for Reducing Communicable Disease for Golden Horn 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:	Golden Horn Elementary
Address (physical location):	209 Duncan Drive, Whitehorse, YT
Principal:	Trine Dennis
Phone:	867-667-8130
Email:	ghes@yukon.ca
Date Revised:	August, 18, 2021
Date Approved by Superintendent:	M. Marquir-Forster

## 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"> <li>• Parents and guardians should assess their children for <a href="#">symptoms</a> before sending them to school.</li> <li>• Staff should assess themselves for symptoms every day.</li> <li>• All students and staff should stay home and <a href="#">arrange for testing</a> if they have symptoms, no matter how mild.</li> <li>• To help assess symptoms, parents and staff can use the <a href="#">COVID-19 self-assessment tool</a> or contact a health care provider for additional guidance.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Information will be shared with the Golden Horn Community through electronic newsletters home, the school website and email or phone calls when required.</b></li> <li>• <b>Details where testing is available in your community (found at <a href="https://yukon.ca/en/find-respiratory-assessment-centre">https://yukon.ca/en/find-respiratory-assessment-centre</a>).</b></li> </ul> <p><a href="#">Staying home when sick</a></p> <ul style="list-style-type: none"> <li>• <b>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. Please refer to the following link: <a href="https://service.yukon.ca/en/covid-19-self-assessment/">service.yukon.ca/en/covid-19-self-assessment/</a></b></li> <li>• <b>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.</b></li> </ul> <p><b>Symptoms include:</b></p> <ul style="list-style-type: none"> <li>• <b>Fever/chills</b></li> <li>• <b>Cough</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Shortness of breath</b></li> <li>• <b>Runny nose</b></li> <li>• <b>Sore throat</b></li> <li>• <b>Headache</b></li> <li>• <b>Loss of sense of taste or smell</b></li> <li>• <b>Fatigue</b></li> <li>• <b>Loss of appetite</b></li> <li>• <b>Nausea and vomiting</b></li> <li>• <b>Diarrhea</b></li> <li>• <b>Muscle aches</b></li> </ul> <p>Health officials recommend students get tested for COVID-19 if they are showing symptoms. Students and staff must stay home until they are symptom free, or if tested, until they have a negative test.</p> <p>Always phone 811 or your family physician before going anywhere to get tested.</p> <p>Testing is available to anyone with symptoms of Covid-19, no matter how mild.</p>
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**3. Ventilation**

<b>Guidance</b>	<b>School Specific Information</b>
<ul style="list-style-type: none"> <li>• All mechanical heating, ventilation and air conditioning (HVAC) systems must be working properly.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Portable HEPA filters have been installed in the portables.</b></li> </ul>

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<ul style="list-style-type: none"> <li>• Open windows and doors to improve natural ventilation if the weather permits.</li> <li>• 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"> <li>• The Department of Education, Operations Unit, will help schools determine locations where HEPA filters will be deployed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Windows will be opened as weather permits</b></li> <li>• <b>The use of HEPA filters will be considered as is warranted.</b></li> </ul>
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### 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"> <li>• 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.</li> <li>• Staff must continue to maintain a 2-metre distance from students and other staff.</li> <li>• Pay particular attention at the start and end of day, to entry and exit areas, and other places where people tend to gather.</li> </ul>	<p><b>Physical distancing</b></p> <p><b>The health and safety guidelines indicate physical distancing is not always possible with children. Where not possible, risks are being reduced by increasing other measures like handwashing, cleaning and disinfecting, and making sure students and staff stay home when sick or showing symptoms.</b></p> <ul style="list-style-type: none"> <li>• <b>Students will be asked to line up for movement in hallways.</b></li> <li>• <b>Monthly assemblies will begin virtually.</b></li> <li>• <b>Staggered morning recess – primary recess (10:15-10:30am)/intermediate recess (10:20-10:35am).</b></li> </ul>

<ul style="list-style-type: none"><li>• Respect traffic flow and be mindful of others' personal space.</li></ul>	<ul style="list-style-type: none"><li>• <b>Reverse lunch – primary recess (12:00-12:25pm)/intermediate recess (12:25-12:50pm).</b></li></ul> <p><b>Visitors and public access to the school</b></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"><li>• Parents and visitors will have to make scheduled arrangements before entering the school.</li><li>• Please ring the doorbell and enter through the front main entrance (door 2) and exit through the front entrance (door 2)</li><li>• Parents and visitors will sanitize their hands using hand sanitizer at the main entrance and then report to the office where they will receive instructions as to where they can wash their hands.</li><li>• After washing their hands there will be an escort to take parents or visitors to the class they are working in. Parents and visitors will wear a mask while at the school.</li><li>• Parents and visitors will maintain physical distancing of at least two meters while in the school.</li></ul>
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## 6. Programming

Guidance	School Specific Information
<ul style="list-style-type: none"> <li>• Singing and the playing of wind instruments have a higher risk of COVID-19 transmission. Teachers and students must:                             <ul style="list-style-type: none"> <li>• maintain physical distancing;</li> <li>• continue with enhanced cleaning of wind instruments; and</li> <li>• follow the <a href="#">singing and music guidelines</a>.</li> <li>• follow the <a href="#">recreation guidelines</a>, which include sport and recreation, fitness studio and gym, cold weather sports, and contact sports.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Students will be asked to wear masks in the art/music room.</b></li> <li>• <b>Students will wear masks in the halls during non-structured movement.</b></li> </ul>

## 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:
  - school entrances and exits;
  - entry points to classrooms; and
  - other high traffic areas.
- Students and staff should cough and sneeze into their elbow, sleeve or a tissue.
  - Used tissues should be thrown away and hand hygiene performed immediately.
  - 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:
  - food;
  - drinks;

- unwashed utensils;
- cigarettes; or
- 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"> <li>● Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li> <li>● Whenever hands are visibly dirty</li> <li>● After using the washroom</li> <li>● Before eating and drinking</li> <li>● After sneezing or coughing into hands</li> <li>● After playing outside</li> </ul>	<ul style="list-style-type: none"> <li>● Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)</li> <li>● Whenever hands are visibly dirty</li> <li>● After using the washroom</li> <li>● Before eating and drinking</li> <li>● After sneezing or coughing into hands</li> <li>● Before handling food or assisting students with eating</li> <li>● After contact with body fluids (i.e., runny noses, spit, vomit, blood)</li> <li>● After cleaning tasks</li> <li>● After removing gloves</li> <li>● After handling garbage</li> </ul>

## 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"> <li>• Immediately separate the symptomatic student from others in a designated, supervised area.</li> <li>• When over the age of 5 the student must wear a mask if tolerated.</li> <li>• 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.</li> <li>• Contact the student’s parent or guardian to pick them up as soon as possible.</li> </ul>	<p><b>If a student or staff gets sick at school</b></p> <p>If a student or staff gets sick at school:</p> <ul style="list-style-type: none"> <li>• <b>The student or staff will be immediately separated into a designated area</b></li> <li>• <b>The student or staff will be provided a mask</b></li> <li>• <b>The student’s parent/guardian will be contacted to pick them up as soon as possible</b></li> <li>• <b>The school staff member who is sick will go home as soon as possible</b></li> </ul> <p><b>The designated area will be thoroughly cleaned and disinfected</b></p>

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<ul style="list-style-type: none"><li>• Anyone in the room with the ill student must wear a mask and, where possible, maintain a distance of 2 meters from them.</li><li>• 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.</li><li>• Once the student is picked up, wash your hands with soap and water or alcohol- based hand sanitizer.</li><li>• 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.</li></ul>	
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### 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><b>Individual Case</b></p> <ul style="list-style-type: none"><li>• Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.</li><li>• Blended learning opportunities are offered until it is safe to return to school.</li><li>• Continue to use Zoom and other digital platforms.</li><li>• Teachers must ensure students have digital and print resources.</li><li>• Student(s) are sent home daily learning packages if blended learning options are not available.</li><li>• Students not well enough will be offered support upon return to school.</li></ul>	<p><b>Learning at home if a student can't attend school</b></p> <p><b>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 as determined through communication from school to home.</b></p> <p><b>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:</b></p> <ul style="list-style-type: none"><li>• <b>Microsoft Teams (provided by Yukon Education), Google Docs or a teacher website will be the platform used for students to retrieve any work missed. Teachers and support staff will provide assistance via Zoom and/or phone calls.</b></li></ul>
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	<p><b>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.</b></p>
<p><b>Class Outbreak</b></p> <ul style="list-style-type: none"> <li>• Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.</li> <li>• Blended learning opportunities are offered to students required to be at home until it is safe to return to school.</li> <li>• Continue to use Zoom and other digital platforms.</li> <li>• Schools must ensure students have the digital and print resources needed to be successful at home.</li> <li>• Students not well enough will be offered support upon return to school.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As above</b></li> </ul>
<p><b>School Outbreak</b></p> <ul style="list-style-type: none"> <li>• Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.</li> <li>• 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.</li> <li>• Blended learning opportunities are offered where possible.</li> <li>• Student(s) are sent home daily learning packages if blended learning options are not available.</li> <li>• Students not well enough will be offered support upon return to school.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As above</b></li> </ul>

**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.