

# St. Bernadette Physical Distancing Protocol and Checklist

## Updated February 2021

**Implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to St. Bernadette School.**

### **Signage:**

- Signage at each public entrance of the facility is present to inform all staff and students that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.
- Signage at all washrooms: "Open" and "Closed" cards are hung
- Signage on the floor to help with traffic flow and reduce crowding

### **Measures to Protect Employee Health (check all that apply to the facility):**

- All staff and students have been told not to come to work if sick.
- Symptom self-checks are being conducted. Staff are doing active health checks and students are doing health checks with their families from home.
- All tables, desks or individual workstations are separated as much as possible.
- Bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - Student Bathrooms: twice a day
  - Staff Bathroom: employees are responsible for cleaning after each use
  - High touch surfaces: cleaned frequently throughout the day by the classroom supervisor/teacher.
  - Other:
- Disinfectant and related supplies are available to all staff at the following location(s): Every classroom, LLC, gymnasium, bathroom, staff room and office areas
- Hand sanitizer is available to all staff and students at the following location(s): Every classroom, LLC, gymnasium and office
- Soap and water are available to all staff and students at the following location(s): Every classroom, staff room and bathrooms
- Copies of this protocol have been distributed to all staff and families of St. Bernadette's.
- Notes:

### **Measures to Prevent Gatherings:**

- Students are put into Learning Groups (LG). These groups will be primarily used to enter/exit the school, and during recess times. For the vast majority of the time, students will remain with their grade level classmates.
- Section off the drop off and pick-up areas to allow for flow of traffic.
- Staggered entry, recess and exit times.
- Designated class locations for pick up.
- Staggered entrance in hallways. Students must change shoes in the classroom.
- Hallways have markings to keep people distant and moving in one direction.

### **Measures to Keep People At Least 2 meters Apart:**

- Placing signs reminding people to be at least 2 meters apart.
- Placing tape, cones or other markings at least 2 meters apart with signs directing people to use the markings to maintain distance when lining up.
- All staff have been instructed to maintain at least 2 meters distance from each other and students not in their LG. Staff may momentarily come closer when necessary to help a student, administer first aid with proper PPE, or as otherwise necessary for those individuals outside of their LG.
- Teacher's workspace needs to be located away from the sink area or any other high traffic area
- PHE classes must take measures to keep students from crowding
- Barriers such as plexiglass is installed to support preventative measures of the spread of COVID-19 in areas where physical distancing is more challenging.

### **Measures to Prevent Unnecessary Contact:**

- Informing families to send food to school in containers students can open
- Teachers need to consider where student bags and jackets are to be kept
- Exterior doors are to be propped open when appropriate
- During school hours, interior doors are to be propped open when appropriate
- It is recommended that students sit in the same seat for the entire day
- Notes:

**Measures to Increase Sanitization:**

- Disinfecting spray and disposable cloths are located in every room
- Staff are to disinfect classrooms regularly
- Hand sanitizer, soap and water, or effective disinfectant is available throughout the school
- Disinfecting all common equipment and materials regularly
- Disinfecting all high-contact surfaces frequently
- Staff must disinfect the staff washroom after each use.

**Measures to Help Decrease COVID-19 Droplets and Aerosols:**

- Keep good airflow in the classroom by opening doors and windows and using fans
- Set up classrooms and offices to have one fan at one window pointing into the room but not directly at any one person and then have another fan at another window pointing out of the room.
- Teach outside as often as possible.
- Keep doors and windows open as often as possible. During colder months, turn up the heat so that a level of comfort can be maintained.
- Avoid shouting, forceful singing or other activities that could increase the amount and spread of droplets and aerosols in a room.
- Do not pull down your mask to speak.
- Notes: