

Protocol 1 Health and Safety Guidance Document

Re-opening Plan Elements	Key Elements	Safety Precautions/Controls/Guidance
General principles		<ul style="list-style-type: none">– TVDSB Re-opening plan is based on the most current information based on recognized authorities, such as regional Health Units, Ministry of Labour and Ministry of Education guidance. Information will be updated as required.– All sites will adhere to the TVDSB re-opening plan and Administrators will adapt a plan specific to their site where applicable– All staff are required to complete COVID-19 awareness training as well as any other applicable H&S training and specific training required for specialty areas– Where necessary written protocols will be put in place and will be followed as prescribed by the employer– Directional flow markings will be placed in each school to control traffic where appropriate– COVID-19 Precautionary signs will be placed in conspicuous locations throughout all TVDSB buildings. For external signs English will be at all locations with secondary language as identified– Physical distancing will be maintained as much as possible during all interactions– Large gatherings/assemblies and outside social food sharing will not take place until further notice– There are to be no graduation ceremonies until further notice– All programs that require food service will follow the TVDSB protocol (example Breakfast and lunch programs, Special Education)– No fund raising is to take place without direction from Senior Leadership– Service providers that provide services or use TVDSB sites will follow their industry guidelines and as applicable TVDSB protocols– COVID-19 precautionary Personal Protective Equipment will be provided to identified staff as determined by the TVDSB needs/risk analysis and training will be provided. It is a supervisory responsibility to identify to Health and Safety the

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	<p>roles/tasks/risks that may require COVID-19 precautionary PPE. A review will be conducted with Health and Safety</p> <ul style="list-style-type: none">– All staff and approved entrants entering a school or building that is accessible to the public shall be required to wear a face covering until they arrive at their workspace or destination where physical distancing can be maintained, in accordance with Ministry, Municipal or Public Health direction– Hand hygiene will be practiced by all building occupants and where handwashing is not possible, hand sanitizer will be available– All staff/students/parents/guardians will be advised on the TVDSB protocols as applicable– All TVDSB external school and building doors will be kept locked unless essential for operational needs. School office contact information can be posted on the main doors if all exterior doors remain locked during the school day– No visitors or volunteers are permitted without direction from Senior Leadership– All staff and other essential entrants will be required to comply with TVDSB screening protocols– Students will be screened by parents/guardians based on TVDSB protocols and communications will be sent to all parents/guardians regarding screening and entry requirements. Language translation will be required– Any student that is observed with COVID-19 symptoms will be reported immediately to Administrators– Each school will have a dedicated isolation area for symptomatic persons– Personal belongings for staff and students should be limited and taken home each day, some exceptions may apply for special education and personal hygiene needs. Instructional staff will ensure all students will remove their items daily– Sharing of items (pens, pencils, rulers etc.) will be kept to a minimum and hard surface materials adequately cleaned and/or disinfected after– Materials placed in a student mouth or is visible soiled must be cleaned and disinfected immediately or before shared use
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	<ul style="list-style-type: none"> – Each school/department will maximize space and minimize clutter. Material on surface areas, floors and walls will be kept to essential learning tools only, where available post on bulletin boards only, to allow for proper cleaning and disinfecting – All soft surface materials will be removed or safely stored or covered by Facility Services staff in such a way to prevent use (example area rugs, upholstered furniture) – All general use areas that have tables and chairs will be cleaned as per TVDSB protocol – Forms/documents/communications that do not need to be in hard copy will be in electronic format wherever possible – To minimize touchpoints, all Internal classroom, and office doors (not including fire safety doors) to be kept open all day. All lights are to remain on – Elementary Students eat lunch in assigned classrooms/desks – Secondary Students eat lunch at desks and/or designated areas – Staff may eat at their desks or designated areas ensuring physical distancing or in alternate locations outside of the school as applicable
Adaptations to School Environment – Infrastructure Changes	
<p>School flow/movement</p> <p><i>Minimize congregation</i> <i>Maximize physical distancing</i></p>	<ul style="list-style-type: none"> - Occupancy levels - Entrances and Exits - Determine traffic flow throughout building - Drop off and Pick up <ul style="list-style-type: none"> o Bussing loading and unloading o Kiss and Ride o Lining up of students o End of day release - Lining up outside
	<ul style="list-style-type: none"> - All TVDSB external school and building doors will be kept locked unless essential for operational needs. School office contact information can be posted on the main doors if all exterior doors remain locked during the school day - No visitors or volunteers are permitted without direction from Senior Leadership - All staff and approved entrants entering a school or building that is accessible to the public shall be required to wear a face covering until they arrive at their workspace or destination where physical distancing can be maintained, in accordance with Ministry, Municipal or Public Health direction - Directional flow markings will be placed in each school to control traffic where appropriate

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	<ul style="list-style-type: none"> - Reduce surfaces that need touched 	<ul style="list-style-type: none"> - Physical distancing will be maintained on the school yard. Classroom entry will be coordinated with physical distancing. Markings will be placed to allow for physical distancing where students line up - Place directional markings to manage traffic - Remove any non-essential items from hallways and high traffic areas - Outdoor structures will be opened as aligned with city municipality guidelines - In shared outdoor spaces, physical distancing will be maintained
<p>Hand hygiene and respiratory etiquette strategies</p>	<ul style="list-style-type: none"> - Increasing access to hand hygiene measures <ul style="list-style-type: none"> o Hand Sanitizer installations o Portable sinks o Sink availability in classrooms - Washroom use - Training/information posters 	<ul style="list-style-type: none"> - Hand hygiene will be practiced by all building occupants and where handwashing is not possible, hand sanitizer will be available - Entry and re-entry instructional staff will bring students directly to classroom to perform hand hygiene and periodically throughout the day - Only alcohol-based hand sanitizer is to be used as recommended by Health Canada - Students and staff will not congregate at the washrooms, sinks or dispensers - All staff/students/parents/guardians will be advised on the TVDSB protocols as applicable - All garbage bins will be contactless and have liners
<p>School configuration – Instructional areas</p> <p><i>Include in evaluation</i></p> <ul style="list-style-type: none"> - <i>Shared materials/equipment (curriculum need and supplementary)</i> - <i>Furniture/furnishings – evaluate items that cannot be effectively cleaned (upholstered furniture, area rugs, plants)</i> 	<ul style="list-style-type: none"> - JK/SK Set up - Primary Classrooms - Senior Classrooms - Program Specific Areas (Music, Arts, Tech, computer labs etc.) - Library/Learning Commons - Gyms - Portables - Special Education - Student Belongings - Field Trips 	<ul style="list-style-type: none"> - Personal belongings for staff and students should be limited and taken home each day, some exceptions may apply for special education and personal hygiene needs. Instructional staff will ensure all students will remove their items daily - All hard surface shared materials must be cleaned and/or disinfected as per TVDSB protocol - Each school/department will maximize space and minimize clutter. Material on surface areas, floors and walls will be kept to essential items only, where available post on bulletin boards only, to allow for proper cleaning and disinfecting - All soft surface materials will be removed or safely stored or covered by Facility Services staff in such a way to prevent use (example area rugs, upholstered furniture) - No services will be allowed for the public and staff (example, oil changes, caterings, hair and aesthetics)

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		<ul style="list-style-type: none"> – Posters, stickers and markings will be used to restrict seating locations in schools provided by Facility Services – No modifications to the classrooms desks or equipment can be made without consultation with Health and Safety and Facility Services (example stickers are to remain on the designated desks) – Specific protocols are to be followed related to specialty areas such as Music, Art, Technology, Spec Ed etc – Technology will be cleaned as per TVDSB protocol – Classroom scheduling so the cohort stays in the same room for as much of the day as possible, the instructional staff can come to the class – No field trips until further notice
<p>School configuration – Other areas and shared equipment</p>	<ul style="list-style-type: none"> - Main Office - Hallways - Lockers - Prep areas - Office Areas (LST, Custodial) - Staff Break Rooms - Cafeterias - Washrooms - Before and After School Program <ul style="list-style-type: none"> o Food Safety and storage - Community Use - Extra-curricular programs - Isolation area for symptomatic student - Central inventory for PPE - Water Fountains - Bottle Filling Stations 	<ul style="list-style-type: none"> - No visitors or volunteers are permitted without direction from Senior Leadership - Each school will have a dedicated isolation area for symptomatic persons that will contain required PPE - Instructions on PPE use will be provided and training for all staff during mandatory H&S training prior to students starting - Each School will have an established first aid area separate from the isolation area - Schools will be responsible to store, maintain and track their usage of PPE - When isolation area is used for a symptomatic student or staff, it must be cleaned and disinfected after each use - Building occupants should bring their own personal refillable water bottle where applicable students should have their bottle labeled and kept with them all day - All building occupants should use the appropriate signed potable water sources or bottle filling stations to fill personal water bottles - Drinking fountains with mouthpieces will not be used and will be appropriately taken out of service – Ensure each student has their own individual meal or snack with no common food items. – Remove self-serving food items (example multi-use candy dishes)

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		<ul style="list-style-type: none"> - Reinforce ‘no food sharing’ policies. - All appliances that are shared use must be disinfected after individual use by the users (microwaves, kettles, fridges) as per TVDSB Facility Services protocol - Wellness screens should be installed in the main office at reception area - Physical distancing signs with maximum occupancy indicated in all areas where congregation could occur and limited space capacity (example, staff rooms, office areas, department offices, bathrooms) - Cafeteria seating will ensure physical distancing and gathering sizes can be maintained - Stickers or other markings can be used to identify where not to sit - No lockers are to be used. (to be re-evaluated later) - Cubbies and coat hooks are able to be used - Fans may be used but should not blow air directly from one student onto another student or out into the hallways - Individual Learning bins suggested to be provided by schools for elementary students. - To minimize touchpoints, all Internal classroom, and office doors (not including fire safety doors) to be kept open all day. All lights are to remain on
<p>Informational signs</p>	<ul style="list-style-type: none"> - Entrances <ul style="list-style-type: none"> o Stay home if ill o General precaution’s - Elevators - Clean after use (photocopiers etc.) - Hand washing - Hand Sanitizer - PPE (masks) - Occupancy capacity 	<ul style="list-style-type: none"> - All COVID-19 signage will be approved and installed by Health and Safety and Facility Services - Physical distancing signs with maximum occupancy indicated in all areas where congregation could occur and limited space capacity (example, staff rooms, office areas, department offices, bathrooms) - Restricted entrance signage - All entrances must have the required signs for exclusions and general precautions (physical distancing, hand hygiene, sneezing etiquette and stay home if ill) - Handwashing posters will be placed in all washrooms - Hand sanitizer posters will be placed at all dispensing stations

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		<ul style="list-style-type: none"> - Directional markings and physical distancing signs will be placed throughout buildings as necessary - Instructions for PPE in isolation area will be posted - First aid precautions for COVID-19 (in First Aid Room) - Elevator signs will be placed at each floor for occupancy - Clean after use signs
System Level Protocols		
Occupational Health and Safety Protocols by HS in re-opening plan	<ul style="list-style-type: none"> - Written protocols to assist with preparedness and management of COVID-19 including staff safety and infection prevention and control measures - Staff Training planning on COVID protocols (includes New Hire and Co-op considerations) - Staff Training Programs 	<ul style="list-style-type: none"> o All staff are required to complete COVID-19 awareness training as well as any other applicable H&S training and specific training required for specialty areas o Where necessary written protocols will be put in place and will be followed as prescribed by the employer o JHSC will be engaged and meet regularly to inform on the reopening plans including protocols and ongoing operations.
School Access Protocol – Staff and students, non-board entrants	<ul style="list-style-type: none"> - Screening (Self-Assessment, Instructional staff surveillance of students, awareness posters) - Sign in and out for staff that travel to multiple locations (Facilities, HS, Temp etc.) 	<ul style="list-style-type: none"> - No visitors or volunteers are permitted without direction from Senior Leadership - All staff and other essential entrants will be required to comply with TVDSB screening protocols - Students will be screened by parents/guardians based on TVDSB protocols and communications will be sent to all parents/guardians regarding screening and entry requirements. Language translation will be required - Contactless process will be put in place for signing in and out (this will include name, contact information, time in and time out and screening completion) - Staff arriving to a school/building that they are not assigned or that is not tracked in TVARRIS are required to report to the main office/reception and sign in and out as mandated for tracking purposes

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		<ul style="list-style-type: none"> - All non-staff building entrants will be required to report to the main office/reception and sign in and out and complete the screening process as mandated - Non-board staff screening will be the responsibility of each site. Screening questions will be posted at sign in and out areas. Secretaries will ensure all non-board persons are screened and if they screen negative will be allowed entrance, any entrants that screen positive will be denied entrance - Any student that is observed with COVID-19 symptoms will be reported immediately to Administrators - Each site will be responsible if required to produce records of all entrants for the duration of time requested - All staff must have up to date contact information with Human Resources
Personal protective equipment	<ul style="list-style-type: none"> - Identification of staff requiring PPE - Development of central PPE management processes (minimum/maximum thresholds) - Procurement, Storage and Distribution process 	<ul style="list-style-type: none"> - COVID-19 precautionary Personal Protective Equipment will be provided to identified staff as determined by the TVDSB needs/risk analysis and training will be provided. It is a supervisory responsibility to identify to Health and Safety the roles/tasks/risks that may require COVID-19 precautionary PPE. A review will be conducted with Health and Safety - PPE will be available where required
COVID ventilation requirements	<ul style="list-style-type: none"> - Evaluate current ventilation 	<ul style="list-style-type: none"> - Ventilations systems are to remain in good working order and monitored by Facility Services to ensure they are functioning as designed
Response planning	<ul style="list-style-type: none"> - Illness and exclusion policies (accommodations) - Management of staff and students with symptoms of illness - Reporting requirements and outbreak management - School and/or classroom shut down protocols - Union and JHSC Communications 	<ul style="list-style-type: none"> - Symptom Monitoring and Response Planning protocol has been developed

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Environmental cleaning and disinfecting protocols	<ul style="list-style-type: none"> - General Cleaning - High Touch Points Cleaning - Intermediate to elevated level cleaning - Response to presumptive or confirmed case cleaning - Sanitization strategy (sprayers) - Specialized classroom cleaning and disinfecting - Outdoor surfaces - Shared objects (vending machines, photocopiers) 	<ul style="list-style-type: none"> - Enhanced cleaning protocols has been developed by Facility Services in conjunction with Health and Safety
Staff training plans	<ul style="list-style-type: none"> - General COVID-19 TVDSB Protocols Awareness - Specific Training programs for certain groups <ul style="list-style-type: none"> o Personal Protective Equipment o First Aid o Facilities Certifications (working at heights) o JHSC Training 	<ul style="list-style-type: none"> - Training plans will be developed for staff - All staff are required to complete COVID-19 awareness training as well as any other applicable H&S training and specific training required for specialty areas
Student training/information programming	<ul style="list-style-type: none"> - Hand hygiene - Sneezing etiquette 	<ul style="list-style-type: none"> - Communications to parents - Instructional staff will provide a review of protocols to students
Communications – Internal and external	<ul style="list-style-type: none"> - Parents - Staff - Health Units 	<ul style="list-style-type: none"> - Parents are encouraged to not do multiple exits and entrances throughout the day. - Parents informed on protocols before class resumes and throughout year (fact sheets etc.)

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		<ul style="list-style-type: none"> - Communication plans for communicating and sharing information both internally and externally will be managed by the Communications Department and Senior Leadership
Specific technical education, co-operative education, and experiential learning protocols	<ul style="list-style-type: none"> - Customer service practices (oil changes, tires, hair, and nails etc.) - Alternate work environments students may attend for learning (SCWI, OYAP, Youth apprenticeship, SHSM (Specialist High Skills Major)) - Cleaning for specialized classrooms - Cleaning practices for shared objects (weld helmets, lab coats, tools, equipment) 	<ul style="list-style-type: none"> - No services will be allowed for the public and staff (example, oil changes, caterings, hair and aesthetics) within TVDSB buildings - All hard surface shared materials must be cleaned and/or disinfected as per TVDSB protocol - All students that attend other work locations will abide that site's COVID-19 protocols
Capital planning and construction activities	<ul style="list-style-type: none"> - Construction guidelines 	<ul style="list-style-type: none"> - Construction activities will follow the appropriate guidelines - Capital Projects work in conjunction with Administrators
Special education and supports for students with special needs	<ul style="list-style-type: none"> - Special planning and transition times - Medically fragile supports - Student and staff options for PPE or other support devices - Protocols for non school board providers - Enhanced PPE for EA's and those directly interacting with students where physical distancing is not possible 	<ul style="list-style-type: none"> - Special Education to provide additional information if required

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Emergency preparedness and response	<ul style="list-style-type: none"> - Evacuations - Fire Drills - Tornado drills - Lockdown and Hold and Secure - Injuries (first aid) 	<ul style="list-style-type: none"> - Follow standard protocols for all drills and ensure physical distancing in the exterior meeting areas and internally as possible. Drills will have to be done with both cohorts as applicable to ensure all students take place in the drills - First aid response procedures to be created to encourage physical distancing/PPE
Community use protocols	<ul style="list-style-type: none"> - Permit management - Cleaning practices - Access protocols 	<ul style="list-style-type: none"> - Community use of school permits will be directed by central office and reviewed at a later date
Mental health protocols	<ul style="list-style-type: none"> - Staff - Students 	<ul style="list-style-type: none"> - TVDSB Mental Health Lead to provide additional information to students/staff upon return to school/work - Employee Family Assistance Program
Violence program	<ul style="list-style-type: none"> - Review Safety plans for required COVID precaution's - Summoning assistance protocols (PPE may be required) - BMS response 	<ul style="list-style-type: none"> - Students with Management of Aggressive Behaviour Safety Plans will require an updated plan to reflect COVID-19 precautions (e.g. evacuating the classroom in special circumstances, personal protective equipment) - BMS response will follow the direction from the program developers

References

1. Ontario Ministry of Education (2020). Operational Guidance during COVID-19 Outbreak: Child Care Re-Opening. Retrieved from: <https://www.ontario.ca/page/covid-19-reopening-schools>
2. [COVID-19 Public Health Principles for Public Spaces \(Middlesex-London Health Unit\)](#)
3. [Public Health Principles for Public Spaces](#). (South Western Health Unit)

Additional Guidance

4. <https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>
5. Published Day Care Guidance as applicable

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