Kawenni:io / Gaweni:yo Private School

KGPS Prevention and Proactive Strategies in Response to a Pandemic

2020 – 2021

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Community Connections – Supports During the COVID-19 PANDEMIC

In an Emergency Call 911

SN COVID-19 Information & Assessment: 1-855-977-7737 or 226-446-9909

Project: Protect Our People Hotline – 519-717-6639

Six Nations Police: 519-445-2811

INTRODUCTION

This plan has been developed to aid in navigating the start of our Schools where employees, students, children and families feel safe and to reduce the impact of COVID-19 conditions upon returning to regular school program planning at KGPS.

GUIDING PRINCIPLES

In order to ensure the continued wellbeing of our students, employees and community families, the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR STUDENTS AND FAMILIES

Health & Safety - Emergency Control Group (ECG)

The Vice Principal will recruit volunteers to sit at the table of the ECG, in participation for closures of school programing. The purpose of the ECG is to make recommendations to the Principal with regards to safety of the school.

The Principal will update the KGPS Board of Directors on activities and decisions from the Emergency Control Group Meetings.

SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

1.   Student Attendance: In Response to a Pandemic

Purpose

KGPS is planning for re-opening and to invite the students back into the classrooms. The health, safety and well-being of students and staff are important to KGPS as it plans to re-open.

These plans have been developed and had the input of the KGPS education staff, SN Public Health, and KGPS Board Members.

The 2020-2021 School year will look different but KGPS remains committed to the students and families to provide an education that meets the needs of students and their families while keeping health and safety a priority.

2. Student and Employee Safety: During A Pandemic

Purpose

Student and employee safety are paramount when re-opening KGPS and Administrative Offices after closure due to a regional, provincial, national and/or global pandemic.

Procedures: Prevention and Proactive Strategies

A. Visitor Restrictions:

Visitors will not be allowed to enter the school facilities at the commencement of re-opening. Exceptions will have to go through rigorous screening measures and will be provided limited access.

Parents will make an appointment to meet with education staff to discuss student learning which can be arranged through zoom meetings or personal face to face meetings.

B. Travel Restrictions:

The KGPS Board of Directors will discontinue staff travel to conferences and workshops until it is deemed safe by the KGPS Board of Directors. Only necessary travel will be approved by the principal or the vice principal.

C. Employee Screening and Protocols:

To help prevent the spread of a virus (i.e.. COVID-19) and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which may include a temperature reading and answering a set of questions related to virus (i.e. COVID-19) symptoms which may include: (attached self-assessment form)

1) Cough
2) Shortness of breath or difficulty breathing
3) Chills
4) Muscle Pain
5) Headache
6) Sore Throat
7) Loss of Taste or Smell
8) Diarrhea
9) Feeling feverish or a measured temperature greater than or equal to 37.8 degrees Celsius
10) Known close contact with a person who is lab confirmed to have a serious contagious virus (i.e.. COVID-19)

This list of symptoms will continue to be updated based on current information releases from local and public health authorities.

If you are calling in sick to work, you will need to speak with a supervisor and go through a verbal health screening process.

All screening information will be kept confidential by KGPS Human Resources and Six Nations Health Services.

D. Employee Health Protocol

If an employee becomes ill at work or if another person is exhibiting symptoms of a serious contagious virus (ie. COVID-19) at work, they will identify this to the principal/vice principal and proceed directly to the designated isolation room. The employee will be asked to proceed to get assessed by a health care provider.

1. Employees returning to work from an approved medical leave needs to contact KGPS Administration Staff. You will be asked to submit a healthcare provider's note before returning to work.

2. If you have been diagnosed with a serious contagious virus (ie.COVID-19), you may return to work when all three of the following criteria have been met:

   a) You have improved in respiratory symptoms (cough, shortness of breath, etc.); and

   b) At least 14 days have passed since symptoms first occurred *or* you receive a negative COVID-19 test result; and

   c) You produce documentation from a medical professional that clears you to return to work.

E. Guidance if Exposed

While we hope to avoid exposure from serious viruses (ie. COVID-19), we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety, and of those around you. Please do the following:

1. Let your direct supervisor know immediately for purposes of contact tracing.

2. Contact the following (in order of priority) to let them know you have been exposed, and follow their instructions:

   a) Your healthcare provider
   b) Principal
   c) Vice-Principal

3. You will need to secure a COVID-19 assessment and wait for your results.

4. Self-isolate.

5. Provide documentation to the Principal and the Vice-Principal once results are secured.

SECTION II: HEALTH GUIDELINES

Purpose

Student and employee safety is paramount when re-opening KGPS and Administrative Offices after closure due to a regional, provincial, national and/or global pandemic.

Schools should undertake active (ask screening questions) and passive (signage) screening for staff, students, families and outside support agencies who may access the facilities in order to reduce the risk of respiratory infection (i.e. COVID-19).

Procedures-Once the school is open and students return to class.

A. Active screening should occur with everyone who enters KGPS. KGPS will continue to advise of any new symptoms that may become known as these may change over the course of a pandemic.

B. Examples of some of the symptoms may include:

- Fever (37.8C Or Higher)
- New/Worsening Cough
- Shortness of Breath
- Sore Throat
- Difficulty Swallowing
- Loss of Taste or Smell
- Nausea/Vomiting, Diarrhea, Abdominal Pain
- Runny Nose, or Nasal Congestion (In the absence of underlying reasons such as Seasonal Allergies, Nasal Drip, Etc.)
- Unexplained Fatigue/Malaise/Myalgia
- Chills
- Headache
- Conjunctivitis (Pink Eye)
- Lethargy

C. Students and adults need to be screened daily.

D. **Site Preparation for Health Screening**

Prior to re-opening facilities during a pandemic, the following protocols will be prepared and set up in advance:

1) Health Screening Training – at least two people need to receive the training
2) A checklist will be circulated to parents/caregivers so that they are able to do their own daily screening with children before arriving at school to clear for entry.
3) Temperature will be taken.
4) Identify and strategically set up the location of the screening table.

5) Ensure that they are exclusively staffed by employees who have received recognized health screening training

6) Provide visual guides to assist with physical distancing (i.e. floor taping, signage, pylons, etc.) if a line-up forms while children or staff are waiting to be screened prior to entry. Signage should help raise awareness about the risk of disease transmission and reinforce personal/individual responsibility for hand hygiene.

7) Screening forms for each person entering are prepared, available and updated as necessary. Staff should be specifically trained on the available screening tool to ensure coherence in understanding

8) All necessary PPE (facemasks, surgical gloves, hand sanitizer, face shields should staff request, etc.) always be available for staff who are conducting health screenings

9) Signage is outside of all entrances identifying the procedures within the screening process

10) A designated room for symptomatic individuals is clearly identified and prepared. (Isolation room)

E. Implementation of Health Screening Procedures (a self-screening application will be used on a daily basis)

11) Everyone accessing entry into KGPS will be greeted in a friendly and calm manner.

12) Every staff, child and visitor must be screened prior to being admitted into KGPS. Staff will use a Self- screening application.

13) Trained staff must follow the screening checklist for each person and record the outcomes.

14) Staff health screening must complete hand hygiene (hand washing or hand sanitizing), then put on gloves and a mask. In addition, face shields or goggles should be available to staff health screening if they request this additional PPE.

15) If the staff or student passes the screening, they will be welcome in and guided to proceed to their classroom.

16) If the staff/student does not pass the screening, they cannot enter the building. School Administration will be notified. If the parent/caregiver is present, they will be asked to take their child home and await further communication from School Administration. If the parent/caregiver is not present, they will be asked to perform hand hygiene and to wear a surgical mask. The student will be given a box of Kleenex and reminded of respiratory etiquette. They will be escorted to the designated room for symptomatic individuals, the staff member will complete a Screening Form with the student and the student will be monitored while School Administration contacts a parent/caregiver to secure their child and take them to the Six Nations Public Health office. If symptoms worsen before parent/caregiver arrive, an ambulance will be called.

17) If a student/staff is determined symptomatic, contact tracing procedures will be implemented and corresponding communication to parents/caregivers, staff and if relevant, KGPS transportation will be mobilized.

F. ALL KGPS Employees will complete Self-Screening and sign the Sign IN/Out sheet for contact tracing.

3. Decision-Making: Confirmed Case During a Pandemic

Purpose

This procedure clearly outlines the steps to be taken, in clear priority sequence, if a confirmed case is identified at KGPS during a pandemic (ie. COVID-19).

Procedures

If there is a confirmed case during a pandemic (ie. COVID-19), the following sequence will be initiated to communicate and mobilize requisite measures:

1. KGPS will contact the Six Nations Public Health office and notify them that there is a confirmed case (ie. COVID-19) at KGPS.
2. The KGPS Principal will put out a letter to school staff and the community regarding dismissal of students and staff. The purpose of this will be so the KGPS facilities can be thoroughly disinfected and the contact tracing procedure can be implemented in conjunction with the Six Nations Public Health Office.
3. The KGPS Emergency Control Group will assemble to analyze the situation and provide direction and guidance to the staff of KGPS, including the KGPS Principal.
4. The Principal will prepare for next steps for the continuance of education services for students.
5. The School Administrators, with the support of the KGPS Information Technology, will mobilize remote learning for students until it is deemed safe again by the KGPS Emergency Control Group to resume onsite learning.

4. Continuance of Educational Services During Pandemic Outbreak

Purpose

This procedure clearly outlines precautionary measures and the steps to be taken to continue educational services during a pandemic outbreak (ie. COVID-19).

Communication

KGPS will announce a confirmed case of a pandemic virus (i.e. COVID-19) in the community prior to any mobilization of plans.

The Principal will follow up with staff and community members within 30 minutes to announce closure of the school to ALL KGPS Staff and Families on Social Media.

The School Principal will communicate with staff and families to ensure they are aware of closure of KGPS and next steps to continue learning from home.

School Facilities

1. The School will be closed.

2. Two building walk-abouts will continue on a weekly basis to ensure that internal mechanisms (i.e. heating, cooling, etc.) are in working order.

3. Only essential staff authorized by the Principal will have access to the school facilities at any given time during closure.

Employees Working Remotely During Closure

1. The Principal/Vice Principal will provide direction to their respective staff members regarding the expectations while working remotely from home.

2. Teachers, and Teacher Assistants will prepare to deliver online learning to their students to be initiated at a date identified by the Principal/Vice Principal.

3. The Principal will work with the Information Technology staff to ensure that all technology supports are in place for students and teachers to mobilize remote learning.

Online Learning for Students

Overview:
The **Online Learning from Home - Back to School Plan** is being put in place for students attending Kawenni:io/Gaweni:yo school. During the COVID-19 Pandemic this plan provides safe teaching and learning options for students. This plan has students learning completely from home with teachers providing instruction from the classroom.

Kawenni:io/Gaweni:yo School:
Has provided online learning devises (laptop or iPads) to all registered KGS students for the home online learning program.

Instruction from teachers will include:

Daily instruction will continue through online learning and/or paper-based learning (for specific subjects - text books)

Setting expectations for students regarding student digital citizenship (see attached)

Learning Platforms: Grades Kindergarten-6: A variety of online learning programs will be used

Learning Platforms: Grade 7-12: To be determined by the teacher

Marking Assignments and continued reporting for student achievement

Special Education Supports will be provided for students based on Individual Education Plan (IEP)

Communicating with parents regarding student learning

Other Educational Supports :

Health Services and Education Navigators - Mentorship and Mental Health Support

Special Education Resource Teacher – Special Education Supports

Teacher Assistants

Parents:

    Will need to support their child to complete assignments

    Will communicate with teachers and administration regarding student learning

    Will submit paper-based assignments when required to the school to be marked by teacher

    Will ensure the care and use of the learning devices needed for online learning

Students:

    Teachers will monitor daily attendance via virtual platforms-attendance is mandatory to continue to be registered as a KGS student

    Will complete assignments everyday

    Will attend online classes as scheduled

    Will follow expectations for responsible student digital citizenship

A **digital citizen** is a person using information technology and devices with a level of responsibility that adheres to a set of goals and responsibility that is set out by the school. Learning devices are being provided by the school for the use of engaging in online learning.

5. Physical Distancing During a Pandemic-Onsite Learning

Purpose

The purpose of physical distancing is to reduce the likelihood of contact that may lead to transmission and has been a widely used strategy during pandemics (including the COVID-19 pandemic.) It is a strategy used to reduce and limit the spread of contagions (ie. COVID-19 virus) through droplets.

Classrooms

1. Classrooms should be arranged as much as possible to create 2 meters space between each student and educator workspaces.

2. Single seat workspaces for students and staff will be used.

3. Smaller class sizes will aid physical distancing.

4. If weather permits, consideration could be given to having classes outside. (land-based learning) provides the ideal setting for learning as ventilation is significantly better in outside settings as opposed to inside settings.

5. Signs and floor markings can demarcate distances that represent appropriate physical distancing, particularly upon initial return to school and work.

Large Gatherings/Assemblies

Large gatherings and assemblies should be cancelled until deemed safe by the KGPS Emergency Control Group.

Outdoor and Physical Activities

1. During outdoor activities, such as recess, strict physical distancing is not required.

2. Students will perform regular hand hygiene prior to going outside for school or recess activities. It will also occur before any sports activities.

3. Physical education classes may continue, but there will be consideration in engaging students in activities with minimal physical contact at first. Sports equipment will be cleaned at the conclusion of the activity.

4. Equipment used in (land-based learning) will be properly sanitized in between uses by different cohorts.

5. A strict sanitation plan will be in place for playground equipment if and when there is a consideration to making it available to students at recess. This would include a thorough sanitation of the equipment in between uses by different cohorts. This plan would have to be documented and monitored.

6. Cohorting of Students During Pandemic

Purpose

The purpose of cohorting is to limit the mixing of students and staff so that if a student or staff member develops an infection from a virus (ie.COVID-19) the number of exposures to this virus would be reduced.

Identifying Smaller Groups

1. For purposes of contact tracing and reducing potential virus (ie. COVID-19) transmission, the Principal will work to ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

2. There will be limited to no mixing between groups of students as much as possible.

3. Family members, as much as possible, will be assigned on the same days of attending as their siblings in order to assist with transportation needs.

4. If class sizes are reduced to 50% to start the return to school during and after a pandemic, it will be understood that students will only be able to attend school during the assigned day of the cohort they are designated to attend with.

5. If the pandemic subsides and full classes return, should an outbreak occur, students will resort back to exclusive remote learning. When schools re-open again, they will be returned to the original cohort they were designated during the phased re-opening.

6. Isolation Room for Students/Staff During Pandemic

Purpose

The purpose of isolating a sick student until they are able to be picked up by a parent/caregiver or medical transportation is to limit the mixing of students and staff so that if a student or staff member develops an infection from a virus (ie. COVID-19) the number of exposures to this virus would be reduced.

Designated Isolation Room

1. KGPS will designate an isolation room where symptomatic students can safely wait for a parent/caregiver, or if the situation is dire, medical transportation can pick them up and transport them to the nearest healthcare facility.

2. The designated isolation room should be clearly marked, both in the environment and within school specific emergency plans.

Procedure to Isolate and Transport those who are Sick

1. Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they will notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with a contagious virus (i.e.. COVID-19) symptoms, test positive for a contagious virus (i.e. COVID-19), or have been exposed to someone with a contagious virus (i.e. COVID-19) symptoms or a confirmed or suspected case.

2. Immediately separate staff students with serious virus symptoms (such as COVID-19 fever, cough, or shortness of breath) at school. Staff members who are sick should go home or to a healthcare facility depending on how severe their symptoms are.

3. Students who are identified as symptomatic will be asked to wear a facemask and will immediately be escorted to the designated isolation room. A staff member will wait nearby with them.

4. School administration will contact parents/caregivers and ask them to immediately come to the school to transport their child to the nearest healthcare facility.

5. If the student's health situation worsens, medical transportation (EMR) will be called to assist.

6. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have a contagious virus (i.e. COVID-19.)

The Staff will:

1. Isolate child when they are ill or screening is not positive
2. Will observe child if they are not eating as some do not eat when they feel sick.
3. Remove child from classroom and place in Isolation Room
4. Put on their own PPE: Gown, face shield, mask, gloves
5. Ensure child has all PPE: Clean mask & gown
6. Give the child Kleenex and help them sanitize their hands
7. Remind the child to use Respiratory Etiquette
8. Notify parent immediately and arrange for pick up
9. Contact ambulance if child is in health distress
10. Supervise child in isolation room
11. Remove PPE from child when parent or ambulance arrives

When parent arrives, the educator will:

1. Remove PPE from child and dispose of in garbage.
2. Dress up the child in outdoor clothes and escort them to their parent
3. Update parent on health of child
4. Advise parent that the Public Health Office will be notified that child is sick
5. Parent will be advised that they will be required to call the Six Nations Public Health office to make an appointment for COVID-19 testing of child
6. Advise parent that child is welcome to return after a negative COVID test

After the parent leaves, the staff will:

1. Remove PPE and dispose in garbage and take outside to garbage
2. Complete Screening Form and send to Six Nations Public Health office immediately

The Principal/Vice-Principal will:

1. Complete and submit a <mark>Serious Occurrence Report</mark> ONLY IF advised by Six Nations Public Health office of a suspected case of COVID-19
2. Keep in contact with Six Nations Public Health office on child's health
3. Keep information confidential
4. NOT make any announcements of COVID-19 suspected or confirmed. This announcement will come from the Chief of Six Nations of the Grand River Office
5. Monitor program room where child was ill

The Custodian will:

1. Put on PPE (gown, face mask, gloves, eye protection)
2. Clean and disinfect entire room: furniture, walls and any items
3. Use safety measures in putting on, removing and disposing of PPE
4. Refer to Cleaning and Disinfectant Policy

If there is a confirmed case of COVID-19 within the workplace:

1. If there is a confirmed case in the workplace, the Principal will instruct staff to complete and submit a WSIB Form 6: https://eservices.wsib.on.ca/portal/server.pt/community/eform_6/209 .
2. Principal will advise via email to Human Resources that staff has gone to the clinic and will be filling out WSIB Form 6
3. HR will complete WSIB Form 7 on behalf of staff member: https://www.wsib.ca/en/eform-7
4. Staff will be required to make an appointment with the Six Nations Public Health office and to let them know that this might be due to a workplace illness.
5. Complete KGPS Workplace Health and Safety Incident Report Form.

7. Decontamination

Introduction

The KGPS has put in place safety protocols to protect staff and children/students. In the event that there is a positive case of COVID-19, the Custodian Team will implement plans to decontaminate the building.

Assessments for COVID-19

Should KGPS have a confirmed case of COVID-19, the education body including staff and students will be dismissed with further instructions from the Six Nations Public Health office to ensure COVID-19 Assessments of education family and to begin decontamination process

Cleaning and disinfecting your building or facility if someone is sick

1. **Close off areas** used by the person who is sick.

2. **Open outside doors and windows** to increase air circulation in the area.

3. You may clean and disinfect as soon as needed with proper PPE gear.

4. With proper PPE gear you may Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.

5. **Vacuum** the space if needed. Use a vacuum equipped with high-efficiency particular air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

6. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

7. Once area has been **appropriately disinfected**; it **can be opened for use**. Workers without close contact with the person who is sick can return to work immediately after disinfection.

If more than **7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that schools and communities normally use to maintain a healthy environment.

8. Hand Hygiene

Purpose

Respiratory viruses (ie. COVID-19) are almost exclusively spread by respiratory droplet transmission. Routine, frequent and proper hand hygiene (soap and water or hand sanitizer) is critical to limit transmission. Hand hygiene is proven to be one of the most effective strategies to prevent the spread of most respiratory viruses (ie. COVID-19), particularly during the pre-symptomatic phase of illness.

Importance of Hand Hygiene

1. Schools will keep an inventory of hand washing resources.
2. Age appropriate signs will be placed in every washroom: "How to Wash Your Hands".
3. Teachers and support staff will teach students explicitly how to wash their hands thoroughly in an age-appropriate manner, and the specific purposes of this, including:

    a. To reduce the spread of bacteria and viruses, from person to person and from people to food contact surfaces which are the main cause of the spread of COVID-19, the common cold and the flu.

    b. To reduce germs and bacteria found on the hands to safe levels, to prevent or to eliminate the spread of bacteria and viruses, which increase the spread of illness in the classroom.

    c. To reinforce and practice personal hygiene practices with all students.

    d. To provide an opportunity for the class to develop correct hand washing procedures and then apply the procedures on a regular basis.

Procedures

Students will learn proper hand washing procedures:

Step 1: Wet hands with warm water and apply soap. Vigorously rub hands during washing for at least 20 seconds with special attention paid to the backs of the hands, wrists, between the fingers and under the fingernails.

Step 2: Rinse hands well.

Step 3: Completely dry hands with a single-use towel or a warm air dryer. Do not wipe hands on clothes.

Step 4: Turn taps off with paper towel after washing hands.

Step 5: If washroom door closed, open using paper towel as a barrier between hands and the door.

Step 6: Discard paper towel in a waste basket.

Students will learn *when* to wash hands:

a) after going outside
b) before preparing/cooking food
c) before and after eating
d) after using the bathroom
e) after coming in contact with blood, saliva, mucous or other bodily fluids *(coughing should be done into elbows)*
f) when hands are dirty

Students have access to Hand Sanitizer

a) Hand Sanitizer with at least 60-percent alcohol is available for use. Hand sanitizer with less than 60- percent alcohol may not work as well for many types of germs and it tends to just reduce the number of germs verses destroying them.

b) Teachers/Educators will teach students how to use hand sanitizer correctly:

- Pump one spot of sanitizer on hand
- Rub sanitizer all over hands.
- Work the sanitizer in between fingers, the back of your hands, wrists, and fingertips (covering all parts of the hands and fingers.)
- Keep rubbing your hands until dry.

Custodian will refill hand sanitizer containers on a regular basis.

Personal Protective Equipment Inventory

Custodians/Principal will keep an inventory of supplies:

1. Liquid Soap
2. Hand Sanitizer
3. Face Masks
4. Gloves
5. Goggles
6. Face Shields
7. Lab Coats
8. Disposable gowns
9. Paper towel

9. Wearing of Facemasks as PPE

Purpose

This policy describes how to properly wear a mask. Educators will wear facemasks properly and will teach students how to correctly wear, as necessary. Masks may be worn by all school-aged children. It is recognized that if a facemask is not worn correctly, it could increase the risk of infection.

Administrative Obligations

1 Provide cloth or disposable facemasks
2 Provide training on how to wear facemasks correctly
3 Post poster on Workplace, Health and Safety Board
4 Review document with staff
5 Provide hard copy of document to each staff member

Mandatory Conditions for Wearing a Facemask for Staff

1. When not able to maintain physical distance for 2 meters
2. Are helping children in the bathroom
3. Are supporting sick child in Isolation Room
4. Are sanitizing the Isolation Room

Procedures on Wearing a Facemask

How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the facemask.

2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.

3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.

4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.

Follow the instructions below for putting on the type of mask you are using:

1. *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.

2. *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.

3. *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.

   a) Pull the bottom of the mask over your mouth and chin.
   b) How to remove a face mask:
      - Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated.
      - Only touch the ear loops/ties/band

   c) Follow the instructions below for taking off the type of mask you are using:
      - Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
      - Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
      - Face Mask with Bands: Lift the bottom strap over your head, then pull the top strap over your head.
   d) When you are finished using a facemask, throw the mask in the waste basket.
   e) After throwing the facemask away, clean your hands with soap and water or hand sanitizer.
   f) It will be mandatory for students to wear masks when waiting in the isolation room.
   g) Students are not to wear facemasks if not directly supervised.

10. Respiratory Etiquette

Purpose

This policy describes how KGPS staff can assist students in learning to employ respiratory etiquette. Students need to learn how to prevent the spread of germs spread by droplets or airborne routes, particularly under the context of a pandemic (ie. COVID-19).

Procedures

1. Respiratory etiquette will be modelled and explicitly taught by adults to students.

2. Cover your cough procedure:
   a) Cover your mouth and nose with a tissue when you cough or sneeze, or if no tissues are available, cough or sneeze into the crook of your elbow, not your hands.
   b) Put your used tissue in the waste basket.

c) Wash your hands with soap and water or clean with alcohol-based hand sanitizer.

3. Avoid touching your eyes, mouth and nose. Droplet viruses (ie. COVID-19) spread when the infested respiratory secretions from the mouth or nose of one person come into contact with the mucous membranes (mouth, nose, ears) of another person. Entry into your body via these entry points may cause infection.

4. Reinforcement of respiratory etiquette by adults to students will occur via explicit and implicit strategies throughout the day.

SECTION III: SUPPORTS FOR STUDENTS AND FAMILIES

11. Mental Health and Wellness of Students and Parents/Caregivers – During a Pandemic

Purpose

This policy describes the supports available to the KGPS personnel to support students during and upon return from online learning during a pandemic (i.e. COVID-19). It will outline some of the health and safety considerations, as well as the wide variety of mental health and wellness supports available to students and families within KGPS.

Resources

1. School-based Human Resource Supports:
   – School Academic/Social Counselor
   – Human Resources Manager and Administrative Supports

2. KGPS Community Partners:
   – Six Nations Public Health Office
   – Child and Family Services

3. KGPS Academic / Social Counselor
   – Academic guidance, planning and support
   – Destigmatize and raise awareness of mental health issues
   – One-on-one support
   – Connecting to health professionals who specialize in necessary supports
   – Support monitoring and improvement of attendance and punctuality
   – Phone calls home
   – Collaboration with teachers and classrooms
   – "Safe Talk" Trainer

Health and Safety Considerations:

1. Screening and documentation for contact tracing of all onsite support personnel

2. One-on-one student counselling

- Most effective in person face-to-face when possible
- Can be effective with some students at the high school level virtually or distance (i.e. video conference, phone, messaging)

3. Expectations clear and posted for sanitizing spaces
   - Routines for school operations and maintenance team
   - Routines for service providers

4. Ideas for safe one-on-one student counselling
   - Indoor environments with PPE, good ventilation and physical distancing markings and barriers
   - Outdoor environments (i.e. picnic table setting) with physical distancing

5. Spaces within the school for virtual appointments with service providers
   - Still more private than many home environments
   - If appointments are made, school is to ensure that spaces remain available and dedicated for those who have made the arrangements in advance

KGPS Community Contacts:

- Ohsweken Public Health Office 519-445-2672
- Six Nations Mental Health Office 519-445-2143

12. Support for Staff Mental Health During a Pandemic

Purpose

As we learn a new way of working and supporting each other, KGPS will support our employees/staff by providing them with resources and strategies to support the mental health of staff

Protecting the Mental Health and Safety of All Employees

The KGPS Principal/Vice-Principal will support staff by:

1. Keeping then informed about new and upcoming changes

2. Support and ask staff what their needs are during this time. Include staff input during this time of change so that they will feel some control over the situation.

3. Acknowledge the emotions that staff are feeling with empathy. These times are not normal. People handle stress differently and may be experiencing anxiety and other heightened emotions. Let them know that they are not alone.

Promote positive ways to cope with this challenge – Share coping strategies to support current mental health needs. This may include the following:

a) Limit the amount of time spent on focusing on pandemic (i.e. COVID-19) news and information on social media

b) Post about stories where people have recovered

c) Encourage staff to include self-care activities such as including exercise and eating properly

d) Encourage staff to reach out to each other by way of online activities and to keep in contact with family members

Let staff know that we are a work-family and we are in this together. Show value to them as individuals. Let them know that the changes that are being made in the office and/or workplace is to keep them safe.

Ensure staff know how to access mental health support from the community.

Protecting the Mental Health and Safety of Employees Returning from Remote Working:

KGPS will support staff by:

1. Setting up the workplace for physical distancing.

2. Following recommendations from Six Nations Public Health office to ensure your workplace is taking the precautionary measures when it comes to health screening and providing Personal Protective Equipment.

3. Ensuring that leadership is leading by modeling healthy coping strategies.

4. Acknowledging staff on their work and dedication to KGPS.

5. Ensuring to reach out to employees that are off work to ensure they are managing throughout the pandemic's challenging times.

6. Ensure staff are orientated to and know about screening and safe practices.

Protecting the Mental Health and Safety of Employees Working from Home

KGPS will support staff by:

1. Encouraging staff to take their days off. Staff working from home put in many hours during the pandemic. Where applicable, remind them to use flextime, overtime and annual leave. This is necessary for mental and physical health.

2. Acknowledging staff on their work and dedication to KGPS.

3. Ensuring to reach out to employees that are off work. Sometimes staff may not be managing as well as we think they are.

4. Exemplify understanding and kindness as staff are adjusting to online means of communication.

5. Learn with your staff; conduct Collaborative Inquiries and/or Professional Learning Communities so that staff can get together to do a learning or engage in a book study or participate in other learning opportunities to grow professionally with your team.

6. Ensuring your team members have the tools and resources they need to continue working comfortably at home.

Mental Health Supports in Community

Six Nations Mental Health   519-445-2143

1. Six Nations Mental Health provides mental health services to anyone residing in the community who may require services.

2. A variety of mental health services are offered which may include, but are not limited to : crisis response, relationship issues, parent/child issues, child behavior problems, abuse issues, grief and loss, trauma, anxieties, phobias, dealing with suicidal ideation, suicide prevention and postvention, depression, anger management, parental support, addictions aftercare, managing psychiatric disorders, and individual/couple/ family counseling.

3. Six Nations Mental Health staff also offer critical incident stress management, defusing, debriefings, violence threat risk assessment and therapy groups (i.e., seeking safety, anger management, family violence) and workshops/training to community members and/or community agencies on a variety of topics.

Mental Wellness Crisis Line   519-445-2204 24 hours/day 7 days/week

Provide immediate crisis response to individuals, families, groups and agencies with acute stress through defuse, debriefings and community mobilization that is culturally appropriate and is reflective of their specific beliefs.

Please Note: Sick Leave/Quarantine and Emergency Funding during a pandemic will be dealt with in the Human Resource Policy.