

# Planning to resume regular school and head office activities

August 9, 2020  
version



Official revised version of August 9, 2020.

This version may again be revised, based on Ministry of Education guidelines  
and health risk assessment.



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## TOWARDS THE GRADUAL RESUMPTION OF REGULAR ACTIVITIES

- The gradual exit from the health emergency period should be considered responsibly and cautiously.
- Decisions aiming to return to normal activities are made based on safety criteria for individuals, with a view to containing and limiting the spread of COVID-19.
- The Ministry of Education, Saskatchewan's Chief Medical Officer, and the government issue guidelines that frame decisions made by *Conseil des écoles fransaskoises* (CÉF).
- CÉF's responsibility is twofold:
  - ▶ Protect its students and staff by providing them with a safe work environment, and
  - ▶ Acting as a responsible citizen.

Three main rules guide people's conduct during a pandemic. These rules are independent and require everyone's vigilance. These guiding principles are:

- **Protection**

The first concern is protection from risk. People must protect themselves, protect others and encourage others to protect themselves.

- **Solidarity**

The second concern is solidarity. In an emergency, people assist others, ask for help and, if necessary, encourage others to help each other for the common good.

- **Responsibility**

The third concern is responsibility. In an emergency, people continue their activities or plan for means to compensate for them. They enquire about the state of the situation and aspects that affect them. They make a point of observing relevant instructions and notices. Management rules, such as those outlined in various management written procedures, continue to apply.

## SAFETY RULES IN FORCE AT CÉF

As CÉF progressively allows access to its premises, offices and schools, specific rules will apply, and everyone will be responsible for their implementation.

These rules relate to the safety of users and all individuals and organizations that use CÉF's premises. Everyone bears collective responsibility in this regard. Therefore, CÉF staff, students, Early Childhood Education Centres (ECEC / CÉPE), community organizations that occupy the premises, individuals or organizations that rent space temporarily, and parents of students are subject to the following rules:

1. Hygiene and safety measures are in place in all CÉF facilities or community spaces.
2. Everyone must comply at all times with applicable health guidelines in the context of a pandemic. These guidelines are outlined in the "Pandemic Response Plan" in effect at CÉF.
3. CÉF requires that all staff members wear a protective mask. The mask will be provided by CÉF.
4. CÉF asks all those who use and visit CÉF premises wear a protective mask.
5. Wearing a protective mask is mandatory for Grade 4 to 12 students at school and on the bus. Parents will be encouraged to purchase masks for their child and will need to ensure that they are replaced / washed regularly.
6. Body temperature monitoring terminals will be installed in each school and in the offices. The temperature of students and staff will be taken before entering schools and CÉF offices.
7. Personal protective equipment must be worn by staff members called to interact closely with students presenting COVID-19 symptoms.
8. Government authorities no longer consider it necessary to restrict the number of people per premises.
9. CÉF maintains the rule of physical distancing between people, while asking that schools adapt this rule to the various situations they face.
10. School principals are responsible for ensuring that hygiene and safety rules are always followed by everyone.
11. Clear and adequate signage must be installed to control people's movements within CÉF's facilities.
12. Upon arrival, all individuals must wash their hands, in accordance with the rules in effect. Hand washing is essential in spread prevention and should be repeated several times per day.
13. Disposable tissues must be made available to everyone by the schools, organizations and ECEC (CÉPE). Tissues must be disposed of in a garbage can immediately after usage.
14. The premises are cleaned regularly during the day.

15. Washrooms and frequently-touched surfaces (door handles, light switches, desks, computer equipment, taps, etc.) must be cleaned with suitable sanitation products several times a day.
16. Premises as well as shared spaces are to be cleaned several times a day.
17. Each individual must bring their own meal or snack. Students will eat in their classroom. As a result, the use of refrigerators, coffee makers, ovens, and microwave ovens (except for the equipment used for the nutrition class) will not be permitted. The use of water fountains and coffee makers is permitted on the sole condition that the hygiene and sanitation rules previously outlined are respected.
18. Individuals affected by one of the following conditions should not enter CÉF's premises, offices, or schools:
  - a. Individuals displaying symptoms associated with COVID-19, such as fever, cough, difficulties breathing or loss of smell without nasal congestion.
  - b. Individuals who have been instructed to self-isolate by a local public health officer for their region.
  - c. Individuals who have received a positive COVID-19 infection result.
  - d. Individuals who have been in close contact with a confirmed case of COVID-19.
  - e. Individuals returning from a trip abroad, until their 14-day confinement period is over.
  - f. As of September 1, 2020, people returning from an out-of-province trip must adhere to a 14-day self isolation period before reporting to the school and / or office.
  - g. Students and staff who are considered medically vulnerable (e.g., chronic illness, immune deficiency, pregnant or breastfeeding women, elderly person, etc.) must notify school authorities of their situation and, with written confirmation from their treating physician, may receive adapted educational services or work in conditions that reflect their situation. These individuals must not enter CÉF's premises, schools, offices, or any of their other facilities.
19. People's usual routines must be adjusted, while collaboration and goodwill are both essential to the collective well-being. Therefore:
  - a. Every person must clean their workspace regularly.
  - b. Individuals who eat on site must plan a cold meal or bring a thermos, as well as their beverage.
  - c. Each person is responsible to clean any equipment shared by several people after their use (photocopier, etc.).

## COVID-19 SYMPTOMS

- Individuals infected with COVID-19 may have few or no symptoms. You may not know that you have symptoms of COVID-19, as they may be similar to those of a cold or the flu.
- Symptoms include cough, fever, difficulty breathing, pneumonia in both lungs. In severe cases, the infection can lead to death.
- Symptoms can take up to 14 days to appear after exposure to COVID-19. This is the longest known incubation period for this disease.
- Recent studies show that the virus can be transmitted to other people by an infected person who does not have symptoms. This includes people who:
  - do not yet have symptoms (pre-symptomatic);
  - never show symptoms (asymptomatic).
- Experts know that this type of transmission occurs when people have close contacts with each other or are in a tight physical environment, but they do not know to what extent. This means that it is extremely important to follow [proven prevention measures](#).

## HAND WASHING

### REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

1 Wet hands with warm water

2 Apply soap

3 For at least 20 seconds, make sure to wash:

- palm and back of each hand
- between fingers
- under nails
- thumbs

4 Rinse well

5 Dry hands well with paper towel

6 Turn off tap using paper towel

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Public Health Agency of Canada  
Agence de la santé publique du Canada

Canada

PROTECT THE HEALTH OF OTHERS!

# Respiratory hygiene



1

If you have to sneeze or cough, cover your mouth and nose with a tissue.



2

Dispose of soiled tissues in the trash.



3

If you do not have a tissue, turn your face into your shoulder or the bend of your elbow to sneeze or cough.



4

Wash your hands often. If soap and water are not available, use an antiseptic product.

**IF YOU ARE ILL, AVOID VISITING FAMILY AND FRIENDS.**

## WEARING A MASK

### Use of a non-medical mask or face covering:

- See, if necessary, the video available at the following link: <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>

To continue to limit the spread of COVID-19, here are the steps to wear a non-medical mask or face covering in places where it is difficult to comply with physical distancing:

#### **Step 1: Wash your hands before using the mask.**

First, wash your hands for 20 seconds.

#### **Step 2: Place the mask on your nose and mouth while holding it by the elastic bands or cords and attach it.**

Then, take the mask by the elastic bands or cords and place it on your nose and mouth, tying it well behind your head or ears.

#### **Step 3: Adjust it as needed.**

Adjust the mask on the nose and under the chin, making sure to completely cover your nose and mouth, without leaving any opening. Then, wash your hands again.

#### **Step 4: Avoid touching it.**

When wearing a mask, avoid touching it or touching your face. Wash your hands if you do.

#### **Step 5: Use the bands to remove it.**

When you no longer need to wear the mask, remove the elastics or cords without touching the front of the mask.

#### **Step 6: Fold the mask, place it in a clean bag and wash your hands.**

Fold the mask over itself and place it in a clean bag to wash it at home. If it is a single-use mask, throw it in the trash. Wash your hands.

#### **Step 7: Change it if it is wet, dirty or damaged.**

Change your mask as soon as it becomes wet, dirty, or damaged.

#### **Step 8: Don't let the mask hang from your neck or ears.**

Never let the mask hang from your neck or ears.

#### **Step 9: Wash your hands after using the mask.**

And don't forget to always wash your hands after using a mask.

**When you wear a mask, you protect those around you.**

However, wearing a mask does not prevent the spread of COVID-19 by itself. You should also wash your hands regularly, keep a distance of two metres from others and stay at home if you are sick.

**Let's protect ourselves!**

## TEMPORARY SCHEDULE OF DECONFINEMENT RELATED ACTIVITIES

### Calendar for the reopening of CÉF premises

- Schools: Monday, August 24, 2020
- Head office: Monday, August 17, 2020

### Students and school staff

Staff and students' return to class for the next school year has been announced by the Saskatchewan Ministry of Education. School staff will need to ensure that the rules set out in the pandemic action plan can be followed before students arrive.

## GUIDELINES RELATED TO SPREAD PREVENTION

### A. HYGIENE RULES

- The Ministry of Education has lifted restrictions on the maximum number of people who can gather in a room.
- Handwashing is mandatory for all at the school entrance, upon return from breaks, after lunch and upon exiting.
- Hand washing should be repeated several times during the day.
- Hand sanitizer must be approved by Health Canada. Young children should only use the sanitizer under the supervision of an adult.
- The Ministry of Education has lifted the ban on professional cooking or nutrition classes for students involving food preparation. The courses can therefore take place. The Ministry states that the contents of these courses relate to the safety rules to be implemented. The food prepared by students within the context of the nutrition class may be consumed by them but should not be offered for consumption outside that setting.
- Arts classes (theatre and music) can resume, as long as physical contact is restricted, and clean-up is to be carried out in accordance with rules in effect.

## **B. PHYSICAL DISTANCING RULES**

- Maintaining physical distancing between people is important to prevent the virus from spreading. CÉF requests that schools implement measures that will allow people to maintain reasonable distancing.
- CÉF is asking everyone to wear a protective mask as a preventive measure. PreK to Grade 3 students, inclusively, are exempted from this rule.
- Students and staff should be reminded that the usual greetings are not appropriate in times of pandemic. New practices need to be implemented.
- School principals must provide procedures to supervise students' movements (entrances, outings, recesses, lunches, etc.), including hand washing.
- Regarding recess or movements within the school, students will be grouped into pods. Procedures will be put in place to limit contacts between students who are not part of the same pod.
- Where possible, regular cleaning of educational toys made available to students should be ensured. It is recommended to keep toys that encourage individual play.
- Students and staff must not share food, beverages, and other personal items. Identifying personal items with the student's name is required to discourage accidental sharing.
- Except for meals, the transport of personal belongings between school and home is prohibited.
- The library will be open, and the loan of books authorized, with cleaning before the loan and upon return of the item.
- Each student must have access to a set of classroom supplies for their exclusive use (pencils, erasers, sheets of paper, notebooks, etc.).
- The use of common objects is permitted, as long as a cleaning is performed between each use.
- Students in connected classrooms must be able to use the computer. Frequent cleaning is required throughout the day.
- Extracurricular activities and other provincial gatherings will be postponed. A review of this rule will be carried out periodically.
- Access to schools is prohibited to anyone other than students and CÉF staff.
- Parents who pick up their children at the end of the school day cannot enter the school. Parents are advised to wait for their children near their vehicle.

## **C. PREMISES LAYOUT RULES**

- The entrance to each CÉF building must be equipped with hand sanitizer. Disinfectant wipes will also be made available to schools by CÉF to wipe off frequently-used surfaces.
- All disinfectants used must be approved by Health Canada (DIN). All instructions on the label of disinfectants must be followed.
- A clean-up and sanitation plan for each school must be developed using current provincial guidelines. Roles and responsibilities, staff training as required, and the development of a maintenance schedule are recommended.
- Caretakers should review work plans to prioritize the frequency of cleaning and sanitation of common areas.
- All surfaces in contact with food, including water fountains and microwave ovens must be disinfected.
- Garbage cans should be emptied frequently throughout the day.
- Gloves are required when cleaning body fluids. Hand washing before and after wearing gloves is required. The gloves are changed after each use. Except in this situation, the use of gloves is neither required nor recommended.
- The facilities department will ensure that every school is well equipped with hand-washing supplies at all times, including soap, paper towels, garbage cans and Health Canada approved hand sanitizer.
- School staff must keep hand sanitizer out of reach of young children and monitor its use.

#### **D. RULES FOR PEOPLE WITH CHRONIC ILLNESSES**

Individuals affected by one of the following conditions should not enter CÉF's premises, offices or schools:

- a. Individuals with symptoms associated with COVID-19, such as fever, cough, difficulties breathing or loss of smell without nasal congestion.
- b. Individuals who have been instructed to self-isolate by the local Public Health officer in their region.
- c. Individuals diagnosed with COVID-19.
- d. Individuals who have been in close contact with a confirmed case of COVID-19.
- e. Individuals returning from a trip abroad and (starting September 1<sup>st</sup> 2020) from outside the province until their 14-day confinement period is over.
- f. Students and staff who are considered medically vulnerable (e.g., chronic illness, immune deficiency, pregnant or breastfeeding women, elderly person, etc.) must notify

school authorities of their situation and, with written confirmation from their treating physician, may receive adapted educational services or work in conditions that reflect their situation. These individuals must not enter CÉF's premises, schools, offices, or any of their other facilities.

The guidelines outlined in CÉF's pandemic action plan apply to the return to normal situation, particularly the section identifying a room that can temporarily accommodate children displaying symptoms associated with COVID-19. The school administration must send information related to the set-up of this room to the relevant Deputy Director of Education.

#### E. RULES RELATED TO MENTAL HEALTH AND STUDENT SUPPORT

Staff working with children should pay particular attention to the emotional well-being of children. In this regard, the standards provided in the North American Center for Threat Assessment and Trauma Response's document entitled "Guidelines for Re-Entry into the School Setting During the Pandemic" are being implemented for student supervision and support. Specific information will be provided to parents, students, and staff at the start of the school year.

#### F. RULES RELATED TO SCHOOL TRANSPORTATION

- Seats on the bus must be assigned to students and a record of this seating plan must be kept at the school to facilitate required interventions in the event that a student is affected by COVID-19. Students who live in the same household should be seated together.
- Cleaning and sanitation of buses or other vehicles used to transport students are required between each trip.
- Recreational trips requiring vehicles, such as excursions, are not permitted at this time. Transportation of students in a staff member's private vehicle is not permitted.
- Parents are encouraged to transport their own children as much as possible.
- Transport services will be offered when the schools reopen, subject to certain conditions:
  - **Passenger screening:** It is the responsibility of the parent/guardian to check the children before they take the bus. Sick children should not take the bus or go to school. If the child becomes ill on the bus, the school will immediately isolate the child upon arrival and contact the parent/guardian to pick up the child.
  - **Driver protection:** Drivers may consider using personal protective equipment (PPE), such as a face mask or face shield, as long as it does not interfere with their ability to drive the school bus. Partitions can be installed around the drivers.

- **Hand hygiene:** Students are strongly advised to wash their hands with hand sanitizer before boarding the bus and once they arrive at their destination. When on the bus, students should avoid touching their faces, follow coughing instructions and refrain from eating on the bus. As part of the post-departure inspection, the driver must ensure that any alcohol-based hand sanitizers are removed from the bus.

The transportation service will have posted in each bus used by CÉF's students, in various locations, notices in French indicating the responsible behaviors to be respected in the event of a pandemic.

- **Air circulation:** Weather permitting, it is recommended that windows be opened to increase ventilation, thereby reducing the risk of transmission.
- **The passenger list:** The list of students taking the bus will be kept for 21 days to ensure that appropriate public health follow-up can take place if a student is exposed to COVID-19.

## G . RULES RELATED TO EDUCATION SERVICES

- All CÉF students must pursue learning activities and attend their classes in face-to-face or virtual mode.
- The Ministry reminds everyone that school attendance is mandatory in Saskatchewan.
- Saskatchewan's curriculum will be followed in the classroom and, as a result, student learning will be evaluated in accordance with the rules set in CÉF's administrative directive on learning assessment.
- The focus will be on teaching learning outcomes rather than the time spent on each topic.
- Kindergarten to Grade 3 students who are unable to attend school will be offered educational activities aimed at ensuring that essential content is learned.
- All Grades 4 to 12 classes will be available in virtual mode. Parental supervision will be essential to the success of young people's learning.
- An administrative policy will be developed to support children who become ill while at school.
- A specific plan will be developed for pre-kindergarten and kindergarten students.

- The end-of-term and report cards dates are scheduled for the 2020-2021 school calendar (calendar available on the CÉF website).
- The school day will be organized according to the usual procedures: parents will receive this information at the beginning of the school year, directly from the school.
- Communication between the school and the family will continue in the usual manner, either by telephone, videoconferencing, email or by in-person meeting.
- The school teams will assess the levels of learning that students have achieved during the past school year. Therefore, each teacher will have an overview of every student's challenges and will adapt their teaching accordingly. The success of every student remains everyone's priority.
- Students with specific needs, whether they have an individualized intervention plan or not, will receive all the services required to support their success and well-being at school.
- Counselling, remedial education, speech therapy, school guidance, occupational therapy and other services will be provided as per usual procedures, either in person or virtually.
- If a child is affected by a medical condition that causes their attending physician to declare that their presence at school puts them at risk, the school will provide adapted teaching services. In this regard, CÉF has opted for a single virtual teaching platform, the TEAMS tool.
- PPE is available for students who become ill at school.
- If a child becomes ill at school, the guidelines provided in the CÉF pandemic prevention plan must be implemented without delay:

“Schools should provide for the allocation of isolation areas for the removal of students who have flu-like symptoms **while waiting for their return home.**

These isolation areas must be able to accommodate several students while maintaining a distance of two (2) meters between them. They must allow for students who make use of this area to be able to lie down, have access to vomit bags, tissues, antiseptic gel, a closed garbage can and drinking water. It is also recommended to provide them with an anti-projection mask to reduce the excretion of the virus in the immediate environment. The term "anti-projection" refers to the surgical or procedural type mask.

Housekeeping of these isolation areas should be done frequently with the usual disinfecting products. The use of gym mattresses to lay the students down is recommended, as they are available in all schools and are easily cleaned.

Each school must appoint a person responsible for this isolation area to monitor the students who make use of it. It is recommended that this person be provided with gloves and anti-projection masks that they should use if they are to have contact with students with signs of influenza.

Students with flu-like symptoms should return home. The school will provide them with an anti-projection mask, which they will have to wear until they are back home.”

(Excerpt from CÉF's pandemic response plan).

- Specific instructions for pre-kindergarten and kindergarten will be provided to staff, students, and their parents.

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## TO CONTACT US



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