



KTCEA 2020-2021 School Restart Plan

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Message from Superintendent

Tan'si,

Miyo kisikaw.

I am proud to announce the release of the Kee Tas Kee Now Tribal Council Education Authority (KTCEA) Restart Plan for the upcoming 2020-2021 school year.

I would like to extend my gratitude to our Board of Governors for their continuing support throughout the creation of this plan and for their advice and input. Their leadership ensures we keep KTCEA staff and students and all the members of the communities safe and healthy. Their wisdom has strongly shaped the direction we have taken in our plan to return to school.

Since March 2020, we have been listening to the community, working with our partners, and preparing for the coming school year. The 2020-2021 KTCEA Restart Plan is the result of many months of work in collaboration with the KTCEA Board, parents, KTC Health and Child and Family Services and First Nations Health Centres. It also closely observes the recommendations from the Province of Alberta, the Government of Canada, other school jurisdictions, and the directives of each of the member First Nations. I would like to thank our Principals, Vice Principals, Teachers, Educational Assistants, and other staff who provided their input, feedback, and suggestions to this plan.

We have been monitoring school relaunches from around the province, country, and world in developing the plan. The plan outlines the specific steps that KTCEA is taking to ensure the safe delivery of education using a phased and gradual approach. This approach is considered to be the safest for our students, staff, and communities.

The plan is based on the best information, advice, and evidence there is right now. It is a plan that takes a more cautious approach. Many of our students live in multi-generational homes, many with elders. Families are considered a higher risk for serious illness due to a higher incidence of underlying conditions. You can expect to read about the many layers of safety

measures we are taking including smaller class sizes, mandatory use of masks, social distancing requirements, sanitization practices, and school bus safety procedures among many others.

I am looking forward to the relaunch of school in 2020 and to seeing the smiles of students again. I extend best wishes and good health to you and your family.

Ehkosi maka,

Dr. Daphne Mai'Stoina
Superintendent

Overview

The 2020-2021 KTCEA School Restart Plan is founded on the principle that the safety of students, staff, and community members is paramount, and that students have the right to access quality education. It is also founded on the principle that parents have the right to choose in-school attendance or at-home learning. Lastly, the plan was built on the notion that things can and likely will change at any moment, and we must be ready to adapt.

This plan was developed after close consideration and review of provincial health directives, national recommendations, findings from other jurisdictions, other health and safety plans, and feedback provided by parents, staff, and other community partners.

The measures and directives in this plan provide overarching guidance for all KTCEA schools, while respecting and providing flexibility for the return to school to be approached on a school-by-school and community-by-community basis. Some schools are creatively using spaces like libraries as classrooms this school year to reduce class sizes and maximize their ability to follow social distancing requirements to keep students safe. Other schools are working in partnership with the local First Nation to explore other community spaces that can be used as classrooms. It is important to note that measures in this plan or at the school level are not meant to be permanent.

As a First Nations Education Authority, KTCEA has the flexibility to develop its own plan and is not required to follow Alberta Education School Re-entry Guidance. Schools reopening at near normal daily operations with some health measures (Scenario 1) is considered far too much of a risk for KTCEA staff, students, and families.

The plan has multiple layers of health and safety measures. These changes will be an adjustment for everyone, but it will become part of our normal operations for this school year, and we believe that parents, students, and staff will adapt. We plan to have auditing measures in place to identify and address complacency and fatigue.

Our plan is flexible. We are prepared to take increased precautions and safety measures if needed, or to reduce restrictions if warranted. We will continuously monitor and assess the plan based on what is happening at local, regional, and provincial levels and based on the most up to date advice, information, and recommendations.

A Phased Approach and Gradual Return (Key Dates)

All schools will be consistently returning students to school through a gradual and phased approach starting on **September 8, 2020**. Opening schools gradually and through a phased approach is considered the safest way to continue to provide quality education to students.

The return to all six KTCEA will occur over the course of the following four phases. Each school will be assessed to determine readiness and ability before moving on to the next phase.

Phase 1 September 8-September 25

Kindergarten-Grade 3 students, while other grades continue to learn at home.

Phase 2 September 28-October 9

K-6, while other grades continue to learn from home.

Phase 3 October 12- October 23

K-9 while other grades continue to learn from home.

Phase 4 October 26-June 2021

All students (K-12) return to school, with rotation of students in some schools.

This approach allows for us to start the new school year with fewer students, which decreases the risk of transmission by reducing staff/student contact and allowing more space for physical distancing. It allows routines and safe practices to be developed in steps and over time, with smaller numbers of students. This is also intended to help reduce stress and anxiety for students, parents, and staff.

Health and Safety

Creating and maintaining a safe and healthy environment for all students and staff is KTCEA's first priority. We are committed to closely following all directives and advice from Alberta's Chief Medical Health Officer and to working closely in collaboration with First Nations Directors of Emergency Management, First Nations Health Centres, and KTC Health on these guidelines, including ensuring alignment with the *KTC COVID-19 Policy Guide on Returning to the Workplace*. We appreciate the advice and involvement that has been provided by the Environmental Health Officers of Indigenous Services Canada's First Nations and Inuit Health Branch (ISC-FNIHB) in developing the health and safety components of this plan.

The measures in this document are meant to mitigate the transmission of COVID-19. KTC communities are unique from other communities in the province when it comes to COVID-19. Families are considered a higher risk for serious illness due to a higher incidence of underlying conditions. Students live in multi-generational households, many with Elders. Enhanced safety measures and protocols have been included within this plan to address the needs of KTC communities.

Masks

November 16, 2020 update: 3-layer masks, both disposable and reusable, are the only type of masks permitted in KTCEA schools and buildings. This is in keeping with updated recommendations from public health officials. All other masks are not permitted because they are less effective. Masks for students and staff will continue to be supplied and available in all KTCEA schools and buildings.

- Grade 4-12 students will be required to wear masks in all shared common areas such as hallways, on buses, on the playground, and places where social distancing cannot be as easily maintained.
- All KTCEA staff are required to wear face shields or masks at all times while indoors. Staff have the option to wear either a face shield or a mask.
- Masks use for kindergarten-Grade 3 students will be optional. Smaller masks will be made available for younger children.

- Exemptions will be made for students and staff who are unable to wear a mask due to medical or other needs.
- Visitors are required to wear masks in all KTCEA facilities.
- Students and staff will wash their hands before putting on masks and after taking them off.
- KTCEA will supply the use of disposable masks for students and staff (two masks per day or two face shields). Blue surgical masks are not reusable and should be used one time only and properly disposed.
- Additional single-use masks will be available at the schools.

Other Personal Protective Equipment (PPE)

- KTCEA will supply all PPE required for all students, staff, visitors, and contractors. This includes hand sanitizer, gloves, face shields, masks, and any other PPE as required.
- Hand washing and hand sanitizing stations will be installed in all schools.
- KTCEA maintenance and custodians are required to wear gloves at all times.
- Specialized PPE (eye protection, breathing apparatuses, or longer gloves) might be required depending on the cleaning and/or disinfectant products being used and whether there is a risk of splash.
- Gloves will be carefully removed to avoid contamination of the wearer and the surrounding area. Be sure to clean your hands after removing gloves.
- Gloves will be removed after cleaning an area or room. Clean hands immediately after gloves are removed.
- Cleaning staff must report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others will clean hands often, including immediately after removing gloves, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- KTCEA staff are to follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Social Distancing and Limiting Class Sizes

KTCEA students and staff are required to practice social distancing (2 meters between others) even if they have no symptoms of COVID-19, no known risk or exposure, or have not travelled outside of Canada within the last 14 days. The following measures will be put in place:

- All classrooms and spaces will be reorganized to adhere to social distancing measures. Desks will be spaced 2 meters apart.
- Maximum classroom capacity will vary according to the size of the classroom or space, and will be clearly posted in each space.
- The maximum number of students per classroom ranges from 8-15, depending of the size and layout of the classroom.
- Students will be placed in cohorts or groups according to the number of students that can be in one classroom. They will take breaks together.
- Principals will ensure cohorts are based on the size and social distancing restrictions of their school classrooms.
- Movement of all persons will be limited in classrooms and hallways.
- Large gatherings and activities are not permitted indoors.
- Recess and washroom breaks must be staggered for cohorts with specific schedules developed by each school to avoid crowded hallways and bathrooms.
- Each school will develop a plan to prevent mingling of cohorts in washrooms and having bathroom monitors. No unnecessary items will be stored in washrooms.
- Principals will ensure that recess and other breaks are well supervised and social distancing measures are being followed. Emergency trips to the washroom require escorts. Each school is developing a plan for ensuring that proper supervision occurs at all times.
- When possible, physical education should occur outside, and teachers are to choose activities or sports that support social distancing.
- Outdoor recreational activities that follow social distancing guidelines will be encouraged.
- Shared spaces and structures that cannot be cleaned and sanitized between cohort use will not be used. If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and will be cleaned.

- Teaching staff will role model, teach, coach, and provide positive reminders and reinforcement to students about social distancing. This will happen every day and continuously throughout the school year for the younger grades.
- Traffic flow in the school building will be guided by signage and directional arrows.

Hygiene

- Upon entry and before exit at the school building, staff, students, and visitors are required to sanitize their hands with the provided hand sanitizer.
- Staff and students will use an alcohol-based hand sanitizer (greater than 60% of alcohol content) or wash hands with soap often for at least 20 seconds. Especially when, but not limited to
 - Entering the school building,
 - Touching common surface areas,
 - Before and after breaks,
 - Before and after eating,
 - Before and after touching face,
 - Before and after using the bathroom,
 - Before and after socializing with children, and
 - Cover coughs and sneezes with a tissue, or sneeze into your elbow.
- Staff will model the importance of avoiding touching your face (especially your eyes, mouth, and nose), avoiding touching surfaces people often touch, and using alternatives to hugs and touching.
- Training will be provided to all teaching staff so that they can teach students good hygiene practices using common KTCEA and KTC Health instructions and materials.
- Students will be oriented on proper hygiene, respiratory etiquette, and handwashing procedures. These practices will be continuously modelled and promoted by staff and taught to students.

Building Ventilation

Ensuring proper ventilation is crucial to successfully keeping COVID-19 out of schools. Better ventilation will be achieved by moving activities – such as lunch, classes, or physical activities – outdoors when possible and weather permitting, opening windows when possible and if weather permits, and increasing airflow and exchange by changing out all HVAC filters in the schools. Operations and Maintenance staff have ordered new filters for all schools which will be installed in August.

March 03, 2021 update: To increase better ventilation in the school, classroom windows can be open during the spring/summer months.

Building Cleanliness

- A thorough cleaning of school facilities will occur before the start of the school year.
- Additional custodial staff are being hired to ensure a high level of cleanliness in all KTCEA schools. The goal is to have two custodians at each school during the day shift, one custodian and one maintenance/security/custodian during the evening shift.
- Schools will be open to students and staff between 8:00 am and 5:00 pm. Evening use of the facility will be restricted to allow custodial and maintenance staff to clean and reset the building.
- All staff will be required to perform routine cleaning of high touch areas every half hour and when visibly dirty. Examples of high touch areas include doorknobs, light switches, toilet handles, counters, garbage bins, handrails, coolers, refrigerators, touch screen surfaces, and keypads.
- Washrooms will be cleaned every 30 minutes by wiping down commonly touched surfaces (faucets, soap dispensers, door handles, etc.).
- Teachers will regularly sanitize their working spaces.
- Students will also be taught and reminded to keep their spaces (desks, etc.) clean and sanitized throughout each day.
- Equipment that is required for children's day-to-day use (mobility or feeding devices, weighted blankets, headphones, etc.) should be cleaned and sanitized at drop off and pick up and will not be used by anyone other than the child.

- Items such as books and puzzles will not be moved between rooms. These items are to stay within each cohort room as they cannot be fully cleaned and sanitized between cohort uses.
- Computer devices (Chromebooks and Laptops) are not to be shared. Every student will have their own device.

KTCEA custodians will be required to adhere to the following procedures:

- Use clean, high absorption, high stretch, low lint cleaning cloths.
- Once all sides of the cloths have been used or the cloth is no longer damp enough to leave a wet surface, deposit the cloth into a receptacle for laundry or reuse. Do not reuse.
 - Read and follow manufacturers' specifications for safe use of cleaning and disinfection products (for example, wear gloves, use in a well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
 - Contaminated or reusable items should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and sanitize surfaces that people touch often.
 - Shared spaces such as kitchens and bathrooms should be cleaned more often.
 - Shared spaces will be limited and protocols will be posted to ensure social distancing guidelines are adhered to.
 - Commonly used cleaners and disinfectants are effective against COVID-19; KTCEA will only use disinfectants that have a Drug Identification Number (DIN), as this confirms this product has been approved for use in Canada. COVID-19 can survive on different surfaces but can be killed by most cleaners and disinfectants. Please make reference to the following approved list of disinfectants <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>
 - Staff must take appropriate precautions when using chemicals for cleaning and disinfecting. Consult the products' Safety Data Sheets (SDS) and use PPE if required.

December 15, 2020 update: EP50 was removed from service as a disinfectant as it did not qualify under the new AHS guidelines. EP50 was replaced with AVMOR Eradik8-55 All Purpose Disinfectant Cleaner Sanitizer Concentrate which is approved by Health Canada.

Travel

- Students and staff of KTCEA who have travelled outside of Canada or had close contact with a confirmed or probable case of COVID-19 are legally required to self-isolate immediately for 14 days.
- At this time, KTCEA does not recommend non-essential travel outside of the province in keeping with the directives of the Provincial Medical Officer of Health.
- Staff who commute to/from a school or office have the responsibility to take high levels of precaution and care to protect their own health and the health of their colleagues, students, and communities.

Screening, Testing, and Temperature checks

- All KTCEA staff will be tested before commencing the school year. New employees who commence employment later will also be required to be tested.
- All school staff will have their temperatures tested weekly.
- Staff who are experiencing cold or flu-like symptoms are required to inform their supervisor or principal by phone, notify their local health center or call 8-1-1, self-isolate, and get tested immediately. This is a practice that must be strictly followed by all staff.
- KTCEA will ensure that the person administering the temperature checks receives the proper training, PPE, and a no-touch thermometer. Staff will be tested weekly upon initial entry into the buildings and all temperature checks will remain confidential. This measure will prevent and control the spread of COVID-19 in our schools.

November 16, 2020 update: Only students and staff who experience symptoms, have close contacts of confirmed cases and those linked to an outbreak will be allowed to be tested until further notice. This is in keeping with the updated criteria province-wide for COVID testing.

March 03, 2021 update: Staff and visitors entering the school will have their temperatures tested daily, if the temperature reads above 38, staff and/or visitors will not be permitted

entry and must self-isolate and be tested. Staff conducting temperature checks will wear the appropriate PPE and MUST sanitize their hands before and after each use.

Zero Tolerance for Sickness

- **KTCEA will enforce a zero tolerance for sickness for all staff and students.** Anyone who displays any COVID-19 symptoms will not be allowed at any KTCEA facility.
 - Staff are responsible for self-assessing their health every day before entering the school building (the Self-Assessment form is provided in the Appendices). If staff are sick with cold or flu-like symptoms (not the result of a pre-existing condition), they must notify their supervisor immediately.
- Staff or students displaying any symptoms of COVID-19 not related to a pre-existing condition are legally required to self-isolate for 10 days after the onset of symptoms or until symptoms are completely resolved (whichever is longer).
- Staff or students who have been in contact with a confirmed COVID-19 case are legally required to self-isolate for 14 days and monitor symptoms. If symptoms develop, they must isolate for an additional 10 days.
- Students or staff who develop COVID-19 symptoms while at school will be immediately given a mask and isolated. Parents will be notified to pick up the student immediately and have their child tested. All items the student or staff touched will be immediately sanitized.
- Staff and students with symptoms that are not related to pre-existing conditions will continue to learn at home until tested and medically cleared to return to school.

November 16, 2020 update: The list of COVID-19 symptoms for children under the age of 19 has changed. The core symptoms for children under the age of 18 are: cough, fever, shortness of breath and loss of smell and taste. For adults, the symptoms are: cough, fever, shortness of breath, runny nose and sore throat. For up to date information about symptoms, visit <https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

March 03, 2021 update: Covid-19 Variant Requirements: If you have tested positive for the COVID-19 Variant, you are legally required to self-isolate for 10 days. If you are unable to isolate yourself from other members of your household, the quarantine period for yourself and members of your household is 24 days. Household contacts of variant cases must be quarantined during the case's isolation period (10 days) plus an additional 14 days after the case's isolation period ends.

Non-Essential Visits to Schools: Parents, Specialists, and Visitors

- There will be no non-essential visitors in the schools.
- For the exceptional cases when parents, guardians and visitors are required to enter the schools, it must be deemed absolutely necessary, and approval is required by the Principal in advance by phone.
- All visitors will adhere to the measures in place at all KTCEA facilities. They will minimize the time spent in the schools and keep two meters distance with staff and other children at all times.
- Specialists and Supports to students provided in person at the schools are only allowed when necessary and purposeful.

Non-Compliance of visitors may result in

- 1. Visitors being asked to leave the building,*
 - 2. Local authorities being notified, or*
 - 3. Parents being prohibited from entering the school during drop off and pick up times.*
-

Essential Staff and Visitors Entering Schools and Buildings

Signage in KTCEA schools and buildings will be posted reminding students, staff and essential visitors to

- Self-assess for symptoms each time entering the building. KTCEA visitors and staff daily self-assessment form is in the attached Appendices.
- Stay home if you are sick with flu- or cold-like symptoms and seek medical advice or care as appropriate.
- Maintain a social distance of at least 2 meters/6 feet from others.

- Practice hand hygiene; wash hands for 20 seconds with warm water and soap. If soap and water are not available, use an alcohol-based hand sanitizer (greater than 60% of alcohol content).
- Sneeze and cough into the elbow of your sleeve. Sneeze guards will be placed at all reception areas in the schools.

Procedure for Dealing with COVID-19 Case at a School or KTCEA Facility

KTCEA defines an **outbreak** as one or more cases of COVID-19 confirmed in the school where contact has been made between the individual and other students or employees.

Following KTCEA and KTC Nations on an outbreak, the following measures will be taken if a positive COVID-19 case is confirmed (by AHS and/or by the nations community health centre) at one of the KTCEA Schools:

- Immediate isolation of the individual, should the receipt of information about a positive reading occur while the student or staff member is on the premises.
- If the confirmed case involves a student, parents are to be contacted immediately to make arrangements to transport the student home.
- The KTCEA staff member notified of the case must immediately notify the Superintendent or Deputy Superintendent.
- Superintendent's Office will immediately notify the following:
 - Chief and Council
 - First Nations Health Centre of the respective First Nation,
 - Alberta Health Services
 - Director of Emergency Management of the respective First Nation, and
 - KTCEA Health and Safety Coordinator.
- The KTCEA Health and Safety Coordinator will work collaboratively with the partners identified above to undertake contact tracing and determine whether the facility or school should be closed. All advice from health authorities and First Nations protocols will be followed.
- Direction will be taken from the Chief and Council and Director of Emergency Management and KTCEA will work closely with them to help mitigate the spread.

- The affected school will be closed for **5** days, with a minimum of **72 hours** before cleaners can enter. Once that time period is over, custodial staff will enter the facility and perform cleaning duties such as; disinfecting the classroom(s) and to quarantine the facility. During this period school staff are expected to work from home as directed by the school Principal. Classes will be provided virtually to students during this time.
- Chief and Council may further decide to close the schools for a longer period of time, KTCEA will work with the nation on an appropriate date for re-entry.
- All other KTCEA schools can remain open.
- Measures will be taken to thoroughly clean the facility if the student or staff had contact with the facility.
- In the case of a student, that student will be required to learn from home until they are well again and test negative.
- Any close contacts (siblings, students and/or employees who reside in the same household) will be required to self-isolate for 14 days and be tested.
- KTCEA will notify parents and the community once the school(s) are ready to re-open to students.

Updated March 03, 2021

Bussing and Parental Conveyance

- Transportation will develop bus routes and staggered drop off times and protocols for buses at each school.
- Students who have symptoms of COVID-19 are prohibited from entering the bus.
- Bus drivers will receive training from Environmental Health Officers.
- Bus drivers will clean and sanitize high touch surfaces.
- A protective zone for the driver will be maintained.
- School Bus Operators will wear a mask at all times.
- Grades 4-12 riders will wear masks at all times.
- Masks and hand sanitizer will be distributed to all riders.
- Using loading and unloading procedures that support social distancing of 2 meters between students when possible.
- Buses will be loaded from the back seats to the front of the bus and unloaded from the front to the back.

- Additional bus routes will be created where needed.
- Students will be provided assigned seating, and those from the same household/family will be seated together.
- Benches will be limited to one student, unless children are from the same household.
- Parental conveyance will be provided to parents who prefer to drive their children to school. Parental conveyance agreements are required, which include liability thresholds. Parents are to contact the school Principal to make the arrangements.
- Additional bus monitors will be provided where possible.
- There will be zero tolerance for bullying and horseplay on busses.
- Principals will work with the KTCEA Transportation department to develop parental drop off and pick up schedules that support social distancing and separate cohorts to the greatest extent possible.

March 03, 2021 update: Children from the same household or classroom cohort will be benched together.

Safe Food Handling

- KTCEA Food Staff will wash hands frequently:
 - Before starting work;
 - Before handling cooked or ready-to-eat-food;
 - After handling waste;
 - After cleaning duties;
 - After using the toilet;
 - After blowing their nose, sneezing, or coughing;
 - After eating, drinking, or smoking; and
 - After using a smart phone.
- KTCEA Food Staff will follow safe food practices such as protecting foods from contamination, minimizing direct handling of food, and preventing cross contaminations of foods.
- No activities that involve sharing of food between students or staff shall occur.
- Meals will be delivered to classrooms to minimize traffic. No self-serve or buffet style meals will be served. Students will eat their meals at their assigned seat, and will be required to wash their hands before and after eating.

- Discard any foods that may have been contaminated.
- Clean and sanitize utensils and surfaces in the kitchen regularly.
- Follow respiratory hygiene by covering your mouth when you cough or sneeze and washing your hands afterwards.
- Staff will avoid touching their eyes, nose, and mouth.
- No staff will enter the kitchen other than the cooks.
- It is important that KTCEA food staff inform the Principal should they be experiencing any flu-like symptoms. Should they be experiencing any flu-like symptoms, they will be advised to stay home and self-isolate.
- Commonly touched surfaces will be sanitized frequently, as per Alberta Health; food staff and custodians can make an approved sanitizer using a bleach and water solution. Add 20 mL of bleach to 4 cups of water. They can make it in a bucket and use a clean cloth to wipe surfaces or they can use a spray bottle. The solution should remain on the surface for a minimum of 1 minute to kill the virus.

Community Use of Schools

- In the event of a death in the community and the use of the school for a funeral, the Superintendent must be notified. The Superintendent will review the requests on a case-by-case basis in order to ensure education can safely continue for students.
- All KTCEA health and safety protocols must be followed to ensure the buildings can be safely used for instruction. Use of the school will be restricted to certain areas (such as the kitchen and gymnasium) and other areas of the school (such as classrooms) will be closed off.
- The building will be cleaned and sanitized following the event before allowing staff and students to return.

Playgrounds

- Playgrounds will be inspected for safety this summer and will not be utilized until after inspection.

- Protocols and schedules will be developed for the use of the playgrounds once notification regarding their safe use is provided.

March 03, 2021 update: Playgrounds are currently in use and proper disinfectant protocols are followed. The risk of exposure is extremely low on outdoor structures.

Fire Drills

- By law, fire drills are required to take place six times a year in each school.
- In the event of a fire drill, schools will aim to meet social distancing for staff and students. In the event of a real fire or other emergency, the emergency takes precedence. Social distancing is secondary and may not be possible.

Personal and Small Items

- Students and school staff are not to bring non-essential personal items to the schools.
- All small items will not be shared. Each student will have their own supplies. Principals will ensure that designated bins/kits are provided for every student to store their items.
- Items that cannot be cleaned and sanitized will not be allowed in the school.
- Equipment that is required for children's day-to-day use (mobility or feeding devices, weighted blankets, headphones, etc.) should be cleaned and sanitized at drop off and pick up, and will not be used by anyone other than the child.
- Items such as books and puzzles will not be moved between rooms. These items are to stay within each cohort room as they cannot be fully cleaned and sanitized between cohort uses.
- Computer devices (Chromebooks and laptops) are not to be shared with any other student to reduce cross-contamination. Students will each be provided a device at the start of the school year.

Communication and Training

KTCEA is responsible for communicating the COVID-19 Returning to Workplace plan and the safety measures, and to train and educate everyone at the workplace.

To ensure full transparency of KTCEA's policies and updates, the health and safety officer will ensure the following:

- Signage will be posted to include
 - Occupancy limits,
 - Access protocols,
 - Effective handwashing practices, and
 - Social distancing measures and restrictions.
- Any changes to health and safety measures and protocols will be shared via email.
- Supervisors are required to have frequent check-ins with staff for those who returned to the workplace or who are working remotely.
- To ensure staff awareness, understanding, readiness, and confidence of the measures in place, the Health and Safety Officer will
 - Provide orientation on policies and implemented measures,
 - Provide education and training on safety measures, and
 - Provide education and training on proper use of PPE.
- Staff will
 - Attend the orientation and ask questions for clarification,
 - Attend education and training on safety measures,
 - Attend education and training on practice proper use of PPE,
 - Notify management of any suggestions to help them feel confident in returning to the workplace, and
 - Notify management of any non-compliance.

March 03, 2021 update: Refresher training will be provided to Principals prior to the reopening of the schools. Principals will ensure that school staff are provided refresher training on school safety protocols prior to the return of students.

Auditing and compliance

- KTCEA will develop an auditing protocol to confirm compliance on all aspects of the Health and Safety Plan. The Audits will be conducted weekly through Phase 1 to Phase 4 by the Health and Safety Coordinator and team to ensure that students and staff are engaged in the health and safety measures at the school. Following the phased re-entry, audits will continue monthly.
- KTCEA will use an assessment tool to assess the readiness of each school before they proceed to moving through the four phases of the school re-start plan.
- Environmental Health Officer will conduct an assessment prior to the start of school.

March 03, 2021 update: The Audits will be conducted bi-weekly during the first month of the school reopening by the Health and Safety Coordinator. Following the reopening stage, audits will continue monthly.

Curriculum and Instruction

School Calendar and Timetable

- At home and in-school learning commences for all schools and all students September 8, 2020.
- The plan will meet minimum hours of instruction required for each subject (per Alberta Education Guidelines).
- To provide teaching staff with the ability to properly plan for blended learning, address learning gaps, and balance their workload, dedicated preparation days have been added to the calendar for teaching staff throughout the year.
- A common timetable has been developed for all in-school learning. The timetable will ensure there is no mixing of cohorts. The timetable allows flexibility for teachers to take breaks within that timetable.
- Start time for all classes is 8:50 am, and all classes end at 3:25 pm. A common timetable has been included in the Appendix of this plan.
- A common timetable for High School is being developed for in-school and at-home learning (for first semester).

Return to School Schedule (4 phases)

- The return to all six KTCEA will occur over the course of the following four phases. Each school will be assessed to determine readiness and ability before moving on to the next phase.

Phase 1 September 8-September 25

Kindergarten-Grade 3 students, while other grades continue to learn at home.

Phase 2 September 28-October 9

K-6, while other grades continue to learn from home.

Phase 3 October 12- October 23

K-9 while other grades continue to learn from home.

Phase 4 October 26-June 2021

All students (K-12) return to school, with rotation of students in some schools.

- This approach allows for us to start the new school year with fewer students, which decreases the risk of transmission by reducing staff/student contact and allowing more space for social distancing.
- It allows routines and safe practices to be developed in steps and over time, with smaller numbers of students.
- This phased approach addresses the need for the younger grades to have more face-to-face learning and interaction with their teacher. We know that an early educational foundation is critical for Kindergarten to Grade 3 students.
- Each school has developed specific plans to implement these phases.
- Due to the nature of student demographics and the size and number of classrooms or other teaching spaces available, in some schools, some classes will be divided into two streams and will rotate between learning at school in week 1 and learning at home in week 2.
- During each phase, each school will be assessed for its readiness to move on to the next phase. If there are challenges in implementing health and safety measures or curriculum and instruction approaches, schools may not progress to the next phase until they are ready to fully implement all measures.

Blended Learning

- Parents will have the choice to have their child learn at home, in school, or a blended approach. Education will continue for every student.
- Blended approach could take many paths: a student may come to school every other day or once a week.
- Google Classroom will be the primary platform for ensuring all students are on a Common, Consistent Curriculum and are learning in any location.
- Training will be provided to students and parents on Google Classroom.

- Where online learning is not possible, teachers will be providing paper packages (printed Google Classroom lessons or handouts). This will ensure the same objectives and assignments are provided to all students.
- Other school supplies and educational materials will be provided to students who continue to learn at home.
- Support to teaching staff for at-home learning will be provided through Professional Learning Communities (PLCs) and KTCEA Specialists using Google Classroom. The Community and At-home Learning Specialist will provide support to the at home learning program.

Connectivity Supports

KTCEA is implementing a number of short-term solutions to improve connectivity for students learning online at home:

- Chromebooks will be provided to all kindergarten-grade 9 students, and laptops will be provided to grade 10-12 students to ensure every student has a device for this upcoming school year. This also prevents sharing between students which reduces the risk of transmission of COVID-19 and other illness.
- Staff will be reaching out to parents and guardians to provide options for accessing the internet. This work will occur in two phases:
 - Phase 1: Working with families who do not have connectivity to identify and provide financial support for one of three potential options (Arrow technology, Telus hub technology or Xplornet Satellite internet).
 - Note: Other service providers for the hub technology, including Rogers are also being explored.
 - Phase 2: Working with families who have existing connectivity to provide options for enhancing their connectivity capability.

In the event that students are still not able to access the internet or prefer not to participate in learning through an online platform, instructional paper packages will be provided that will be consistent with in-school and online learning curriculum, lessons, and assignments.

Staff Orientation and Training

- All school staff will participate in orientation and training this year to prepare them for the unique safety measures and instructional requirements of the restart.
 - Orientation will take place on August 24-September 4, 2020.
 - Training and orientation will include Google Classroom for blended learning, health and safety training and workshops on literacy, numeracy, and the KTCEA Common, Consistent Curriculum.
 - August 24/25- COVID-19 testing and training. Testing will occur in each of the schools. NOTE: Staff are not to enter any school facility until tests results are returned.
 - Week of August 24- virtual orientation (no staff are to be physically in the schools this week).
 - Week of August 31- in school orientation, kick-off, classroom set up, and community tours – coordinated by Principals with support from Curriculum and Instruction team.

Educational Assistants

- Additional Educational Supports will be provided based on school-specific needs.
- EAs will move between classrooms as needed and as determined by Principals. All safety precautions will be followed by EAs who are required to move between classrooms (for example, items are not to be moved between classrooms).

Teaching Social Distancing and Hygiene

- Teaching staff will role model, teach, coach, and provide positive reminders and reinforcement to students about social distancing. This will happen everyday and continuously throughout the school year for the younger grades.
- Training will be provided to all teaching staff so that they can teach students hygiene practices using common KTCEA, approved instructions and materials and local health staff where possible. Principals are to support and arrange this training.

- Students will also be taught and reminded to keep their spaces (desks, etc.) clean and sanitized throughout each day.

Training for Parents

- A pre-recorded Introduction Google Classroom training/presentation will be provided to parents. Principals will communicate and work with parents (showing parents how to look at marks, reply and provide comments to teachers, etc.).
- The pre-recorded session will be provided to Principals who are to coordinate training with parents. Principals will coordinate training the week of August 31-September 1, 2020.
- A health and safety protocol information session for parents will be developed by the KTCEA Health and Safety Coordinator in conjunction with each school Principal. Principals will coordinate timing of the training during the week of August 31-September 1, 2020.

KTCEA Curriculum and Cree Language

- A Common, Consistent Curriculum approach (scope and sequence) with *Cree Ways of Knowing and Being* and Land-Based Learning as foundations will be provided across each KTCEA school for Grades 1-6.
- The first priority is on teaching literacy, numeracy, and the core subjects. Other subject areas will be incorporated and integrated into core subjects.
- An assessment framework has been developed, and reports cards will be provided to all students.
- Cree language instruction continues to be a priority at KTCEA. To maximize classroom space through social distancing measures, Cree language instructors will be mobile. The Cree language instructors will go into each classroom to teach according to a schedule developed by the school. Instructors will ensure their cart and all items and resources are sanitized immediately before moving to another classroom.

- The Cree Specialist will guide and support KTCEA Cree Instructors in implementing a common, consistent Cree language program that is relevant and rigorous for KTCEA students.

Remedial Learning

Some students will require remedial learning. To ensure students are able to “catch up” remedial learning will be addressed in the first few weeks of the new school year through the Common, Consistent Curriculum and differentiated instruction. The goal will be getting students to a common learning place.

Field Trips and Extra-Curricular Activities

- All field trips beyond a reasonable walking distance are cancelled and shall not be planned (for example, international, out-of-province, out-of-community, and across town trips). This includes Physical Education trips requiring transportation to the destination.
- To align with AHS/KTC Health and comply with social distancing, field trips and activities requiring group transportation must be postponed until further notice.
- Instructional technologies will be used to help facilitate virtual field trips.
- Extra-curricular activities that follow social distancing guidelines and safety precautions will be encouraged when possible. As per the Guide to Education, extra-curricular activities complement and are not part of instructional time where there is student-teacher interaction and supervision.
- Schools shall have the flexibility to offer extra-curricular activities to students.

Fine Arts Programs

- The Fine Arts Specialist will be supporting teachers, be involved in all PLC’s, and be creating concepts links to the curriculum.
- Fine Arts learning experiences will be embedded in the Common, Consistent Curriculum.
- Students will have an opportunity to learn in multiple ways.

- Learning experiences involving in-person singing, cheering or shouting, or playing wind instruments must be postponed until further notice.
- Alternatives include following:
 - Recording or live-streaming individual performances in separate locations,
 - Incorporating technologies and robotics to compose,
 - Playing and recording music,
 - Implementing lessons focused on music appreciation or music theory, and
 - Playing instruments that are lower risk (for example, percussion or string instruments).
- Sharing equipment and instruments is to be avoided where possible. If string and percussion instruments are shared, they must be cleaned and sanitized between users.
- The Fine Arts program will involve local community members to support the program following social distancing guidelines, and safety precautions will be encouraged when possible.
- Fine Arts will be offered at school locations by teachers at day camps with the support and guidance of the Fine Arts Specialist. The Fine Arts Specialist will provide sets of materials to each student and leave all left over resources at the school it was intended for. The learning will have curricular links to the KTCEA Common, Consistent Curriculum.
- The Fine Arts Specialist will ensure proper cleaning and safety protocols are used with reusable/shared items, such as guitars.

Career and Technology Studies (CTS) and Career and Technology Foundations (CTF)

- CTS and CTF will be embedded in the Common, Consistent Curriculum.
- CTS Specialist will be supporting teachers, be involved in all PLCs, and be creating concepts links to the K-12 curriculum.

Land-Based Learning

- Land-Based learning classrooms that follow social distancing guidelines are encouraged when space and weather permit.
- Land-Based Learning will be offered at school locations as day camps with the LBL providing sets of materials to each student and leaving all left over resources at the school for which it was intended.
- The LBL Specialist will ensure proper cleaning and safety protocols are used with reusable and shared items, such as traps, etc.
- Land-Based Learning will be embedded into the Common, Consistent Curriculum and teachers will plan and lead the sessions with the LBL and C&I specialists as supports.
- The KTCEA Specialists will support teachers in developing curricular lessons with a focus on LBL and Cree Ways of Knowing and Being.

Outdoor Learning

- Outdoor classroom and recreational activities that follow social distance guidelines are encouraged when space and weather permit.
- Instructional movement breaks are encouraged to occur outdoors where possible.

Diploma and Provincial Assessments Tests

- Diploma exams will be administered.
- Provincial exams will be administered when possible.

Supports to Students

COVID-19 can create anxiety and fear about the present and future. Changes in routines and the continued precautions in place to limit the spread of the virus can also give rise to unexpected emotions and exacerbate pre-existing mental health conditions such as anxiety, depression, or substance abuse. Therefore, supports for students and mental health and wellness of students are critical aspects of the KTCEA re-entry plan.

Mental Health

Counsellors and school-based support teams will continue to reach out to students and families to share mental health resources and information in-person or virtually.

Mental health teams will be proactive by providing lessons on mental health and wellbeing and school-wide strategies on emotional regulation.

Mental health supports will provide small group and individual counselling for students identified with informed consent from the parents.

Physical Education and Fitness Programs

Physical education and fitness programs are optional. Schools are required to follow all provincial public health guidelines.

- Contact sports or intercommunity sporting events are not permitted.
- Outdoor recreational activities that follow social distancing guidelines will be encouraged when possible.
- Shared spaces and structures that cannot be cleaned and sanitized between cohort use will not be used.
- If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and must be cleaned and sanitized before and after use by each cohort.

- Teachers shall also use alternatives to outdoor play spaces, such as walks and supervised play in safe open spaces using activities that do not require equipment and that maintain social distancing.
- Each cohort will have designated equipment (for example, balls, loose equipment) or clean and sanitize equipment between cohort uses.

The Sports Coordinator specialist will work with school sports representatives to provide alternatives to tournaments and intramurals and maintain school spirit and enthusiasm for physical activity.

Inclusive Education

With the return to school, it is essential that specialized supports resume for students. Schools and inclusive education teams are to ensure specialized supports and services continue for children and students in special education programs and with disabilities.

Needs are assessed on a case-by-case basis to determine levels of support required to safely bring students into the school environment, and any specialized supports will be noted in the Individual Program Plans (IPPs).

Teachers who have students with IPPs will continue to differentiate their lessons as much as possible.

Often, providing these supports requires contact closer than two meters. As such, protocols are in place to work around social distancing limitations. Working with families to best meet these needs is necessary.

Specialized Supports - Protocols

The following protocols have been developed for Speech-Language Pathologists, Occupational Therapists, Physical Therapists, School Psychologists, Audiologists and Specialized Support Consultants:

- Practice good hand hygiene before working with a student,
- Practice social distancing,
- Wear a face shield or non-medical mask,
- Clean and sanitize assessment and treatment surfaces,
- Clean and sanitize assessment and treatment supplies—toys and materials—between uses,
- practice respiratory etiquette, and
- When meeting with family members, practice social distancing and always use personal protective equipment—face shield, mask, plexiglass.

Early Learning

Early learning programs offer opportunities for play-based experiential learning. As such, reasonable and prudent measures will be taken to mitigate risks to students while maintaining the integrity of programming.

Early learning will follow the KTCEA Health and Safety Plan for students and staff.

Career Counselling

High school completion is a priority for KTCEA. Career counselling will be available to students to assist on an individual and class basis.

Individual student supports will address high school completion and high school diploma planning, course modifications, accommodations, timetabling considerations, workload considerations, and attendance supports.

University and College field trips are suspended for the 2020-2021 school year.

Support Services School Visits

Support Services are required to make an appointment to enter the school—non-essential visitors and contractors ARE NOT permitted in the school or workplace without an appointment.

Before entering, complete the verbal COVID-19 Screening Questionnaire.

Specialists are not to enter a KTCEA building if you are feeling unwell or have COVID-19 symptoms—fever, cough, shortness of breath, sore throat, runny nose, loss of smell or taste, nausea, or pink-eye.

Support Services must wear masks or face coverings, practice social distancing, and sign the visitor log at the main office and follow site visitor protocols.

Human Resources

Supports to Staff/Staff Wellness

Staff may have a broad range of needs for staying well and resilient during this time. KTCEA is committed to the overall health and well-being of our staff during COVID-19 by

- Providing information and support to staff in the area of mental health and wellness.
- Surveying staff to assess their wellness.
- Providing resources and support through the Employee Assistance Program (EAP), which provides mental, physical, social, and financial wellbeing supports. Contact CINUP Customer Care at 1 (800) 665-1234 for further information.

CINUP's Employee Assistance provider has put together a comprehensive toolkit of information to support you through the COVID-19 crisis through their parent company, Morneau Shepell.

The toolkit includes a wide range of topics that can address many of your concerns, including

- Talking to kids about COVID-19,
- Working from home challenges, and
- Coping with the loneliness from social distancing.

For more information, please contact the KTCEA Pension and Benefits Coordinator or visit <https://www.morneaushepell.com/ca-en/toolkit-individuals>.

Responsibilities of all Staff

KTCEA is responsible for the health and safety of KTCEA staff and visitors in the workplace. KTCEA is also responsible for having a system in place to identify the hazards of COVID-19, manage the risk, and monitor the effectiveness of the measures.

All staff are required to understand and be very familiar with all components of the KTCEA 2020-2021 Restart Plan. In addition, school staff are required to be aware and knowledgeable of

school-based and site specific health and safety measures and requirements. Central office staff are required to be aware and knowledgeable of specific health and safety site requirements for the central office. The Central Office Restart Plan is included in the Appendices of this document.

Staff are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. Staff are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Staff are also responsible for reporting unsafe conditions to their manager and following the procedures put in place by KTCEA to control risk. Staff will ensure confidentiality: all information pertaining to staff and students and all health information shall not be disclosed.

The ***Oath of Commitment*** is a promise to KTCEA, the communities and their members, and fellow staff affirming to uphold the enforced policies and its mandates, to be true to oneself, and to respect others. All staff are required to complete the oath.

The ***Preparing for Return to Work*** staff survey (see Appendix) will enable KTCEA to collect feedback to support in developing program return to work plans.

Results from the Preparing for Return to Work staff survey will determine

- Additional supports needed for staff still juggling caregiver responsibilities,
- Additional safety measures, and
- The feasibility of remote working arrangements.

The ***Staff Wellbeing Survey*** will enable KTCEA to understand the staffs overall emotional, social, and physical wellbeing during the transition and what factors may be affecting the transition. This form will be used to assist KTCEA in understanding resilience and mental health in areas where staff may be more vulnerable to stress and what measures can be in place to reduce anxiety.

The ***Staff Fit for Work Survey*** will be completed daily prior to returning to the workplace (meaning working in a location other than home) and daily before entering the premises (office, school, etc.). The information collected in the KTCEA Staff Access Screening Questionnaire (see Appendix) will be used and disclosed solely for the purposes of determining fitness for

work during the COVID-19 pandemic in accordance with KTCEA's obligations to provide a safe work environment for KTCEA staff, students and communities. Questions regarding the collection, use and disclosure of information contained on this form may be directed to your immediate supervisor.

Staff Compliance

All staff will strictly abide by all the directives and measures outlined in the KTCEA 2020-2021 School Restart Plan. They will also ensure awareness of the directives of the Provincial Medical Officer of Health and any health orders, directives, procedures, or protocols given by any community regarding onsite work and attendance. If there is conflict, the strictest measure must be followed.

Non-Compliance of staff may result in

- Removal from workplace,
- Suspension or termination, or
- A complaint submitted to relevant health or other authorities.

COVID-19 Testing

Due to COVID-19's worldwide spread, all KTCEA staff must be tested prior to the new school year, as well as new employees starting after this date, until further notice.

- Positive results must be reported to the employee's direct supervisor.
- If an employee refuses to test, they will be placed on leave until the testing takes place.

Sick Leave

For sick leave submitted as a result of COVID-19 symptoms, staff are expected to be tested immediately. If the test comes back positive, staff are asked to follow AHS's guidelines and contact the KTCEA Pension and Benefits Coordinator to begin the process for applying for Short Term Disability leave.

If the test is negative, leave would be deducted as usual, or the employee would be placed on leave without pay. Alternatively, staff who are able to work from home have the option to work from home, provided they make arrangements with their supervisor. If approved, sick leave would not be deducted. Please refer to the “Working from Home” section of this document for further details.

Staff who are able to work from home have the option to work from home, provided they make these arrangements with their supervisor.

Any employee submitting a leave application for sick leave for COVID-19 symptoms choosing not to be tested will be deducted sick leave credits. Any other sick leave (i.e. medical or dental appointments) will be deducted as per policy.

KTCEA Staff with a Family Member Who Contracts COVID-19

You are legally required to isolate for 14 days and monitor for symptoms if you are in close contact with a person who tested positive for COVID-19 (this includes those who provide care, live with, or have close physical contact without appropriate use of PPE, or come into direct contact with infectious body fluids). [Click here for information on self-isolation.](#)

In this instance, staff can;

- Take sick time, compassion leave, vacation leave, and/or leave without pay, OR
- Make arrangements to work from home.

Travel

All staff and contracted positions must adhere to Alberta’s mandated policy for travelling out of province and country.

Travel outside of Canada: Albertans are legally required to isolate for 14 days upon returning to Alberta.

Travel between provinces: Currently, non-essential travel outside the province is not recommended. This recommendation will not be lifted until Stage 3 of Alberta's relaunch strategy.

KTCEA does not recommend out of province travel, in keeping with provincial directives.

If you choose to travel, you must

- Notify your supervisor of your return,
- Self-monitor for symptoms upon your return,
- Work from home (if applicable), and
- Prior to returning to work, ensure you plan the time needed to isolate and get tested as required.

Right to Refuse Work

KTCEA has an obligation to ensure a safe workplace for all employees and to protect the health and safety of staff, students, and the communities at large. The cleanliness and hygiene of KTCEA schools and offices is important for a healthy and safe work environment. If an employee is not satisfied with the health and safety of the work environment, they need to notify their supervisor promptly so action can be taken to remedy any hazardous condition in a timely manner.

If the employee refuses to report to work, citing unsafe work conditions, the following must occur:

- Report in writing to their supervisor the specific unsafe work condition
- The supervisor is obligated to investigate the merit of the alleged unsafe work condition
- The supervisor and the employee meet to discuss the allegation and ensure every step is taken to protect their health and safety and resolve the work refusal.
- If the work refusal cannot be resolved, the supervisor will contact the Director of Human Resources. It will be determined if accommodations can be made. This may include
 - Flexible work hours,

- Work offsite, or
- Allowing employees to use entitlements such as personal leave, vacation, or unpaid entitlements (leave without pay) if they refuse to come to work.

Please see the Province of Alberta *Occupational Health and Safety Act*, section 31, page 31, for more information. Go to <https://www.gp.alberta.ca/documents/Acts/O02P1.pdf> to access and view the Province of Alberta Occupational Health and Safety Act online.

Working from Home

This section outlines work from home expectations to ensure that working from home arrangements are effective and beneficial to KTCEA and its staff. This applies to all KTCEA staff who have the ability to work from home during this pandemic to ensure social distancing, and a safe work environment.

Employees may be allowed to work from home **only if** their job duties permit it. Many school-based positions will not qualify based on job requirements. In order to qualify, you must make arrangements with your direct supervisor, and it must receive approval by the Superintendent. A number of working from home options (part/full) can be explored with your supervisor.

The following expectations apply for staff working from home:

- Staff must be available during office/school hours. Alternate hours must be arranged with your supervisor but are the exception.
- Staff must be engaged and active in their work expectations.
- Staff must complete the duties and tasks in their job description or assigned by their supervisor according to requested timelines.
- Staff must report regularly to their supervisor. Arrangements must be made with the supervisor on the frequency of reporting.
- Staff must maintain confidentiality of KTCEA information, protect passwords and log out of devices when not in use.

Workplace Accommodations

To accommodate social distancing and safe work practices, KTCEA may change aspects of the employee's physical workspace, the schedule or number of hours, the specific tasks the employee is required to complete, or other terms or conditions in order to keep the employee in productive employment and to ensure KTCEA goals and objectives are being achieved.

Employees

- Who are required to stay home due to illness, COVID-19 related caregiving responsibilities, or meet the criteria of high risk and require workplace accommodations, must inform and discuss the arrangements with their supervisor.
- Are required to work with their supervisor to explore alternative working arrangements to allow them to continue to work productively, such as working from home or completing duties that do not require contact with people.
- Requesting work related accommodation(s) must communicate with their direct supervisor.

Supervisors

- Must explore all options to accommodate the employee, communicating all information to the Director of Human Resources.
- Will make a reasonable effort, to the point of undue hardship, to accommodate employee requests.
- Will ensure employees who are exhibiting symptoms but are well enough to work will continue to do so from home and where appropriate conduct instruction through online platforms.
- Will reassign school staff to classrooms, as required.

Appendices

Appendix A: What We Heard – Community and Staff Engagement



KTCEA Return to School Community Engagement Sessions What We Heard

July 30, 2020

Overview

This document provides a summary of the feedback KTCEA received from engagement sessions regarding the KTCEA school restart plan following the COVID-19 pandemic. The data in this report was gathered from KTCEA Google Meetings and teleconferences with staff and community members. The meetings took place from June 2-10, 2020. During these engagement sessions, KTCEA presented an outline of the planning and considerations in providing education safely in the upcoming school year. Those participating were then asked to provide feedback on what KTCEA presented.

Background

On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic. After careful monitoring of the situation, KTCEA made the decision that schools will temporarily close on March 16, 2020 due to the threat of COVID-19 on the health and safety of staff and students. KTCEA continued to provide remote learning to students and schools remain closed through the 2019-20 school year. After careful consideration, KTCEA leadership and administrative staff decided that a phased re-opening of schools will take place starting in September 2020. The reopening will use a phased-in approach prioritizing the health and safety of staff and students based on the advice from public health officials, KTC Health, and feedback provided by parents, staff, and other community partners.

Methodology

Staff and community members were engaged between June 2 and June 10, 2020 using Google Meetings and teleconferences. Each group was presented with a draft plan by KTCEA and were asked to provide their feedback, such as questions, recommendations, concerns, or suggestions. Each piece of feedback was collected and is available in summary form starting from page 5 of this document.

Summary

In gathering and summarizing the feedback, five main themes emerged:

- Safety and cleanliness
- Practices and policies

- Staffing concerns
- Training
- Scheduling

Safety and Cleanliness

There were questions and feedback regarding how KTCEA will ensure the continued health of KTC Nations through safety training and cleanliness procedures.

KTCEA is committed to cleanliness and sanitization of all facilities and has emphasized the importance of sanitation with the emergence of COVID-19. KTCEA will continue to be committed to adhering to the importance of maintaining safe practices and procedures during the school year.

Some, but not all, of the following safety and hygiene practices will be implemented in the following school year:

- Maintaining social distancing within classrooms for both staff and students
- Regularly sanitizing high-touch surfaces, such as doors and tables
- Reducing foot traffic in hallways by keeping students in classrooms unless absolutely necessary
- Supplying students with their own school supplies and technology
- Sanitizing bathrooms between each use
- Teaching and modelling good hygiene habits
- Ordering sufficient personal protective equipment (PPE) for staff and students, where applicable
- Ensuring school bus safety, such as reducing the number of students per bus and maintaining sufficient distance in passenger seating
- Etc.

Practices and Policies

KTCEA's policy regarding COVID-19 to ensure a safe and healthy return to school and work will be available online to the public once they have been ratified by the KTCEA Board of Directors.

These policies will outline more specific measures that KTCEA will take to keep our schools free of COVID-19.

Staffing Concerns

KTCEA is ensuring that schools and facilities are fully staffed, and that staff are trained in COVID-19 safety protocol. Staff will monitor their own health for symptoms at all times and will report daily on their wellness before entering any KTCEA facility.

At this time, we are identifying and addressing staffing and training needs to protect the health and safety of KTCEA staff, students, and communities.

Training

KTCEA staff will be undergoing training of new procedures in preparation for the new school year and will be made aware of any policy changes with regards to safety and sanitation in response to COVID-19 prevention. This includes protocols of entering the building, social distancing within KTCEA buildings, classrooms, and school buses, along with the mandated use of personal protective equipment, and sanitation. Additionally, protocols regarding COVID-19 symptom monitoring have also been implemented.

Scheduling

School will begin for all students, whether in-person or online, on September 8, 2020.

To accommodate social distancing protocol within KTCEA schools, class sizes will be reduced to ensure there is enough space within schools and classrooms to maintain social distance between students. This means that grades may be separated into different groups that alternate between each other. For example, one group may be learning in school one week and the next week be learning from home to allow for the second group to learn from school.

Another change to scheduling is what is being taught on a per-grade basis within all KTCEA schools. We are going to be aligning what each grade teaches so that all students in the same grade are going to be taught the same subjects at the same time. This will make it easier for students to continue their learning if they change between KTCEA schools or teachers.

Parent Advisory Circle Engagement Feedback

<p>Cadotte Lake School Parent Advisory Circle Engagement 2020-06-02</p>	<p>What will happen with recess? Will playgrounds be sanitized between play?</p>
	<p>How will K5 and K4 physical distance? How will we enforce that?</p>
	<p>What about teachers who travel back home to Calgary and Edmonton over the weekends? How will that be handled? Will they be tested?</p>
	<p>Will signage be translated into Cree?</p>
	<p>How are students sitting on the busses?</p>
	<p>How will students sit in classrooms?</p>
	<p>There are repairs needed at Cadotte Lake school—what is the timeline for that, taking into account physical distancing, community isolation, and other pandemic considerations?</p>
	<p>How will help from outside of the community be hired?</p>
	<p>Will a pandemic policy be available to the public?</p>

	<p>Will school days be shorter?</p>
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<p>Little Buffalo School Parent Advisory Circle Engagement 2020-06-03</p>	<p>What about children from Marten Lake and Cadotte Lake who come to Little Buffalo School? Will they still be allowed to go to Little Buffalo School?</p>
	<p>Will people coming into the school be monitored?</p>
	<p>One parent conveyed that they don't feel comfortable sending their children to school for in-person classes.</p>
	<p>For when a child has flu-like symptoms, what will the child experience? Would it scare them? Would they think they're in trouble?</p>
	<p>What happens if there is a second wave? Are all plans scrapped during a second wave?</p>
	<p>Will we be providing more classrooms and more staff?</p>
	<p>Are the children going to have their own personal supplies that aren't being shared?</p>
	<p>Are there going to be janitors that will work throughout the day to sanitize doorknobs and washrooms?</p>
	<p>Will children be able to go outside and play in the playground?</p>
	<p>If a parent knows that their child is sick, the parent needs to keep their kids at home.</p>
	<p>Does homeschooling require Wi-Fi?</p>
	<p>If adults are having a hard time social distancing, what about children? Is it worth the risk?</p>
<p>What will happen to staff who refuse work?</p>	

<p>Atikameg School Parent Advisory Circle Engagement 2020-06-03</p>	<p>What happens with teachers who commute daily?</p>
	<p>There is a lot of room in the school—could we bring in more than the K-3?</p>
	<p>A recommendation to have all people entering the school having their temperature checked.</p>
	<p>There is the possibility of more than K-3 at this school as there are separate pods in the schools.</p>
	<p>Each EA will be given 10 families to phone for their thoughts.</p>
	<p>In one class, who teaches children at home while there are students in person?</p>
	<p>Not everyone has working internet at home.</p>
	<p>Recommendation to buy the rights to digital textbooks.</p>
	<p>Will parents have to wipe down children’s belongings at the end of the day? What are the safety precautions we have to take?</p>
	<p>Some children are hands-on and need paper—not all parents can get paper.</p>
	<p>Will students be going to the Land Based Learning camps?</p>
	<p>There are some outdoor repairs that need to happen at the school—what is the timeline for that, taking into account physical distancing, community isolation, and other pandemic considerations?</p>

Kateri School Parent Advisory Circle Engagement 2020-06-04	The high school is continuing until June 19th for Google classroom instruction?
	How will testing for COVID-19 occur?
	When do schools open?
	Should parents of kids going into K4 prepare to send their children to school?
	What are the custodial needs of the school, and how are we adapting to cleaning and sanitizing for COVID? Can you reassure parents that sanitation is being taking into account?

Peerless Lake School Parent Advisory Circle Engagement 2020-06-09	A suggested split: Mon-Tues, 1st group; Weds sanitize; Thurs-Fri, 2nd group. This plan would take into account the need for sanitization.
	Will some students come in for half days?
	There are 2 or 3 classes in the school that don't have enough room—with physical distancing, there may not be enough room for more than 12 students.
	Recommendation to not do half days because sanitization needs time.
	How will we ensure that every child has access to a device?
	How will we ensure that every child has enough PPE?
	Recommendation to have connectivity to every house with a student.
	What will the school year calendar look like?
	What will the staffing needs look like for the new year?
	What will staff and parent orientation look like?
	What happens if a student leaves the community? Will they need to self-isolate?
	If there are no positive cases in community, why do we have to social distance?
	How is social distancing being exercised in a school bus?
	How long does a test take to get results?
Will there be a variety of offerings for PPE? Young children will need to be able to see the teacher's mouth to learn shapes and sounds.	

	Recommendation to have training on how to use PPE correctly.
	Will there be enough substitute teachers if there are teachers who fall ill?
	What will the deadline for registration forms be?
	Parents will always be able to change their minds about sending their children to in-person classes.
	What are the details surrounding parental conveyance?
	Would it be an option to photocopy textbooks?
	Could it be an option to download digital copies of textbooks on the students' devices?
	Will parents be able to visit the school?
	Is the move happening to the new school for the new year?
	Is there a standard chart or list of symptoms of COVID to watch for?

Staff Engagement Feedback

<p>Cadotte Lake School Staff Engagement 2020-06-02</p>	<p>Using masks isn't ideal for young students because we are trying to teach sounds and how the mouth looks. Are there other options rather than masks, such as plastic dividers or face shields?</p>
	<p>What about the use of reusable cloth masks in school by teachers?</p>
	<p>What are the considerations given to children with asthma?</p>
	<p>What about parents who want to keep their children at home for school?</p>
	<p>What will we do to hold the students accountable when they do not come to school?</p>
	<p>Should teachers move up a grade with their students?</p>
	<p>What is the timeline staff can expect to see a more detailed plan regarding the approach? Teachers will need to be able to make some adjustments before the new school year.</p>

<p>Peerless Lake School Staff Engagement 2020-06-09</p>	<p>For combined classes, which students come into class?</p>
	<p>What is the plan for K4?</p>
	<p>Will the PowerPoint be shared with staff?</p>
	<p>What are the plans for the old schoolhouse, and is using it a possibility?</p>
	<p>What is the rate of COVID infection and COVID morbidity? Could this data help us plan?</p>
	<p>What will parent and teacher orientations look like?</p>

Clarence Jaycox School Staff Engagement 2020-06-10	Will teachers having classes in non-classroom locations (i.e. gym, library, etc.) have access to a Smartboard?
	Most teachers have families off-reserve—what is the policy regarding travel?
	Are teachers required to wear masks and gloves at all times?
	What will the school look like? What days will students go to school?
	How would the school year be extended?
	If schools close again, are teachers allowed to continue to work at the school building?
	What will the scheduling and logistics look like?
	Students' supplies cannot be shared—will every student be supplied their own supplies?

Student Services, Curriculum & Instruction, Human Resources Engagement 2020-06-10	Alberta has recommended that if they cannot physically distance, you can turn the desk a certain way.
	A new timetable and school calendar have been developed.
	Training and orientation for staff, students, and parents will look very different from previous years.
	Staff will be asked to complete a wellness form each day.
	Will families be allowed to go into the schools for a drop off?
	If a staff member wants to go home to visit their family off-reserve, what are the policies?
	How will specialists go into the schools? What will special- ists' roles look like going forward?

	How will teachers be able to comfort a student in distress with physical distancing, especially for young children?
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Financial Services & Capital Services Engagement 2020-06-10	Can transportation needs be put onto the registration form?
	What happens when a bus driver has flu-like symptoms?
	Recommendation to follow KTC’s guidelines for going into work every day.
	Are we developing a protocol for staff absenteeism?
	Is there a work from home policy?
	Why are we delivering meals to homes if parents are electing to keep children home?
	When will K4 registrations start or be finalized?
	Will school buses be sanitized daily?
	There needs to be a plan for air filter replacements in schools—HEPA filters cannot be used as they restrict safe airflow.
	Can we create email accounts for parents?
	There may be role changes as a result of the new plan.
	What is the protocol for if there is a case of COVID brought in by a contractor?
What will parental conveyance look like?	



Appendix B: 2020-2021 KTCEA School Calendar



Appendix C: KTCEA Common Timetable



Kee Tas Kee Now Tribal Council Education Authority

Box 360
 Red Earth Creek, AB
 T0G 1X0
 (780) 649-3103

KTCEA REVISED Timetable (July 24, 2020) 2020 - 2021

Name : _____ Position : _____ Grade : _____
 (Teacher; Educational Assistant; Instructors)

TIMES	Minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1 8:50-9:32	42					
Period 2 9:32-10:15	43					
10:15-10:25	10	INSTRUCTIONAL MOVEMENT BREAK				
Period 3 10:25-11:07	42					
Period 4 11:07-11:50	43					
11:50-12:05		LUNCH				
12:05-12:25		LUNCH Break				
Period 5 12:25-1:07	42					
Period 6 1:07-1:50	43					
1:50-2:00	10	INSTRUCTIONAL MOVEMENT BREAK				
Period 7 2:00-2:42	42					
Period 8 2:42-3:25	43					
Total	360 Min per day x 167 Days / 60 = 1002 hours per year					



Appendix D: Oath of Commitment



KTCEA EMPLOYEE OATH OF COMMITMENT

MY RESPONSIBILITY – CORONAVIRUS COVID-19

As an organization established to serve and support five member nations, KTCEA is doing their part to control and manage the spread of the Coronavirus. In alignment with the spirit and values of our organization, we have implemented interim policies and operating procedures to ensure that we have met and exceeded compliance with public health orders and adopted best practices during the pandemic. We have permitted work from home arrangements specifically so that our employees can comply with public health orders and only go out in public when it was essential to do so, keeping themselves and their families safe. We are now moving into lifting our restrictions in alignment with public health orders and recommendations, but with respectful consideration of the reopening strategies of our member nations that we serve.

We count on our employees doing their part. The virus does not restrict itself to the workplace or regular business hours. We expected our employees will demonstrate the appropriate level of maturity, judgment and self-discipline required in these times.

This Oath serves to remind employees of KTCEA of the importance of our work and how we interact with the communities, families and people we serve during the Coronavirus COVID-19 pandemic. It reminds us that we each have a moral and ethical obligation to ensure we conduct ourselves in a manner that does not jeopardize the health and safety of our co-workers and the community and community members that we serve.

I, _____ make this personal oath and acknowledge my shared commitment to recognize and uphold my responsibility to keep the health and safety of others at the forefront of every decision I make including; the students and their families; the communities where they live and I work; and, those I work with.

I commit to being familiar with KTCEA health and safety policies and procedures, public health orders and advice, as well as the protocols of KTC First Nations Communities.

I acknowledge that I have a role in the protection of the First Nations that I serve, the students, the families, community and individuals.

I acknowledge that our elders hold the collective memory of our communities and the First Nation people we serve. They hold the knowledge of our history, our traditions, and our ceremonies. They have the knowledge of the natural world, including medicines and the use of traditional plants and herbs. I affirm my commitment and contribution in protecting them.

In the province of Alberta, this _____ day of July 2020

Signature: _____

Please forward signed copy to the Acting Director of Human Resources, to be placed on your personnel file



Appendix E: Self-Assessment Form



KTCEA Staff and Visitor Daily Self-Assessment Form

The information collected in this questionnaire will be used and disclosed information solely for the purposes of determining fitness for work during the COVID-19 pandemic in accordance with KTCEA's obligations to provide a safe work environment for KTCEA staff and students. Questions regarding the collection, use and disclosure of information contained on this form may be directed to your immediate supervisor.

We require you to fill out the below questionnaire to assist KTCEA in determining your fitness to work and/or visit the office and to provide your consent in having KTCEA and/or the facility designate test and record your temperature.

The questionnaire intends to identify **new** symptoms or **worsening** of symptoms that are related to allergies, chronic or pre-existing conditions. Those with symptoms related to preexisting conditions or allergies can still go to work or visit.

Printed Name: _____ Signature: _____ Date _____

Risk Assessment: Screening Questions

TEMPERATURE RECORDED: _____ °C (38°C + = FAIL (100.4° F))

		Please Check	
1	Do you have the symptoms below?		
	• Fever (greater than 38 degrees Celsius)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Cough	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Shortness of breath	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Difficulty breathing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Sore throat (over 18 only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Have you returned to Canada from outside the country (including USA) in the past 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	In the past 14 days, at work or elsewhere, while not wearing appropriate personal protective equipment:		
3	Did you have close contact* with someone who has a probable** or confirmed case of COVID-19?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Did you have close contact* with a person who had acute respiratory illness that started within 14 days of their close contact* to someone with a probable** or confirmed case of COVID-19?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Did you have close contact* with a person who had acute respiratory illness who returned from travel outside of Canada in the 14 days before they became sick?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Did you have a laboratory exposure to biological material (i.e. primary clinical specimens, virus culture isolates) known to contain COVID-19?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Close contact is an individual that provided *care for the case*, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment (PPE), OR lived with or otherwise had close prolonged contact (within two metres/six feet) with a person while the case was ill, OR had direct contact with infectious body fluids of a person (e.g. was coughed or sneezed on) while not wearing recommended PPE.

**Probable case is a person with clinical illness who had close contact to a lab-confirmed COVID-19 case, while not wearing appropriate personal protective equipment, OR a person with clinical illness who meets the COVID-19 exposure criteria, AND in whom laboratory diagnosis of COVID-19 is inconclusive. Clinical illness of a probable case is new onset/exacerbation of following symptoms: fever (over 38 degrees Celsius), cough, shortness of breath (SOB)/difficulty breathing, sore throat or runny nose. Exposure criteria for a probable case is a person who, in the 14 days before onset of illness: had any history of travel outside of Canada; OR had close contact with a confirmed or probable case of COVID-19; OR is a close contact of a traveler with acute respiratory illness who returned from outside Canada in the previous 14 days; OR had a laboratory exposure to biological material (e.g. primary clinical specimens, virus culture isolates) known to contain COVID-19.

If you answer "YES" to any of the above, you will not be permitted to attend work and/or visit the office/school at this time, please contact your supervisor for work from home assignment.

If you answer "NO" to all of the above, you can proceed and report to your area of work.

Please share your completed questionnaire with the individual at your entrance screening station.

To be completed by screener:

OBSERVANCE OF CLEAN WORK ATTIRE: YES NO comments: _____

OFFICE RECORD – WORK FITNESS: CLEAR TO WORK NOT CLEAR TO WORK ON SITE



Appendix F: Staff Well-Being Survey

KTCEA STAFF WELLBEING SURVEY

Please complete the following questions



Full Name: _____

Position: _____

Date: _____ **Signature:** _____

Question	YES or NO
I am feeling productive while working remotely	<input type="checkbox"/> Yes <input type="checkbox"/> No
I feel safe carrying out my role during COVID-19 Pandemic	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have been able to maintain my mental health since working remotely	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have been able to maintain my physical health since working remotely	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am finding balance between personal and work demands	<input type="checkbox"/> Yes <input type="checkbox"/> No
KTCEA has made effective decisions to keep us safe whilst we carry out our roles	<input type="checkbox"/> Yes <input type="checkbox"/> No
I generally feel positive towards work at KTCEA	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recently, my levels of stress feel manageable	<input type="checkbox"/> Yes <input type="checkbox"/> No
During these challenging times, I feel able to bounce back as quickly as I normally would	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am able to effectively switch off from work to make time for rest	<input type="checkbox"/> Yes <input type="checkbox"/> No
We have found meaningful ways to stay connected as colleagues in the current environment	<input type="checkbox"/> Yes <input type="checkbox"/> No
My manager is checking in regularly enough with how I am doing (not just work-related)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I can see how the work I am doing is making a positive difference at KTCEA	<input type="checkbox"/> Yes <input type="checkbox"/> No
I know where to raise concerns I have in relation to my own or a colleague's wellbeing during this time	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is something that KTCEA can do to better support your wellbeing during this time?	



Appendix G: Returning to the Workplace – Staff Readiness Survey

KTCEA RETURNING TO THE WORKPLACE STAFF READINESS SURVEY

Please complete the following questions

























Full Name: _____












Position: _____
































Date: _____ **Signature:** _____








Question	Response	Comments
What is your living status?	<input type="checkbox"/> Living alone <input type="checkbox"/> Living with family <input type="checkbox"/> Living with other people	
Tell us how you are balancing your caregiving responsibilities with your work obligations	<input type="checkbox"/> Other adults <input type="checkbox"/> Children <input type="checkbox"/> None	
How do you usually travel to work?	<input type="checkbox"/> KTCEA vehicle <input type="checkbox"/> Own vehicle <input type="checkbox"/> Shared vehicle <input type="checkbox"/> Carpool / catch ride	
Prior to COVID-19 did you work remotely?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never	
Are you able to complete your work duties while working remotely?	<input type="checkbox"/> Yes, fully <input type="checkbox"/> Somewhat <input type="checkbox"/> No, not at all	Please describe:
Are you able to work the full hours for your position while working remotely?	<input type="checkbox"/> Yes, fully <input type="checkbox"/> Somewhat <input type="checkbox"/> No, not at all	Please describe hours able to work remotely:
Do you have all the equipment, resources, and tools needed while working remotely?	<input type="checkbox"/> Yes, fully <input type="checkbox"/> Somewhat <input type="checkbox"/> No, not at all	Please describe what is needed:

Appendix H: Building Operations and Maintenance

TERM	DEFINITION
KTCEA	 Kee Tas Kee Now Tribal Council Education Authority
Capital Services	
O & M	 Operations and Maintenance
Custodian	 Such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
Maintenance Tech	 Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
Housing	 Works by using chemicals, for example that use a Drug Identification Number (DIN) and a virucidal claim, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
Community Facilities	 Commissioning equipment is the process of ensuring that all systems and components of a building are designed, installed, tested, operated, and maintained according to the operational requirements of the owner and tenants.
Cleaning	 Decommissioning is a general term for a process to remove something from active status. It may be a precursor to putting facilities/equipment into storage, repurposing, or demolition/disposal.
Disinfecting	 A virucide is any social or chemical agent that deactivates or destroys viruses. This differs from an antiviral drug, which inhibits the proliferation of the virus. When using a virucide follow instructions on the label for safe, effective use. Virucides are intended for use on surfaces, not humans.
Commissioning	 A DIN lets the user know that the product has undergone and passed a review of its formulation, labeling and instructions for use. A drug product sold in Canada without a DIN is not in compliance with Canadian law.
Decommissioning	 Such as schools, daycare centers, and businesses comprise most non-healthcare settings that are visited by the general public outside of a household.
Virucidal	 Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
Drug Identification Number (DIN)	 Works by using chemicals, for example that use a Drug Identification Number (DIN) and a virucidal claim, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
AHS	 Alberta Health Services
Pandemic	 Occurring over a wide geographic area and affecting an exceptionally high proportion of the population.
ISC Environmental Public Health Officer	 Indigenous Services Canada Public Health Officer
Public Health Agency of Canada.	
Employee	
Contractor	
Client	
Community Member	
PPE	 Personal Protective Equipment – inventory, ordering system

Training	
Preparing Building	 Mechanical Systems – Air Handling Unit, AC, Water Supply Safety and Security, Fire Systems, Security Systems, washroom facilities, entrance and emergency exit points, smoke and fire detectors, Test safety systems
Pre-cleaning Workspaces	
Cleaning Routines	
Cleaning Schedules	
Disinfecting Routines	
Disinfecting Schedules	
Cleaning Supplies	 Types, rating, grade, Inventory, ordering system
Individual Cleaning or Workspace	
Building Assessment	 Assess building common areas, define cleaning procedures and schedules for cleaning
Maintenance Schedules	 Air Filters, types, sizes, numbers, inventory, disposal

PROCESS STEP	STEP DESCRIPTION
Building Preparation	 Inspect HVAC system  Identify filter type, filter grade, number of filters and size specs  Test fire systems  Test security systems  Inspect washroom facilities  Inspect entrance points  Inspect emergency exit points  Test smoke and fire detectors  Inspect fire protection systems  Secure water supply system  Follow procedures to bring in contractors  Identify staffing requirements
Building Operations	 Follow Maintenance schedule for operating under pandemic  Follow commissioning procedures to commission a piece of equipment, room or building  Follow decommissioning procedures to decommission a piece of equipment, room, or building  Follow clean up procedures  Follow disinfecting procedures  Utilize work order tracking system  Use parts inventory system  Follow procedures to bring in contractors  Identify staffing requirements
Cleaning	 Follow pre-clean procedures  Follow cleaning routines  Follow cleaning schedules  Follow cleaning procedure  Identify staffing requirements  Complete cleaning training meeting the minimum results to maintain satisfactory levels  Use inventory control systems
	 Follow pre-disinfecting procedures  Follow disinfecting procedures  Follow disinfecting schedules

Disinfecting	 Follow disinfecting procedures  Identify staffing requirements  Complete disinfecting training meeting the minimum results to maintain satisfactory levels  Use inventory control systems
Building Assessment	 Assess building common areas  Follow cleaning procedures for common area  Follow cleaning schedules for common areas



Appendix I: Central Office Restart Plan

- KTCEA will adopt *KTC Policy Guide on Returning to the Workplace*.
- KTCEA Personnel will be provided mandatory orientation outlining the safe measures in the building. A power point presentation will be developed and presented to each department upon anticipated date.
- Maximum Occupancy for the Central Office is 30 people. At this time we recommend to have all KTCEA Directors/Managers forward their staff schedules to Heather/Jenna to ensure we do not exceed this maximum occupancy.
- AHS Signage in Cree/English will be posted throughout the building.
- Physical Distancing will be managed by floor markings and staff schedule.
- Shared spaces only 1 employee will be allowed, workers who share a space will have to outline the days they will be in their office by the use of google calendar
- Maximum occupancy for the large boardroom is 13 people.
- Maximum occupancy for the large boardroom is 1 person at this time due to the room being used as storage.
- Maximum occupancy for the lunch/staff room is 2 people at a time. Workspaces in the lunch/staff room are not available for use.
- Maximum occupancy for Bathrooms in main entry are 1 person at a time. Proper Handwashing guidelines will be posted in both the men's/ladies washroom. Bathrooms will be cleaned frequently every half hour.
- Frequently touched surfaces will be cleaned every 15 minutes.
- Visitors are required to adhere to the KTCEA central office guidelines, a sign in log will be provided and social distancing markers will be placed in the main entrance.
- Central office Staff, a work schedule will be developed outlining when staff from each department are able to attend work at the central office. Directors/Managers will provide us that information, table will be created.
- Staff are not allowed to enter/leave the building in large groups
- Personnel, visitors are required to use hand sanitizer upon entry/exit. Hand sanitizer station will be placed at the main entry.
- Visitors will be orientated of the safe measures at the central office by the receptionist.
- Outside caterers will only be used when required, caterers are required to adhere to the provincial guidelines and all food must be individually packaged. Buffet style will not be allowed at this time.