

Covid-19 Information**First Nation Back to School Plans****Self-Assessment Checklist for Public Health Covid-19 Risk Reduction Measures (Version 15)****November 20, 2020**

This checklist can be used to assess the Covid-19 public health risk reduction measures in your plan. Please note this is not meant as a scored assessment but a guide to help with the drafting and revision of plans. You know your school and services better than we do; and, you know what is practical in your First Nation. At a minimum your plan should follow the "Primary and Secondary Educational Institution Guidelines" issued under the Re-Open Saskatchewan Plan. The essential elements from the Guidelines are shaded yellow. We hope this checklist will help you develop and revise your plans to provide the essential education services while protecting the health and wellbeing of students, staff and families during the pandemic. Your plan is a living document, which you will likely have to review and revise as you gain experience teaching in the "new normal."

If you have questions, please contact your Environmental Public Health Officer.

Shaded boxes are the requirements/recommendations in Saskatchewan's Primary and Secondary Educational Institution Guidelines

1) Who's the authority for the plan?	A) Chief & Council	
	B) Education Authority	
	C) Education Director	
	D) Other	
2) Does the plan consider the possible different levels of Covid-19 activity in the community?	A) Considers there is no Covid-19 cases in the community	
	B) Considers there a only few Covid-19 cases in the community	
	C) Considers there a many Covid-19 cases in the community	
	D) All the above has been considered	
3) Does the plan identify who provides information on Covid-19 activity in the community?	A) Chief Medical Health Officer	
	B) Regional Medical Health Officer	
	C) Health Director	
	D) Other	
4) How will classes be offered? (can be one or more)	A) A full return to classes	
	B) A mix of class & remote learning	
	C) All remote leaning?	
	D) Options for students and teachers with underlying health conditions	
	E) All of the above?	
	F) Other	
5) Changes to lesson plans and/or planned classroom operations to support Physical Distancing (2 metres separation between people) and healthy practices and behaviours	A) Promote proper hand washing or hand sanitation using Health Canada approved alcohol-based hand sanitizer	
	B) Good cough and sneeze etiquette (into your elbow)	
	C) Promote not touching your face	
	D) Help younger children learn about physical distancing and less physical contact, giving air hugs, 'air fives' and waves	
	E) Avoid activities that require physical contact	
	F) Avoid activities that require clustering around a particular item or gathering in a small space	
	G) Incorporate more individual activities	
	H) Groups of students and the staff members assigned to them should stay together and not mix with other groups (cohorting)	

	I) Minimizing the number of staff that will interact with groups	
	J) Specific responses for Prekindergarten and Kindergarten	
	K) Extra-curricular activities/field trips as per CMHO advice	

6) Screening of Students for Symptoms (Based on current evidence the Ministry of Health does not recommend temperature checks, detailed screening questionnaires or testing for Covid-19)	A) Temperature Checks by:	1. Parent/Guardian (before leaving house)	
		2. Bus Driver (before getting on bus)	
		3. If driven in a private vehicle, the student(s) will be tested by staff before entering the school	
	B) Completion of Daily Screening Questionnaire by	4. N/A as not being used	
		5. Parents/Guardian or Student	
		6. At school before entry	
C) Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.).			

7) Daily Screening of staff (teachers, admin, caretakers, food services, bus drivers, etc.) and Volunteers	A) How?	1. Temperature Check	
		2. Screening Questionnaire	
	B) When	1. At home	
		2. At school before entering	

8) If a student or staff or visitor doesn't pass the temperature check or screening questionnaire, this should be reported to (check all that are applicable)?	A) 811	
	B) Local Health Services	
	C) School Administration (monitoring of absenteeism in the school population)	
	D) Other	

9) Students and Staff who are sick...	A) Advised to stay home	
	B) Staff not required to enter the school when sick to create plans for substitute teachers.	
	C) Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.).	

10) All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Students and staff can return to school once they are cleared by public health.	
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11) Student or Staff develop symptoms at School	A) Staff are to go home and are not required to enter school to create plans for substitutes.	
	B) Isolation of student in a separate room or an area that allows 2 metre separation (space identified, supervision provided, masks and goggles provided for close up care, etc.)	
	C) Student is monitored; if staff have to provide close contact, they have to wear a procedure/surgical mask and goggles and try to avoid contact with student's respiratory secretions	
	D) If no separate space, then separation from people, other than the supervisor, will 2 metres or more	
	E) Parents to pick child up immediately	
	F) School staff in contact with ill person will wash their hands after each contact and monitor for symptoms	

	G) Cleaning and disinfection of surfaces touched by ill person	
	H) If there are items from the isolation space that cannot be cleaned and disinfected, they should be removed and stored in a sealed container for at least 72 hours	
	I) Parent/staff instructed to report possible illness to 811 and/or local health services	

12) Visitors	A) Reduce the number of visitors to a minimum. Meetings between Staff and Parents should be held by phone or video chat.		
	B) Limit visitors to essential ones only: CHNs, Dental Therapists, Environmental Public Health Officers, Contractors		
	C) Temperature Check	1. Before leaving home	
		2. At school before entering	
	D) Completion of Screening Questionnaire	1. Before Leaving home	
2. At school before entering			
E) Log kept of visitors			

13) Physical Distancing (keeping 2 metres apart)	A) Staggering of start and end times to reduce congestion in hallways and exits		
	B) Visual cues such as signs, tape or cones to aid in physical distancing in hallways, boot rooms/areas, waiting areas, etc		
	C) Limiting size of classes		
	D) Alternating days of attendance by groups or cohorts of students		
	E) Staggering of lunch, recesses and class transition times		
	F) No in-person gatherings and assemblies (go virtual)		
	G) Taking classes outdoors and/or Land-based education		
	H) No use of the school for non-school activities		
	I) Two metre distance between children during nap times (such as laying head to toe)		
	J) Are lockers used or out of bounds?		
	K) Plan to prevent mingling in washrooms		
Staff Room-- Limit number of staff to ensure 2 metre separation or close			

14) If Physical Distancing (keeping 2 metres apart) is not possible, what's the plan?		a. Masks	
		b. Face Shields	
		c. Barriers	
A) If using Masks...	1. Where will they be used?	a. Classes	
		b. Hallway	
		c. Washrooms	
		d. Food Services	
		e. Other	
	2. Type of mask	a. Disposable	
		b. Reusable	
3. Who washes and stores reusable masks	a. Parent/Guardian of student; individual staff members		
		b. School	
B) If using Face Shields...	1. Where will they be used?	a. Classes	
		b. Specialized Services (speech therapy)	
	2. Cleaning and disinfection plan		
3. Storage plan			

15) If using barriers...	A) Where will they be used?	1. Classroom desks (students reminded to not touch barriers)	
		2. Other	
	B) Cleaning and disinfection plan (at least once per day)		

16) Personal Responsibility of Staff and Students	A) Cough & sneeze etiquette		
	B) No sharing of food, pens and other items		
	C) Limiting the amount of personal items brought to school		
	D) Label students personal items to discourage accidental sharing		
	E) Food from home must not be shared and should be stored with the student's belongings		
	F) Practicing good hand hygiene	1. Washing with soap and water (especially when hands are visibly soiled)	
	2. Easy access to alcohol-based hand sanitizer (that is approved by Health Canada; look for a DIN or NPN)—staff should supervise the use of sanitizer by younger students		
	3. Promoting the practice of not touching one's face?		

17) Promoting and Ensuring Frequent Hand Hygiene	A) Easy access to sinks, soap and paper towels or alcohol-based hand sanitizers throughout the school		
	B) Hand washing/sanitizing frequently (See info sheet "When to Perform Hand Hygiene at School")		
	C) Health Canada approved Alcohol-based hand sanitizers. Must have a Drug Information Number (DIN) or a Natural Product Number (NPN) on the label.		
	D) Signs promoting hand hygiene throughout the school		

18) Classroom Preparation	A) Declutter to	1. Provide 2 metre separation between desks	
		2. Have desks all facing the same way if you can't provide two metre separation	
		3. Remove items that are not easily cleaned and disinfected	
		4. Other	
	B) Encourage individual play	Remove toys that encourage group play	
	C) Story Time Rugs	1. Replace with easy to clean & disinfect pads	
		2. If shared, cleaned and disinfected after each use	
	D) Sleep Mats	1. Replace with easy to clean & disinfect mats	
2. If shared, cleaned and disinfected after each use			
E) Extra time for classroom prep			

19) How will Drinking Water be provided?	A) Fountains	1. Using as bottle fill stations	
		2. Scheduling to ensure physical distancing	
		3. Frequent cleaning and disinfection	
		4. Shut off if not in use	
	B) Individual commercial bottles of water	5. Supply arrangement in place	
		6. Secure storage	
	C) Bottle water & coolers	1. Use as bottle fills	

		2. Located throughout school (classrooms?)	
		3. Frequent cleaning and disinfection	
		4. Supply arrangement in place	

20) Library Services (<i>Libraries, Museums, Art Galleries and Animal Exhibits Guidelines</i>)	A) Arrange seating to provide 2 metres separation between people	
	B) Reduce handling of books	
	C) Touchless check out—2 metres checkout	
	D) Books cleaned and disinfected when returned	
	E) If books can't be cleaned and disinfected, they will be taken out of circulation for at least 72 hours	

21) Building & Grounds	A) Ventilation System	1. Operating properly	
		2. Filters changed/maintained	
		3. Adjusted to bring in as much fresh air as possible	
		4. Open windows in classrooms when and where possible	
	B) Water System	1. Lines flushed	
		2. Leaks repaired	
	C) Sewer System	Working properly	
	D) Washrooms	1. All fixtures—toilets, sinks, soap dispensers and paper towel dispensers—are working	
		2. Adequate supplies of liquid soap and paper towels	
	E) Signage	Signs at entrances reminding parents, guardians, visitors and others not enter if they are sick	
F) Furniture	Easily cleaned and disinfected		

22) Cleaning and Disinfection	A) Facility Wide Plan in place		
	B) Cleaners	Handling, application and storage as per manufacturers' directions	
	C) Disinfectant	1. Commercial product approved by Health Canada (Must have a DIN and be effective on Covid-19)	
		2. Following Manufacturers directions on health & safety, dilutions, application, contact time, rinsing and storage	
		3. Ideally using same disinfectant throughout facility—except for specialized equipment.	
	D) Supplies	Supply arrangements in place for cleaners, disinfectant	
	E) Personal Protective Equipment	1. As per manufacturer's recommendations	
		2. Wear disposable gloves when cleaning blood or body fluids. Wash hands before wearing and after removing gloves. They must be changed after every interaction and when changing tasks.	
	F) High touch surfaces	Cleaned and disinfected frequently (at least twice per day)	
	G) Low touch areas	Cleaned and disinfected once per day	
H) Shared equipment	Cleaned and disinfected after each use		
I) Computer equipment (keyboards, mice, iPads and other touch screens)	1. Cleaned and Disinfected after each use		
	2. Plastic Keyboard covers (easier to clean & disinfect)		
	3. Following manufacturer's advice on cleaning & disinfection or using commercial wipes that have 70% Isopropyl alcohol (must have an NPN)		
	4. Users will wash or sanitize hands before and after use		

	J) Washrooms	1. Cleaned and disinfected frequently	
		2. Soap and paper dispensers filled frequently	
	K) Garbage bins	Emptied frequently	
	L) Hand Sanitizer	Stored out of the reach of children	

23) Playground & Equipment	A) Promoting physical distancing	
	B) Focus on hand hygiene before and after recess	

24) Food Services	A) Students are not allowed to prepare or distribute food	
	B) Hand washing sink working and kept supplied with liquid and paper towels	
	C) Normal cleaning and disinfection practices	
	D) No self-serve or family styled meal service	
	E) No shared food	
	F) Food served in individual portions to each student by a designated staff member	
	G) Utensil used to serve individual portions	
	H) Reusable utensils must cleaned and sanitized after each use	
	I) Individually packaged food/snacks delivered to classes	
	J) If food is being picked up, stagger times to promote physical distancing	
	K) If physical distancing cannot be maintained during prep, masks must be worn	
	L) Easy access to sinks, soap and paper towels or alcohol-based hand sanitizers throughout the school?	
	M) Does the supervisor/staff have Safe Food Handling Certification	

25) Transportation	A) Vehicle	1. School Bus	
		2. Private – to be dropped off outside school	
	B) Scheduling	1. Allow time for cleaning and disinfection at the end of each run	
		2. Allow time for taking and recording of each of student's temperature	
	C) Physical Distancing	1. Two metres separation	
		2. Assigned seating with record of plan to help with contact tracing	
		3. If physical separation is not possible students and driver will wear Non-Medical Masks	
		4. Clear barrier installed to shield driver (follow regulatory requirements)	
		5. Members of the same household allowed to sit together	
		6. Scheduling more runs to reduce number of students waiting for and riding on the bus	
		7. Load buses, starting at the back; unload buses starting at the front	
	D) Hand Sanitizing	1. Health Canada approved alcohol-based hand sanitizer	
		2. Used when entering and exiting	
	E) Ventilation	1. Windows open when possible	
		2. Not recirculating air	
	F) Cleaning and Disinfection of High Touch Areas	1. At the end of each run	
		2. Surfaces to be cleaned & disinfected: hand rails, seats, around bottom of windows...areas touched by the students	
		3. Use cleaners and disinfectants according to the manufacturers' directions	

		4. Run schedule will be adjusted to allow for cleaning and disinfection	
		5. Driver's seat and hand controls only requires cleaning and disinfection at the end of the day or when there is a change of driver during the day	
		6. Logging of cleaning and disinfection activities	
	G) Each bus to have a monitor to ensure physical distancing		

26) Home Ec/Food Studies	A) Due to the high possibility of personal contact in the cooking application, food studies should only be considered for grades 10, 11, and 12, where students may be more responsible	
	B) If students are unable to maintain 2 metres, they should wear non-medical mask	
	C) Food prepared by the students during class is for their consumption only	
	D) Cleaning and disinfection of equipment between classes	
	24) Instructor should hold a valid Safe Food Handling certificate.	

27) Physical Education	A) Activities adjusted to allow physical distancing	
	B) Limited sharing of equipment	
	C) Cleaning & disinfection of equipment between classes	
	D) Equipment that is not easy to clean or disinfect should be removed or identified as not for use	
	E) Hand hygiene before and after class and during as needed	

28) Performing Arts Choir/Group Vocals, Orchestras/Bands, Theatre—including Musical Theatre—and, Dance as per Saskatchewan's <i>Performing Arts Guidelines</i> For more details see: https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/performing-arts-guidelines	A) Live music – including singing, woodwind and brass instruments – should be separated from patrons and other performers by a distance of four metres and/or a physical barrier	
	B) A two metre separation is required between musicians measured from either the person or the bell-end of an instrument, whichever is greater	
	C) Musicians within the same household are not required to maintain physical distance	
	D) All musicians must wear a non-medical mask at all times during rehearsal and performances	
	E) Woodwind, brass and similar instrumentalists can remove their masks immediately prior to playing; however, the mask must be put back once finished	
	F) Slit masks or masks with an opening for an instrument are not allowed	
	G) The conductor should maintain a minimum distance of four metres from performers	
	H) The conductor should maintain a minimum distance of <ul style="list-style-type: none"> • four metres from singers and band members if no protection is worn, • two metres if wearing a non-medical mask, and • eye protection with non-medical mask if within two meters 	

29) Automotive, Autobody, & Construction	A) Designate student entry and exit locations	
	B) Students must wash or sanitize hands before lab entry and before exit	
	C) Maintain a minimum two metre distancing when possible	
	D) Students and teachers must wear masks	
	E) Lab work may be done individually or preferably in common (cohorts) student clusters	
	F) If student clusters are in place, separate tools for each cluster should be provided	
	G) Tools must be disinfected between uses. (follow manufacturers recommendations)	
	H) The teacher will guide students in the disinfecting procedures as part of the cleanup routine	
	I) 9. Protective eyewear must be worn at all times. It is preferable that students provide their own eyewear	
	J) Shared eyewear must be disinfected between uses.	

30) Welding	A) Designate student entry and exit locations	
	B) Students must wash or sanitize hands before lab entry and before exit	
	C) Maintain a minimum two metre distancing when possible	
	D) Students and teachers must wear masks	
	E) Welding students are encouraged to supply their own shop specific PPE, such as safety glasses, coveralls, boots, gloves, aprons, welding helmets, and leathers	
	F) If the students are to use school-supplied shop specific PPE, they would have to be thoroughly cleaned disinfected after each use.	
	G) Based on student need, school helmets could be lent out for the duration of the course.	
	H) When returned the helmets should be cleaned and disinfected	
	I) If masks are worn, group welding demonstrations can be delivered	
	J) Welding demonstrations could be done via training videos where a close-up view of the welding process could be provided	
	K) All standard shop equipment that is used by the students requires that all touchpoints be disinfected after each use, e.g., pedestal grinders, saws, plasma torch, welders, oxy torches, and regulators	
	L) Movement within the shop should be directed to maintain distancing guidelines.	
	M) Shared eyewear must be disinfected between uses.	

31) Machining	A) Designate student entry and exit locations	
	B) Students must wash or sanitize hands before lab entry and before exit	
	C) Maintain a minimum two metre distancing when possible	
	D) Students and teachers must wear masks	
	E) If the equipment is positioned back to back, plexiglass barriers may be set up between the equipment	
	F) Equipment that is assigned to students for the duration of the class must be thoroughly cleaned and disinfected at the end of each class or between each student's use	
	G) All hand tools and touch points must be cleaned and disinfected at the end of each class	

32) Roles and Responsibilities	Staff, students, parents and others informed of their roles and responsibilities under the plan	
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