

Immaculate Conception High School

COVID Protocols



Respiratory and Mask Etiquette
Staff and Students

Temperature Checks
and Recordings



Stay at Home Policy
Staff and Students

Protocols for Reporting Symptoms



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CLASSROOM & OUTDOOR SPACES PROTOCOLS

- 1) Students **WILL NOT** be allowed in class without a mask AND face shield.

A student who comes to school without a mask and/or face mask will have to purchase one at the book store.



- 2) ALL Students **MUST** take **at least two (2) masks** with them to school each day. The one not being worn **MUST** be stored in a clean plastic bag (eg. a zip lock bag)

- 3) Physical distancing will be observed. All students **MUST** be seated at least three (3) feet apart. Students who fail to adhere to the three feet rule will be **pulled from classes and sent home immediately** (their parents contacted). ***The Ministry of Health guidelines dictate that students be spaced at least three (3) feet apart in all non-air-conditioned physical learning environments.*** With our classroom

dimensions, this means that we can accommodate a maximum of 15-17 students in a room.

- 4) There shall be **NO** lending or borrowing between students and/or staff.



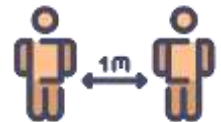
- 5) Students **MUST** take their personal **hand sanitizers** (62-70% alcohol-based), **alcohol-based wipes or rubbing alcohol to school**

- 6) Students will be required to use **ONLY** the furniture assigned to them on a daily basis (names placed on desks) and **MUST** sanitize their desk and chair throughout the day using alcohol and paper towel that will be provided for this purpose.

- 7) Students **MUST** avoid sitting in chairs labelled “DO NOT SIT HERE” identified throughout the campus.



- 8) Students and Staff **MUST** use the designated bins provided for the disposal of specific waste material (e.g. masks and paper towels).
- 9) Laboratories and restrooms will be sanitized and monitored by members of the Support Staff throughout the day.
- 10) All teachers **MUST** wear a face shield and mask when teaching.
- 11) When exiting a classroom, students **MUST** walk briskly along the corridors. There is an **EXIT** and **ENTRANCE** sign at each classroom. Please use the appropriate one.
- 12) **THERE IS TO BE NO GATHERING OF STUDENTS ALONG CORRIDORS, IN STAIRWELLS, etc., and PHYSICAL DISTANCING MUST BE PRACTICED, AT ALL TIMES.**
- 13) Teachers **MUST** exercise caution when sending students to the bathroom.
Only **ONE** student should be sent to the bathroom, at any time, from each class. When using the bathroom, **STUDENTS SHOULD NOT LOITER OR GATHER. (WE MUST AVOID A GATHERING AT ALL TIMES.)**
- 14) **STUDENTS FOUND LOITERING IN THE BATHROOMS OR ON THE CORRIDORS WILL BE SENT HOME AFTER THEIR PARENTS HAVE BEEN NOTIFIED.**
- 15) **PHYSICAL DISTANCING MUST BE MAINTAINED AT ALL TIMES. THERE SHALL BE NO HUGGING, HAND SHAKING, TOUCHING OR SHARING OF PERSONAL ITEMS. STUDENTS WHO FAIL TO PRACTISE PHYSICAL DISTANCING OR ADHERE TO THE SCHOOL'S PROTOCOLS RE COVID-19 WILL BE SENT HOME IMMEDIATELY FOR FOURTEEN (14) DAYS.**



16) **The Cafeteria will NOT be in operation. ALL students MUST take their lunch/snacks to school with them. ABSOLUTELY NO SHARING of food/drink/water/utensils etc. will be permitted. PARENTS WILL NOT BE PERMITTED TO RE-ENTER THE CAMPUS TO TAKE LUNCH OR OTHER ITEMS FOR STUDENTS.**



17) Students **MUST** take their own drinking water to school or purchase bottled water from the Bookstore. **WATER COOLERS WILL NOT BE IN USE.**

18) To minimize gatherings in the campus, parents **MUST** drop off and pick-up students without leaving their vehicles. **ABSOLUTELY NO LOITERING OF PARENTS IS ALLOWED.**



RESPIRATORY ETIQUETTE

This refers to infection control measures used to limit the spread of respiratory illnesses.

Individuals **MUST**:

- 1) Wash hands frequently with soap and water or sanitize with 62% - 70% alcohol-based sanitizer.
- 2) Cough or sneeze in the **elbow** and **wash the length of arms from the elbow downwards each time this is done.**
- 3) Use paper towel or disposable paper when cleaning/touching nose or mouth or when coughing or sneezing. Dispose of it after use; then wash/sanitize hands.
- 4) **AVOID THE USE OF RAGS/ WASHCLOTHS AND HANDKERCHIEFS**
- 5) Wear a mask while on campus at ALL times.



MASK ETIQUETTE FOR STUDENTS AND STAFF

The wearing of a mask, which is one of the prevention measures for COVID-19, by both students and staff, while in contact or close proximity to others, is **MANDATORY**. **Face masks MUST always completely cover both nose and mouth.**

There are three (3) types of masks that will be allowed:

CLOTH MASK - may protect the wearer and those around them from large droplets coming from coughs or sneezes. This type of mask may also be reused once properly cleaned by washing with warm soapy water, sun dried and ironed when dried.

CLINICAL MASK- is resistant to fluids and will filter small particles.

N95 RESPIRATOR MASK- filters 95% of very small particles when tightly fitted, should be professionally fit- tested to be fully effective.

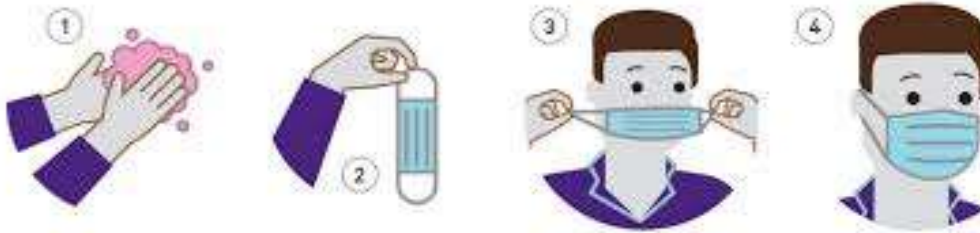
HANDKERCHIEFS OR CLOTHS WILL NOT BE ALLOWED TO BE USED AS FACE MASKS

DONNING AND REMOVAL OF FACE MASK

DONNING STEPS



- 1) **Wash** hands with soap and water.
- 2) **Remove** personal eye wear if worn.
- 3) **Place** mask over nose, mouth and chin **without touching** inside of the mask, then **pull** elastic behind ears or tie to the mid back of head and back of neck.
- 4) **Adjust** metal or flexible band to nose bridge and **fit** mask snugly to face and chin.
- 5) Once properly fitted to face, **AVOID touching or fidgeting** with mask until ready to remove.



REMOVING STEPS

- 1) **Wash** hands with soap and water/sanitize.
- 2) **Remove** personal eye wear if worn.
- 3) **Repeat** hand washing if eye wear was removed, then **reach** behind ears and **remove** elastic straps **pulling** mask away from face or body. **AVOID** touching outside of mask. If tied behind the head and neck, remove lower ties first then upper ties.
- 4) **Dispose** of used mask in waste container specifically provided and identified on the campus. If cloth mask is being removed, place in a clear plastic bag (eg.zip lock bag).
- 5) **Wash** hands with soap and water/sanitize.



GENERAL ASSEMBLY

There shall be **NO General Assembly**. No face-to-face group assembly should exceed ten (10) individuals and these persons **MUST** observe physical distancing. Such a meeting can only be held after the Principal has given permission, and only if it is deemed absolutely necessary and cannot be facilitated via online platforms. **Information will be disseminated via the PA system while students are on the campus.**

TEMPERATURE CHECKS AND RECORDING

All staff members, parents and students **MUST** have their temperature checked before entering the school. Distance Markers will be placed along the check point.



ALL PERSONS MUST ADHERE TO THE PLACEMENT OF DISTANCE MARKERS.

1. The first check point is located at gate by the security post. The check point will have two Security Guards who will carry out temperature checks and recording.
2. Allow time for screening before the start of school as there may be a pile up.
3. Testing will be done in a fairly cool environment especially for all pedestrians.
4. All readings will be logged. Lists of staff members and students' names will be at the checkpoint.
5. Temperatures **above 99.5°F OR 37.5°C** will trigger some action:
 - Re-test after allowing persons to cool off (Under tree or tent closest to Security post) while observing physical distancing.
 - Have the person drink a bottle of water.
 - Determine if there are accompanying symptoms. (E.g. Flu-like symptoms, coughing, sneezing, etc.)



If temperature remains the same, the individual will not be permitted to enter or will be quarantined and the Ministry of Health & Wellness protocols followed if he/she is already on the compound.

6. After each temperature check is done, the staff or student will be allowed to enter the campus and wash his/her hands with soap and water or be sanitized by the one of the guards.
7. Staff members who drive will have their temperatures checked upon arrival at school (at the gate **AND** at the staff room).
8. Temperatures will be checked at intervals, throughout the day, using automatic dispensers with temperature checking capabilities (one placed at the front office, staff room and in the vicinity of the classrooms being used), Handheld temperature check instruments will also be used.

STAYING AT HOME

If a student or member of staff is having a fever, respiratory or flu-like symptoms, he/she **MUST** stay home and call the [Ministry of Health's hotline 888-ONE-LOVE \(888-663-5683\)](tel:888-663-5683). He / She **MUST** inform the Principal and upon return, a medical certificate **MUST** be presented to the Principal.

REPORTING OF SYMPTOMS

Whenever a student or staff displays any respiratory symptoms such as flu, fever and consistent coughing the following **MUST** be done:

1. **Isolate Immediately** – Student or staff **MUST** be removed immediately from the space and sent or brought carefully to the Designated Isolation Room (DIR).
2. **Inform the School Nurse**- She is the first medical responder on campus.

3. **Mask Removal-** Instruct staff or student to remove mask and dispose (observing process outlined on page 4). The student or staff will then be offered a medical mask.
4. **Inform Principal-** Inform the Principal so that the Administration would be aware and assist in contacting the necessary persons.
5. **Call Family Members-** to inform them of what has happened.
6. **Call Health Department** – Dial 888-ONE-LOVE (888-663-5683) to relay any information they may need.
7. **Call for Transport** – **THE STUDENT OR STAFF MEMBER SHOULD NOT BE TRANSPORTED BY A MEMBER OF STAFF.** After speaking to the Ministry of Health, wait for them to pick up the patient.

VISITORS ON CAMPUS

All Visitors **MUST** [make an appointment](#) before coming on campus. They can do so by calling the front office or sending an email requesting to meet with a teacher/staff.

PERSONS WITHOUT AN APPOINTMENT WILL NOT BE ALLOWED ON CAMPUS. Permission **MUST** be given (from the Principal's office) for visitors to enter the campus. Visitors will be screened and sanitized before being granted entry. Staff members **MUST** ensure that meeting areas are sanitized and that physical distancing is observed.

