



KLEOS
OPEN LEARNING

POLICY: COVID-19 Safety Plan / Restart Plan

Drafted May 25, 2020,

Updated June 1, 2020

Updated September 2, 2020

Updated September 29, 2020

Updated November 22, 2020

Updated January 12, 2021

Updated February 10, 2021

PREAMBLE: All employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. Kleos is committed to providing a safe work and learning environment by supporting staff and students to reduce the risks of COVID-19 transmissions. This restart plan has been developed to align with the BC Ministry of Education K-12 Guidelines and WorkSafe BC Guidelines.

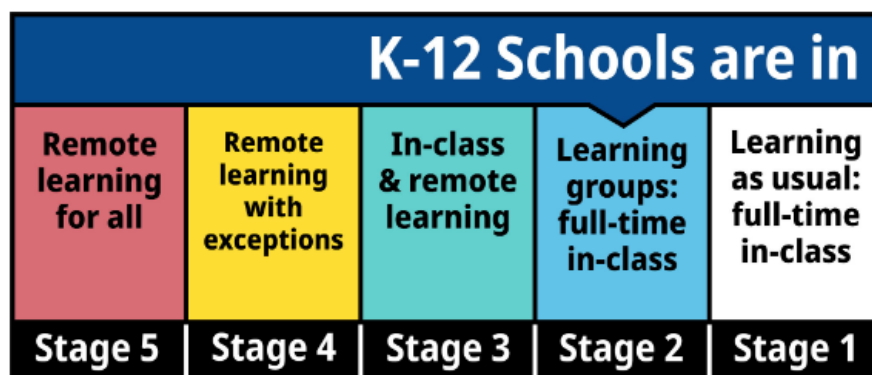
Understanding the risk:

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

BC's Restart Plan: Currently in Stage 2

Updated September 3, 2020



BC's Province-Wide Restrictions

In response to the [Province Wide Restrictions](#), Kleos students remain able to access in-person services, if all parties are comfortable.

UPDATED February 2021: Kleos has updated our procedures and protocols:

MASKS:

- Masks are required to be worn by students (Grade 6-12), family members present, and Service Providers during services.
- People who cannot put on or remove a mask on their own are exempt. [Masks for children](#) under the age of 2 is not recommended.
- Should a student or family member be unable to wear a mask, Service Providers will have the choice to continue providing services if they are comfortable.

IN-PERSON SERVICES SAFETY CHECKLIST:

- Families and Service Providers participating in in-person services are asked to continue working together to ensure household visits are safe.
- Service Providers are asked to complete the In-Person Services Safety Checklist before a session begins.
- If 'NO' is selected on the In-Person Services Safety Checklist, the hazard must be resolved before commencing the session.
- Sessions are to be cancelled immediately if anyone is the student's household or the Service Provider:
 - Has had symptoms of COVID-19
 - Is under the direction for the Provincial Health Officer to self-isolate
 - Has arrived from outside of Canada or been in contact with a person likely or confirmed to have COVID-19 within the past 14 days of the visit.

This policy is subject to change as BC's response to COVID-19 is quickly evolving.

POLICY: The health and safety of Kleos students and staff is the highest priority. Service Providers often enter families' homes to provide one-to-one support. In-person services were cancelled by Kleos on March 20, 2020 to limit spread of COVID-19. All services were conducted virtually. Starting June 1st, when BC entered phase 3, Stage 2, in-person services were considered on a case-by-case basis. Starting September of 2020, in-person services were resumed, with updated protocols and procedures, including updates to PPE requirements and transportation of students.

PROTOCOLS FOR IN-PERSON SERVICES:

1. Restricting Access:
 - a. All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate for a minimum of 10 days in accordance with guidance from the [BC Centre for Disease Control](#).
 - b. Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to a Learning Centres or in-person learning session. Kleos recommends that Service Providers and Learning Centres offering in-person services conduct a daily health check at drop-off by asking parents and caregivers to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
 - c. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to in-person learning sessions or Learning Centres. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
 - d. UPDATED February 2021: The Ministry of Education has worked with Public Health and the BCCDC to create a daily health check website and mobile app for students and their parents to complete before heading to school in the morning. The website and app will contain the most up-to-date BC health guideline information. The design of the app was developed in collaboration with BC students to create an age-appropriate user-experience. It will allow for students and their parents to make the best decisions on whether to attend school, not to attend school, or take other measures based on the information they provide. The health check application will be available online as a [mobile enabled website](#), an iPhone application, and a Google Android application.

- e. UPDATED February 2021: If a student indicates that the symptoms that they have are consistent with a previously diagnosed health condition and are not unusual for the student, they can continue to attend in-person services. No assessment or note should be required from a health care provider.
- f. If a student develops symptoms while in an in-person learning session or while attending a Learning Centres:
 - i. Immediately separate the symptomatic student from others in a supervised area.
 - ii. Contact the student's parent or caregiver to pick them up as soon as possible.
 - iii. Contact 811 or the local public health unit to notify them of a potential case and seek further input.
 - iv. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
 - v. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
 - vi. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
 - vii. Once the student is picked up, practice diligent hand hygiene.
 - viii. Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
 - ix. Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
 - x. If providing service at a student's home, the session should be terminated immediately, and the Service Provider should leave immediately.
 - xi. Report to Kleos Administration and Service Provider Coordinator.
- g. UPDATED February 2021: Service Providers providing in-person services are required to do an active Daily Health Check using the following protocols:
 - i. If the Service Provider has an employer with WorkSafeBC coverage, they were required to complete the Daily Health Check and report it to their employer
 - ii. If the Service Provider has their own WorkSafeBC coverage, they were required to complete the Daily Health Check and maintain their own record of reports.
 - iii. If the Service Provider has no WorkSafeBC coverage, they are required to complete the Daily Health Check and report it to Kleos (via an online form).
- h. If providing service at a student's home, a Service Provider has the right to deny services if they feel unsafe.

- i. UPDATED February 2021: When a staff or student can return to in-person services depends on the type of symptoms they experienced as outlined by the BCCDC When to Get Tested Resource. If, based in their symptoms, a test was not recommended, the person can return to in-person services when their symptoms improve, and they feel well enough. If, based on their symptoms, a test was recommended, the person must stay home and cancel sessions until they receive their result:
 - i. If the test is negative, they can return to in-person services when symptoms improve, and they feel well enough
 - ii. If the test is positive, they must follow direction from public health on when they can return to school/work.
- j. UPDATED SEPTEMBER 3, 2020: While in BC Restart Plan Phase 3 and School Restart Phase 2, vehicle travel will be minimal and restricted to **trips of under 15 minutes** and for only students and staff who are willing and able to **wear a mask** as physical distancing is not possible. Whenever possible, **windows will be opened to increase fresh air flow** and **air vents will open to intake outdoor air**. Maximum capacity per vehicle will be one driver and one passenger. Hard surfaces (e.g. seat belt buckle, door locks, dash, etc.) will be cleaned and disinfected before students enter the vehicle.

2. Student Management and Hygiene:

- a. Kleos students attending in-person learning sessions or attending Learning Centres must wash their hands:
 - i. When they arrive and before they go home
 - ii. Before eating and drinking
 - iii. After using the toilet
 - iv. After sneezing or coughing into hands or tissue
 - v. Whenever hands are visibly dirty
 - vi. When moving between different learning environments (e.g., outdoor-indoor transitions)
- b. Workers should assist younger students with hand hygiene as needed.
- c. If a sink is not available use alcohol-based hand sanitizer. Antiseptic agents are to be used as a last line of defense only.
- d. Students are encouraged to use respiratory etiquette:
 - i. Cough or sneeze into their elbow sleeve or a tissue.
 - ii. Throw away used tissues and immediately perform hand hygiene.
 - iii. Refrain from touching their eyes, nose or mouth with unwashed hands.
- e. Food should not be shared by students or between Service Providers.
- f. Wash all fruits and vegetables with soap and cold water then rinse before consuming.
- g. Eliminate group food preparation activities.
- h. Consider conducting in-person sessions outside when practicable.
- i. Additional recommendations for Learning Centres:

- i. parents and caregivers remain outside of Learning Centres when dropping off and picking up their children.
- ii. Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
- iii. Consider using educational videos and online programs as a part of learning so young students can sit independently and distanced from each other.
- iv. Incorporate more individual activities or activities that encourage more space between students and staff. For younger students, adapt group activities to minimize physical contact and reduce shared items. For adolescent students, minimize group activities and avoid activities that require physical contact.
- v. Organize students into smaller groups that stay together throughout the day.
- vi. Strive to minimize the number of different educational assistant(s) that interact with groups of students throughout the day.
- vii. Consider different configurations to maintain distance between students or different locations in the centre.
- viii. Discourage any food or drink sharing.
- ix. Stagger recess/snack, lunch, and transition times to provide a greater amount of space for everyone.
- x. Place all parent provided food items in a designated, delineated and freshly sanitized tabletop/countertop area labelled "Incoming Food" upon arrival.

3. Learning Cohorts:

- i. Learning Centres are required to identify learning groups according to the Ministry Guidelines (Elementary- 60, Middle- 60, Secondary- 120). Learning groups further reduce the number of interactions between students and staff. Learning groups allow for more students to have more group learning time in a closer to normal learning environment. This leads to significant academic, social and emotional benefits and minimizes learning gaps, increases peer interaction and support and decreases feelings of isolation. Learning groups also help with contact tracing and limiting interruptions to learning if a case of COVID-19 is confirmed in a learning group.
- ii. Learning groups are smallest in elementary and middle because it is more challenging for younger students to maintain physical distance.
- iii. Students in secondary are better able to minimize physical contact, practice hand hygiene and recognize if they are experiencing symptoms of COVID-19.
- iv. Learning Centres will share their Learning Groups with Kleos.

4. Safety for Staff:

a. Physical distancing

- i. Establish and post occupancy limits for shared spaces such as lunch rooms and break rooms. Consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for workers to have their breaks, including outside areas if available.
- ii. Maintain 2 metre physical distancing whenever possible between workers and students. Consider the use of virtual meetings or other means to reduce the number of staff onsite. Modify work processes and practices to encourage physical distancing between staff and student, and other workers.
- iii. Provide instructions to workers on methods for maintaining physical distance such as not greeting others by hugging or shaking hands.
- iv. If workers need to meet in person, ensure there is a 2-metre space between each worker.
- v. Manage the flow of people in public spaces such as hallways and on stairs, consider the use of one-way systems.

b. Hygiene

- i. Promote effective hygiene practices. Refer to WorkSafeBC's hygiene practices signage.
- ii. Follow respiratory etiquette:
 1. Cough or sneeze into their elbow sleeve or a tissue.
 2. Throw away used tissues and immediately perform hand hygiene.
 3. Refrain from touching their eyes, nose or mouth with unwashed hands.
 4. Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.
- iii. Additional recommendations for Learning Centres:
 1. Encourage workers and students to remain on site and not to leave during lunch or at break times.
 2. Ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
 3. Develop and establish handwashing policies and procedures for all staff and others. WorkSafeBC handwashing signage is provided to communicate good handwashing practices. Post handwashing signs near all sinks. Workers should wash their hands frequently to reduce the risk of transmission.
 4. Ensure workers are provided with appropriate supplies and facilities with soap and water. If soap and water are not available, use hand sanitizer and disinfectant wipes. Hand hygiene stations should be set up at the entrance and other locations as appropriate.
 5. Consider the maximum number of workers and students required to wash their hands at peak times and ensure that

sufficient hand washing, or sanitizing stations are available for these times.

c. **Use of personal protective equipment (PPE)**

- i. **UPDATED SEPTEMBER 3, 2020:** In response to the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when accessing in-person services. Elementary school students **are not** required to wear masks. For students in K-5, wearing a mask is encouraged when social distancing is not practical. Exceptions will be made for students and staff who cannot wear masks for medical or disability related reasons. These exceptions will need to be approved by Kleos Administration. Even when wearing a mask, staff and students will still be required to maintain physical distance whenever possible. *SEE PROVINCE WIDE RESTRICTIONS FOR NOVEMBER 19-DECEMBER 7TH (extended)

5. Cleaning and Sanitizing:

- a. Learning Centres and learning spaces in homes should be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings. Cleaning practices should be in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings.
- b. Learning Centres should develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.
- c. Set up a cleaning and disinfecting schedule so that high touch surfaces are frequently cleaned during the day. General cleaning and disinfecting of the premises should occur at least once a day. Frequently touched surfaces should be cleaned and disinfected at least twice a day.
- d. Remove shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins)
- e. Incorporate end-of-shift wipe downs for all shared spaces.
- f. Empty your garbage containers often (at least daily).
- g. Clean and disinfect cots and mattresses prior to use and after they are used or soiled. Use single use only pillowcases and blankets and dispose of them immediately after single use. Where pillowcases and blankets are not single use, launder between each student.
- h. Providing adequate instruction, training, and supplies to custodians on the cleaning protocols developed for the workplace.

6. Ventilation and Air Exchange:

- a. At this time, there is no evidence that a building's ventilation system, in good operating condition, would contribute to the spread of COVID-19.
- b. For activities that take place indoors, application of the basic principles of good indoor air quality should continue, including supplying outdoor air to

replenish indoor air by removing and diluting contaminants that naturally occur in indoor settings. All mechanical heating, ventilation and air conditioning (HVAC) systems should be checked to ensure they are working properly. Where possible, Learning Centres can open windows if weather permits.

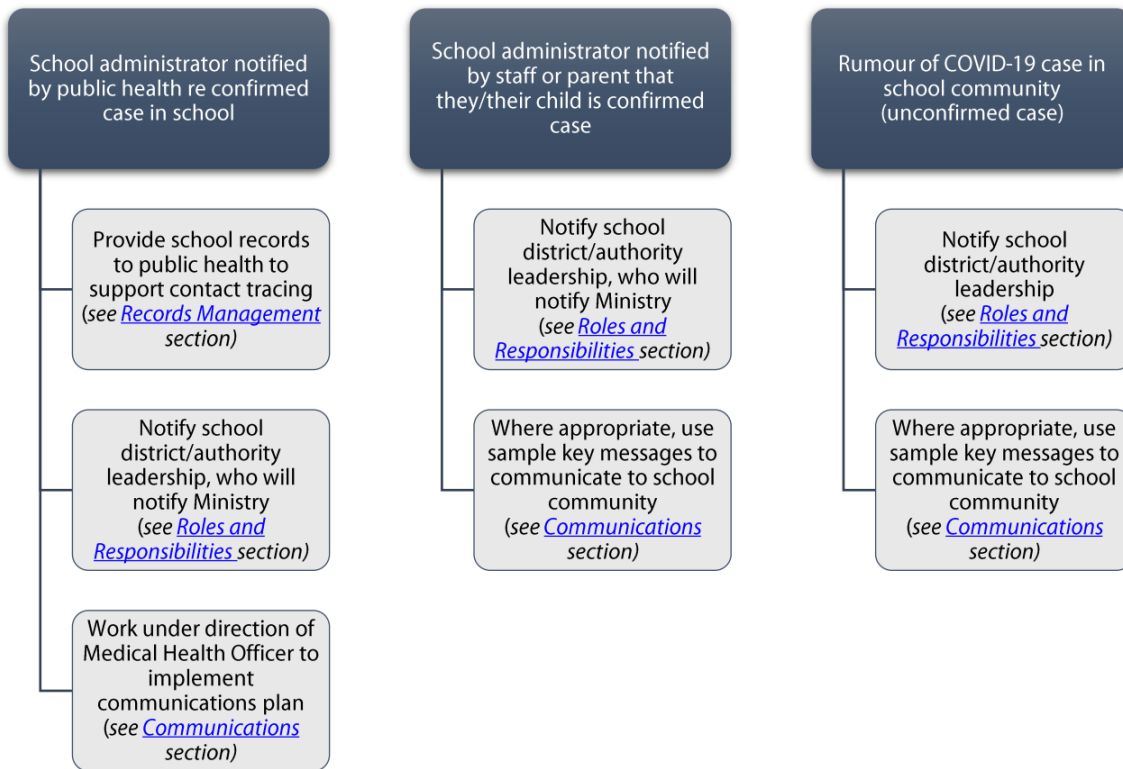
7. Communication Strategies:

- a. Remind staff that all health and safety measures in place prior to the pandemic are still in place.
- b. Attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them in writing before they return to the workplace. If possible, give staff an appropriate amount of time to review this material, and to respond with questions.
- c. Upon first return to the workplace, hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
- d. Ensure that parents and caregivers understand your policy that students must stay home or cancel in-person sessions if they are sick.
- e. Minimize the number of non-essential people coming into Kleos Headquarters and Learning Centres such as parents and caregivers and contractors.
- f. Keep parents and caregivers informed about what you are doing in your educational setting regarding taking extra precautions.

8. Communication Protocol in the Event of a Confirmed COVID-19 Case:

- a. If a student, staff, or other individual who has been in a Learning Centre or accessing in-person service at home is a confirmed case of COVID-19 through testing or investigation, the local health authority will initiate contact tracing to determine how they were infected and who else may have been at risk of infection. The Kleos Administrator will be informed.
- b. If there was a potential exposure at a Learning Centre or during in-person services, the health authority will work with the school administrator to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick or have been exposed and should monitor symptoms or self-isolate.
- c. If there has been no potential exposure at the Learning Centre or during in-person services, the health authority will not notify the school administrator.
- d. Health authority staff will identify and notify direct close contacts of a confirmed case who are required to self-isolate. Health authorities ensure those required to self-isolate have access to healthcare providers and that other appropriate supports are in place.
- e. Students and staff are only required to self-isolate if directed to do so by health authority staff.

- f. The Kleos Principal will ensure the necessary plans are in place to support continuity of learning for students who are required to self-isolate.
- g. School medical officers may require additional measures to be taken which may include:
 - i. Requesting students and staff to stay home until contact tracing has been completed
 - ii. Self-isolation of a learning group
 - iii. Additional cleaning / disinfecting requirements
 - iv. Only in exceptional circumstances will a school medical officer consider a school closure.
- h. Kleos will maintain a list of Health Authorities for the regions where students are accessing in-person services.



9. Communications and Protecting Personal Privacy:

- i. School medical officers will play the lead role in determining if, when, and how to communicate out information regarding a confirmed case to the school community.
- j. To protect personal privacy rights, health authorities will not disclose that a student or staff member is a confirmed case of COVID-19 unless there is a reason to believe they may have been infectious when they attended a learning centre.

- k. Health authority staff will notify everyone who they determine may have been exposed, including and follow-up actions that are recommended.
- l. To ensure personal privacy rights are maintained and that information provided is complete and correct, Kleos will not provide any public statements or communications to staff or students' families about potential or confirmed cases. In these circumstances, communications must be reviewed by the school medical officer prior to release.
- m. Kleos is aware that individuals who test positive for COVID-19, or who are required to self-isolate may experience stigma and discrimination. Kleos will seek out opportunities to foster compassion and empathy in the school community, and offer support to help reduce the impact on social and emotional well-being.
- n. Kleos must promptly inform the Ministry of Education of significant events (e.g. confirmed cases or outbreak) and associated communications to school communities related to COVID-19. Communications will be directed to the Independent School Sector COVID Lead in FISA at ISCovidLead@fisabc.ca by completing this [revised reporting template](#).

10. Documentation and training:

- a. Kleos will train our workers on:
 - i. The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - ii. Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
 - iii. How to report an exposure to or symptoms of COVID-19.
 - iv. Changes made to work policies, practices, and procedures due to the COVID-19 pandemic
 - v. Document COVID-19 related meetings and post minutes at a central location.
 - vi. Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.
 - vii. Kleos expects all learning Centres to provide training on the same above topics for their respective organizations and keep records of the training.
 - viii. Kleos will inform Learning Centres of any changes to the K-12 Guidelines.

11. Continuity of Learning:

- a. Kleos will continue to provide continuity of learning for all students throughout the stages of the COVID-19 pandemic. Kleos programs are personalized or differentiated and delivered in a Learning Management system, Canvas.
- b. Should in-person services be canceled due to a need for self-isolation or a change in Stage, Kleos will continue to provide services virtually.

- c. Should a student attending a learning centre be required to self-isolate, Kleos will support their transition to learning from home. Programming can continue in our LMS and expectations can be adjusted to meet the evolving needs of the student and family.

12. Programming of Services:

- a. In response to the COVID-19 pandemic, Kleos has updated our protocols and procedures following the guidance of the Ministry of Education, the Provincial Health Officer, and WorkSafe BC to ensure that:
 - i. Third party services are covered by an existing health and safety plan (ie: WorkSafeBC, or other recognized industry, association, or professional body plan)
 - ii. Service providers not covered by an existing health and safety plan commit to following the Kleos health and safety guidelines in our COVID-19 Safety Plan.
- b. **Group (B) Confirmation Procedures – Regulated Environments:** All Third-Party Services complete the form **Confirmation of Safety Plans** prior to commencing services with Kleos students.
- c. **Group (B) Confirmation Procedures – Unregulated Environments:** All Service Providers complete the form **Confirmation of Safety Plans** prior to commencing services with Kleos students.
- d. **Group (B) Confirmation Procedures – Parent Engaged:** Kleos families may choose to participate in additional in-person activities in the community that are not initiated or paid for by Kleos Open Learning.
 - i. For services and activities that are not contracted and paid for by Kleos Open Learning, the responsibility to confirm safety protocols lies with the parent / guardians.
 - ii. Kleos has provided a letter to families reminding them of their responsibility and a sample checklist to use when engaging in in-person activities.

PROTOCOLS FOR KLEOS OFFICE

- 1. Administration Areas: Kleos Office 205-251 Lawrence Avenue
 - a. Kleos will designate a 2-metre area in front of our reception desk.
 - b. Staff and visitors will be required to maintain physical distance whenever possible.
 - c. UPDATED February 2021: Kleos Staff must perform a daily health check before entering the Kleos office. Health checks are mandatory self-assessments conducted by workers and include confirming with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements.
 - d. UPDATED February 2021: If required, all visits to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace.

- e. All visitors will provide active confirmation that they have no symptoms of illness and have not been asked to self-isolate via sign in at entry
- f. All visitors will be required to wear a mask. Exceptions will be made for those unable to wear masks due to medical or disability reasons.
- g. All staff will be required to wear a mask when interacting with visitors in the office.
- h. Kleos will establish and post occupancy limits for shared spaces such as lunch rooms and break rooms.
- i. Kleos will ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer)
- j. Kleos staff are required to wear a mask when unable to maintain physical distance, when in shared spaces, and when visitors are in the office.
- k. Kleos will minimize the number of non-essential people coming into the office such as parents and caregivers and contractors.
- l. Staff **must stay home when they are sick.**
- m. Kleos will train your workers on:
 - i. The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - ii. Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
 - iii. How to report an exposure to or symptoms of COVID-19.
 - iv. Changes we've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
 - v. Document COVID-19 related meetings and post minutes at a central location.
- n. Kleos will keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

2. Safety Responsibilities by Role:

a. **Employer**

- i. Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- ii. Ensure that supervisors and workers are informed about the content of safety policies.
- iii. Conduct a periodic review of the effectiveness of the plan.
- iv. Maintain records of training and inspections.

- v. Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
 - vi. Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.
- b. Supervisors (principals and vice principals)**
- i. Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
 - ii. Direct work in a manner that eliminates or minimizes the risk to workers.
 - iii. Post or relay educational and informational material in an accessible area for workers to review.
- c. Workers (teachers, education assistants, support staff and outside contractors)**
- i. Know the controls required to minimize their risk of exposure to COVID-19.
 - ii. Participate in COVID-19 related training and instruction.
 - iii. Follow established work procedures and instructions as directed by the employer or supervisor.
 - iv. Report any unsafe conditions or acts to the Kleos Service Provider Coordinator, Sammi Orchard via email.
 - v. Know how and when to report exposure incidents.

Overview of Protocols for In-Person Services:

- Students and staff must self-isolate for a minimum of 10 days if any symptoms present or if they have known exposure to COVID-19.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease.
- UPDATED February 2021: Service Providers providing in-person services are required to do an active Daily Health Check
- If a student develops symptoms while in attending an in-person session with a Service Provider, the session will be immediately terminated, and the symptoms and exposure must be reported.
- Kleos students and staff attending in-person learning sessions or attending Learning Centres must wash their hands:
 - When they arrive and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue

- Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions)
- Transportation of students by service providers will be limited to 15 minutes, and 1 student and 1 driver. All parties must wear a mask unless an exemption has been granted.
- Eliminate food preparation activities or food sharing
- Consider conducting in-person sessions outside when practical
- Maintain physical distance whenever possible: not greeting others by hugging or shaking hands, always keep 2 meters apart.
- UPDATED SEPTEMBER 3, 2020: In response to the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when accessing in-person services. Elementary school students **are not** required to wear masks. For students in K-5, wearing a mask is encouraged when social distancing is not practical. Exceptions will be made for students and staff who cannot wear masks for medical or disability related reasons. These exceptions will need to be approved by Kleos Administration. Even when wearing a mask, staff and students will still be required to maintain physical distance whenever possible. *SEE PROVINCE WIDE RESTRICTIONS FOR NOVEMBER 19-DECEMBER 7TH (extended)

Before beginning in-person services, Service Providers must:

- Read the Updated Kleos Covid-19 Safety Plan.
- Sign the Contract Appendix: Updated COVID 19 Safety Plan agreeing to provide in-person services, acknowledging the risks, and agreeing to follow protocols.
- Sign the **Confirmation of Safety Plans Form**.
- Agree to report any unsafe conditions or acts to the Service Provider Coordinator, Sammi Orchard.
- Know how and when to report exposure incidents.

Overview of Protocols for students attending Learning Centres:

- Students and staff must self-isolate for a minimum of 10 days if any symptoms present or if they have known exposure to COVID-19.
- Ensure that parents and caregivers understand your policy that students must stay home if they are sick. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease.
- UPDATED February 2021: Service Providers providing in-person services are required to do an active Daily Health Check

- If a student develops symptoms while attending a Learning Centres, follow protocol for reducing the risks of transmission, contacting 811, and reporting to Kleos.
- Kleos students and staff attending Learning Centres must wash their hands:
 - When they arrive and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions)
- Maintain physical distance whenever possible: not greeting others by hugging or shaking hands, always keep 2 meters apart.
- Parents and caregivers should remain outside of Learning Centres when dropping off and picking up their children.
- Incorporate more individual activities or activities that encourage more space between students and staff.
- Organize students into smaller groups that stay together throughout the day.
- Strive to minimize the number of different educational assistants that interact with groups of students throughout the day.
- Consider different configurations to maintain distance between students or different locations in the centre.
- Discourage any food or drink sharing.
- Eliminate group food preparation activities.
- Stagger snack, lunch, and transition times to provide a greater amount of space for everyone.
- Place all parent provided food items in a designated, delineated and freshly sanitized location.
- Consider conducting in-person sessions outside when practicable.
- Learning Centres should be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings. Cleaning practices should be in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings.
- Learning Centres should develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.
- Provide adequate instruction, training, and supplies to custodians on the cleaning protocols developed for the workplace.
- UPDATED SEPTEMBER 3, 2020: In response to the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic and when they cannot safely distance from others. Kleos will review Learning Centre

Policies and Procedures for mask wearing. *SEE PROVINCE WIDE RESTRICTIONS FOR NOVEMBER 19-DECEMBER 7TH (extended)

- Remind staff that all health and safety measures in place prior to the pandemic are still in place.
- Attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them in writing before they return to the workplace. If possible, give staff an appropriate amount of time to review this material, and to respond with questions.
- Minimize the number of non-essential people coming into Learning Centres such as parents and caregivers and contractors.
- Keep parents and caregivers informed about what you are doing in your educational setting regarding taking extra precautions.
- Ensure that workers know how to raise safety concerns.
- Establishing a central location where new information is posted relating to COVID-19 in your workplace.

Before beginning in-person services, Learning Centres must:

- Read the Updated Kleos Covid-19 Safety Plan.
- Agree to report any unsafe conditions or acts to the Kleos Service Provider Coordinator, Sammi Orchard.
- Have a procedure for reporting exposure incidents.
- Sign the **Confirmation of Safety Plans Form**.
- Share their own Safety Plan with the Kleos Service Provider Coordinator, Sammi Orchard.