



2021-22
COVID-19 Handbook

Updated March 1st, 2022

March 1, 2022 Update

As we move towards the resumption of near-normal operations, we remain committed to providing staff and families with updates. Thank you for your patience as we waited to receive updated guidance documents today before sending out information to our schools.

Effective March 1, 2022, almost all remaining public health restrictions in Alberta will be lifted and the following measures in FSD schools will be updated:

- Any remaining provincial school requirements (including cohorting) will be removed.
- Capacity limits will be lifted for all school-based events
- Masking is no longer required for students, staff, or visitors with the following exceptions:
 - Students who become ill while at school should be provided with a medical mask that can be worn while waiting to go home
 - Fully vaccinated students or staff recovering from COVID-19 and returning to school after their 5-day isolation must wear masks at all times when at school for day 6 to 10 of their mandatory masking period. This means they must eat or drink alone and away from others.
 - Staff members caring for an ill student should wear a medical mask
 - Masking during the school day remains a personal health choice for all. School staff should monitor for, and address any, discrimination or bullying associated with a student either wearing or not wearing a mask

It is important to note that isolation remains mandatory for Albertans who test positive or have core symptoms:

- Anyone who is sick or not feeling well is asked to stay home and not enter our schools
- Students, staff, and visitors should be screened using the Alberta Health Daily Checklist
- Parents are responsible for ensuring their child/children complete the checklist each day

The next few weeks and months will be a period of adjustment. For some, the loss of these health measures can cause fear, anxiety, and concern. It is the responsibility of all of us to respect the feelings and choices people make in response to their personal comfort, which may include continuing to socially distance or wear a mask. We ask our school community to continue to be respectful of the individual choices made by employees, families, and students in our schools.

Nurturing a safe and caring learning environment is our work. We continue to work together to ensure the safety and wellbeing of our students and staff team.

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

Introduction - Updated January 8th,2022

The purpose of this guide is to be a dedicated space where we provide information and direction on our division's COVID-19 response. Our intention is that this document be a valuable resource to you to feel informed amid challenging times. It is a living document; it has evolved and will continue to evolve as we navigate the progress, setbacks, and the eventual "new normal" that will emerge. Our focus remains keeping schools open and activities running to the greatest extent possible and in as safe a manner as possible.

This guide has many audiences, from parents and students to teachers and the broader community at large. Indeed, this guide was written to support and inform our entire FSD community.

The Foothills School Division response plan can be summed up in four words:

Require - Recommend - Respond - Respect

There will be times and circumstances where we **require** compliance with mandatory provincial health measures. We will **recommend** strategies as we move forward, and we will continue to **respond** by:

- Reviewing ongoing direction from Alberta Education, Alberta Health Services, and Public Health.
- Updating our FSD 2021-22 School Renewal Handbook
- Remaining in communication with our school community by sharing relevant updates and providing opportunities to collect feedback.
- Working with our School Renewal Committee in ensuring that the 2021-22 school year guiding principles remain an area of focus.

Lastly, we **respect** the personal choices of our students, families, staff, and the greater school community. As many individuals are experiencing different comfort levels, it is imperative that we all use good judgment and continue to be considerate and supportive of one another. As we have before, we will continue to work together to ensure the safety and wellbeing of our students and staff team.

We remain proud to serve our community. If you have any questions, you are welcome to contact your teacher, school, or my office.

Chris Fuzessy
Superintendent of Schools

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Principles

Foothills School Division is committed to the following principles:

- The safety and well-being of students and staff remains a priority.
- Foothills School Division, in consultation with local Public Health authorities, may develop additional health and safety requirements for all schools to ensure consistency across the division. These additions will enhance, not duplicate, CMOH and AHS requirements.
- Psychological safety measures and trauma-informed practice will be valued and implemented alongside physical health and safety measures.
- Effective and ongoing communication with all community partners, parents, caregivers, students, unions, and employees is an essential aspect of successfully implementing these guidelines.
- Provide welcoming, caring, respectful, safe, flexible, and inclusive learning environments that embrace diversity for our learners and communities across the division within a culture of belonging.
- Ensure continuity of learning through high quality design, instruction and assessment through rich, meaningful and appropriate learning experiences that are responsive to the needs of our learners and our communities across the division.
- Belief that education is a shared responsibility and fully supports parents' role as outlined in Section 32 of the Education Act:
 - A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to
 - (a) act as the primary guide and decision-maker with respect to the child's education,
 - (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
 - (c) ensure that the child attends school regularly,
 - (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
 - (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,

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- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community

Objectives

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support Foothills School Division employees, students, parents, caregivers, administrators, and school community members to:

- Be informed about public health measures and implement these to mitigate risk and ensure that all feel safe in schools.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.
- Maintain learning environments and experiences where a sense of belonging is emphasized and all students, staff, and parents are welcomed, cared for, respected, and safe.
- Ensure continuity of learning through high quality design, instruction, and assessment.

Trusted sources of information

We are committed to using information from official public health agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), and [Alberta Education](#). The province has also created a [COVID-19: Education and child care](#) website.

AHS Zone Environment Public Health Contacts

- [Online Form](#)
- Calgary Zone: calgaryzone.environmentalhealth@ahs.ca or 403-943-2288.

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FSD Measures

All FSD Staff must follow the applicable COVID-19 Safe Work Procedures (SWP) listed below and in the appendices.

1. Learning Scenario Selection

Alberta Education has indicated that Foothills School Division has the autonomy to react to local COVID-19 issues. We will communicate clear expectations if/when a change to learning scenario occurs.

- Foothills School Division has the authority to responsibly shift a class or grade within a school to short term at-home learning. This decision will be based on the ability of a school to have staff available to operate in-school classes, on absenteeism rates for students and staff, and on any available health data from AHS.
- Alberta Education has the authority to place an entire school online for operational reasons. Foothills School Division must submit a request to Field Services and obtain approval for any school-wide shifts to at-home learning for operational reasons.
- Alberta Public Health has the authority to place a class, grade, or an entire school online for medical reasons.

2. Student & Staff Health Measures

2.1 Mandatory Daily Health Checks

- Anyone who is sick or not feeling well is asked to stay home and not enter our schools
- Students, staff, and visitors should be screened using the [Alberta Daily Health Checklist](#) for symptoms of common cold, influenza, COVID-19, and other infectious respiratory diseases before attending school.
- Parents are responsible for ensuring their child/children complete the checklist each day.

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- There is no role for schools in screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for parents of students and health care professionals.

2.2 When to stay home

Children can keep going to school if they are well and don't show signs or symptoms of being sick. If your child is sick, they should stay home until they feel better. Please consult the following AHS criteria:

- If your child tests positive for COVID-19, they are legally required to isolate.
- If your child is a household contact of a confirmed case, your child should stay home and NOT attend school for 10 days from the last day of exposure and monitor for symptoms if they are not fully immunized.
- Household contacts who have tested positive for COVID-19 in the last 90 days AND completed the mandatory 10-day isolation period don't have to stay home unless they have symptoms
- For more information please go to [AHS COVID-19 Isolation & Quarantine Information](#)

2.3 Students and Staff with Pre-Existing Conditions

Families should inform their school about any pre-existing conditions their child has and the related symptoms. This helps school staff recognize the difference between these symptoms and symptoms that are a sign of illness.

2.4 Illness While On-Site

Schools have a plan in place if a student or staff member develops any symptoms of illness while at school. This includes sending students and staff home who are sick and providing a separate area for ill students awaiting pickup.

Student Illness

- Students exhibiting new or worsening signs of illness will be moved to the infirmary room.
 - Staff supervising symptomatic students will;
 - Keep all other staff out of the infirmary room,
 - Provide the student with a face mask,
 - Use strict handwashing techniques, and
 - Maintain physical distancing

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- If the student requires close contact and care, staff can continue to care for the student until the parent is able to pick up. The student and staff must wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions should be avoided. If very close contact is required and the child is young the staff member should also use a face shield or eye protection.
- Parents/caregivers must be notified and advised to pick-up their child immediately.
 - Schools will remind families to designate an emergency contact who will be able to immediately pick up the student if parents/guardians are unable to do so. An immediate pickup assumes that the student will be picked up within an hour.
- After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff.
- If a student needs to stay home due to illness, their teacher will support them by sharing what they've missed but will not provide direct instruction.

Staff Illness

- Division staff are expected to follow all applicable Alberta Health Services ("AHS") recommendations when they have tested positive, have symptoms or are exposed to COVID-19.
- Staff who become ill on-site must notify their supervisor and depart the site immediately.

2.5 Absenteeism

- Schools no longer have to complete the Daily Attendance Form to report absences and illness.
- If there is a school-wide absence rate of 10 per cent or greater due to illness **OR** there are an unusual amount of individuals with similar symptoms, **that is not COVID related** the school principal must report the high rate of absenteeism to the Division Office as well as the AHS Coordinated Early Identification Response (CEIR) team at 1-844-343-0971 or using this online form.

2.6 Confirmed case of COVID-19

- AHS Public Health is no longer informing school authorities of confirmed cases COVID-19 within the school setting.
- Foothills School Division will no longer be sending notifications to staff or parents of a confirmed case within the school setting

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- Students, their families, and staff may choose to notify a school about a positive COVID-19 test (PCR or At Home Antigen Rapid Test) but it is not required.
- Entire class cohorts are no longer required to isolate when a positive case is identified within the class.
- Individuals who test positive for COVID-19 will be required to isolate based on the provincial requirements in place at that time.
- If a student is required to isolate, the length of isolation will be at the discretion of the parent based on their knowledge of the student's vaccination status.
- Please see [COVID -19 Rapid Testing Guidelines](#) and visit the [AHS COVID-19 Isolation & Quarantine Information](#)

2.7 New Isolation Requirements

As per AHS guidance, how long you need to isolate depends on your COVID-19 immunization status:

- The mandatory requirements to isolate have not changed. Information about isolation requirements is [available here](#). Additional information related to isolation and masking is available in the [Guidance for K-12 schools and school buses](#).
- Mandatory isolation requirements will be removed in Step 3 of the phased approach to relaxing COVID-19 measures, and will become a recommendation at that time.
- Anyone with symptoms should isolate immediately, following AHS isolation guidance and orders, and can determine if COVID -19 testing is necessary by accessing the AHS Online Self-Assessment Tool.
- COVID-19 testing by AHS is currently limited to individuals in high-risk settings or for those who are at high risk of severe outcomes.
- Rapid testing kits are available, and can be used on individuals to test for COVID-19. Refer to rapid testing at home for more information.

Fully vaccinated students and staff or anyone attending a school site

- Fully vaccinated students experiencing fever, cough, shortness of breath or loss of sense of taste/smell must continue to isolate for 5 days from when their symptoms started or until they resolve, whichever is longer. For more information on isolation please visit alberta.ca/isolation.
- After this isolation period, up to a total of 10 days past symptom onset, they are required to wear a mask when they are outside of the home, in a public place or otherwise in the company of other persons out of the household, with no exceptions

Not Fully Vaccinated students or anyone attending a school site

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- Students who are not fully vaccinated experiencing fever, cough, shortness of breath or loss of sense of taste/smell must continue to isolate for 10 days from when their symptoms started or until they resolve, whichever is longer.
- If they receive a negative test result, they must continue to isolate until their symptoms resolve. For more information on isolation please visit alberta.ca/isolation.
- Please see Appendix B for [guidance for school and school buses](#) for management of adults and children who are symptomatic and/or tested for COVID-19.
- Proof of a negative COVID-19 test result is not necessary for a student, teacher or staff member to return to school.

2.8 Close Contacts

- Close contacts of someone who has tested positive for COVID-19 are no longer legally required to quarantine, as of July 29, 2021. It is recommended that you take some actions to reduce contact with others to prevent possible spread. This includes people who:
 - are household contacts
 - are not household contacts
- The [Alberta Daily Health Checklist](#) states that household contacts of COVID-19 cases, who are NOT fully immunized, stay home for 10 days from the date of last household exposure and monitor for symptoms
- If close contacts develop any symptoms, they should isolate and complete the AHS Self-Assessment tool to determine next steps
- Household contacts who have tested positive for COVID-19 in the last 90 days AND completed the mandatory 10-day isolation period don't have to stay home unless they have symptoms

Learn more about [identifying and advising your close contacts](#) on how to reduce the spread of COVID-19.

2.9 Shifts to At-Home Learning

School authorities have been given authority by Alberta Education to responsibly shift a class or grade within a school to short term at-home learning.

- Short-term shifts can be for up to 10 calendar days in length.
- These decisions will be based on the ability of a school to have staff available to operate in-school classes, on absenteeism rates for students and staff, and on any available health data from AHS.

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- Direct teacher instruction will only take place when a whole class, grade, or school is moved to at-home/online learning.

Shifting one or more schools or an entire school authority to short term at-home learning for operational reasons requires Alberta Education approval.

2.10 Vaccinations for Students

- Vaccination is not mandatory for students and school authorities may not deny students access to learning based on vaccination status.
- Vaccination is to be regarded as a personal health decision between a student and their parent/guardian
- If a student is required to isolate, the length of isolation will be determined by the parent based on their knowledge of the student's vaccination status.

2.11 Visitors/Spectators (Updated March 1,2022)

- Masks are no longer required when entering the school unless in accordance with isolation requirements. Individual family choices need to be respected and individuals should not be stigmatized for their choice related to masking going forward. Visitors/spectators can continue to wear masks if they choose to.
- Capacity limits have been lifted and schools should follow regular room capacity limits when planning events
- Limits on social gatherings have been removed
- When a visitor, volunteer or service provider (including delivery drivers and independent contractors) enters the school they may be asked to use the applicable checklist for their age group (Child Alberta Health Daily Checklist or Adult Alberta Health Daily Checklist) before they enter the school.
If a visitor, volunteer or service provider answers YES to any of the questions, the individual must not be admitted into the school.

2.12 Education At-Home Rapid Testing for Students and Staff

- Rapid screening tests are another tool being provided by Alberta Education as part of a layered approach to keep schools open and students and staff safe.
- Participation in the Education At-Home Rapid Testing Program is voluntary
- Parents can choose to test their children in their homes. Staff can also test themselves at home.
- Students, their families, and staff may choose to notify a school about a positive COVID-19 test (PCR or At Home Antigen Rapid Test) but it is not required.

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- Rapid tests are provided by the Government of Alberta and schools are being tasked with distributing them.
- For more information go to [Education Rapid Testing Program](#)
- For Rapid Test Result Guidelines go to [COVID -19 Rapid Testing Guidelines](#)
- A [how-to video for parents](#) and a [rapid test program fact sheet translated into multiple languages](#) offer tips on how to use the kits.

2.13 Hand Hygiene / Respiratory Etiquette

All staff will continue to consider ways to promote and facilitate frequent and proper hand hygiene for all students, staff, and visitors, such as:

- Implement routines to avoid crowding or substantial line-ups. Soap and water for 20 seconds are the preferred method for cleaning hands.
- Placing hand sanitizer in convenient locations throughout the school where soap and water may not be available or nearby, such as in entrances, exits and near high touch surfaces.
- Giving verbal reminders for hand hygiene and posting signs. Schools can download posters at alberta.ca/returntoschool
- Consider the age and ability of students when determining if hand sanitizers are appropriate. Due to its high alcohol content and the high risk of toxicity with alcohol, hand sanitizer can cause serious harm if ingested. The risk of ingestion is greater for those who may not understand the warning labels and negative effects of ingestion. Keep out of reach of younger students, supervise them while using hand sanitizer and place hand sanitizer in monitored areas.

2.14 Mental Health Supports

- Parents are encouraged to talk to their children about how they are feeling, and let them know they are there for them.
- If a child needs someone to talk to, they can text CONNECT to the Kids' Help Phone at 686868 or call 1-800-668-6868. This 24/7, free service offers professional counselling, information and referrals. The Jack.org [Alberta COVID-19 Youth Mental Health Resource Hub](#) also has great information for teens on mental health, self-care and supporting others.
- If a parent, school staff member or other adult needs someone to talk to, they are encouraged to call the confidential, toll-free, 24/7 mental health helpline at 1-877-303-2642. This helpline is attended by a team that includes nurses, psychologists and social workers.
- The Alberta Health Services website [Help in Tough Times](#) also has helpful information, including the [Text4Hope resource](#), which you can subscribe to for

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free by texting COVID 19 HOPE to 393939. It offers 3 months of supportive text messages written by mental health therapists.

Parents, students, and staff are encouraged to use the following resources, in collaboration with their schools, as formative assessment to identify where students and staff are with their mental health and wellbeing:

Students

1. [Mental Health Continuum](#)
2. [Emotion Thermometer](#)
3. [Scaling Questions](#)
4. [Outcome Scale](#)

5. [4-Pack](#)

Staff

1. [Wellness Together Canada](#)
2. [Mental Health Continuum](#)
3. [Wellness Wheel: Minds Matter](#)

2.15 Staff Involvement & Training

Joint Worksite Health and Safety (JWHS) requirements state that all individuals are jointly responsible for their own safety. All FSD Staff will:

- Follow applicable legislation,
- Review this document,
- Review all updates / notices provided to staff.
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers, and
- Participate in any and all COVID-19 orientation / training.

2.16 First Aid Attendants

Administrators will identify a designated First Aid Attendant. The standard first aid treatment protocols have changed for COVID-19. [Refer to Appendix A.](#)

2.17 Learners with Diverse Needs

Children's 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 ILP and/or BSP. Staff working with students that have Behaviour Support Plans in place must review these plans prior to working with the child. Please [see Appendix B.](#)

Students/family members should consult with their primary care provider to consider their personal risk and make a decision on what support may be needed or what is the best option for learning.

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3. Mask Measures

Masking is no longer required for students, staff, or visitors with the following exceptions:

Students

- Students who become ill while at school should be provided with a medical mask that can be worn while waiting to go home
- Fully vaccinated students or staff recovering from COVID-19 and returning to school after their 5-day isolation must wear masks at all times when at school for day 6 to 10 of their mandatory masking period. This means they must eat or drink alone and away from others.
- Staff members caring for an ill student should wear a medical mask
- Masking during the school day remains a personal health choice for all. School staff should monitor for, and address any, discrimination or bullying associated with a student either wearing or not wearing a mask
- Masks should not be worn by anyone who is unable to remove the mask without assistance (e.g., due to age, ability or developmental status)
- Please note that while the provincial masking mandate has been removed, there are still instances, such as on public transit, when masking is required.

Staff

Masking is no longer required for students, staff, or visitors with the following exceptions:

- Staff who become ill while at school should wear a mask until they are able to return home
- Fully vaccinated staff recovering from COVID-19 and returning to school after their 5-day isolation must wear masks at all times when at school for day 6 to 10 of their mandatory masking period. This means they must eat or drink alone and away from others.
- Staff members caring for an ill student should wear a medical mask
- Masking during the school day remains a personal health choice for all.

3.1 Mask Exemptions

Masking is no longer required for students, staff, or visitors unless in accordance with isolation requirements.

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4. Environmental Measures

4.1 Physical Distancing

Some people may prefer to keep more space between themselves and others in certain situations and schools should support this wherever possible.

Schools can consider implementing strategies to reduce crowding between all students/staff in areas inside and outside of the classroom, including hallways, washrooms and common areas. This could include:

- Removing and restaging seating in public areas to prevent gathering.
- Staggering the times that classes start and end to prevent crowded hallways.
- Assigning specific doors to students for entry and exit.
- Managing hallways to promote the flow of foot traffic and physical distancing.
- Posting signs and marking floors with arrows to control the flow of traffic.
- Considering limiting bathroom or staff room occupancy to support physical distancing.

4.2 Cohorting

As part of Step 2, schools are no longer required to cohort students.

- While cohorting is no longer required, this shift does not mean schools need to re-design current timetabling or classroom structures. School authorities may choose to retain their current timetable and classroom structure for the remainder of the school year to avoid learning disruption and should consider their local school contexts and needs.
- Schools can consider implementing strategies to reduce crowding between all students/staff in areas inside and outside of the classroom, including hallways, washrooms and common areas. This could include:
 - Staggering start and end times for classes to avoid crowded entrances or exits and hallways.
 - Removing and restaging seating in public areas to reduce crowding
 - Consider spacing of desks to minimize risk of disease transmission.
 - Consider removing additional items or pieces of equipment that are not in use from classrooms to allow more space to spread out.
 - Considering utilizing virtual options instead of holding large in person gatherings of students and staff

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- In situations where crowding or large gatherings are occurring, consider options to promote hand hygiene, respiratory etiquette,

4.3 Arrival Protocol

- Before leaving home, students, visitors, and volunteers who will access the school for work or education, are encouraged to self-screen for symptoms each day that they enter the school using the [Alberta Daily Health Checklist](#) for their age group
- Schools should have copies of the daily checklists available for visitors to the school.
- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
- School leaders can determine student entry points and if the drop-off and pick-up schedule can be staggered based on local factors.

4.4 Classrooms

Schools can consider implementing strategies to reduce crowding between all students/staff in areas inside and outside of the classroom. This could include:

- Consider spacing of desks to minimize risk of disease transmission.
- Consider removing additional items or pieces of equipment that are not in use from classrooms to allow more space to spread out.
- Promote proper hand hygiene and respiratory etiquette, and cleaning and disinfecting on a regular basis before and after activities.

4.5 Common Areas

Schools can consider implementing strategies to reduce crowding between all students/staff in areas inside and outside of the classroom, including hallways, washrooms and common areas. This could include:

- Staggering start and end times to avoid crowded entrances or exits and hallways.
- Removing and restaging seating in public areas to reduce crowding.
- In situations where crowding or large gatherings are occurring, consider options to promote hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis before and after activities

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4.6 Office and Staff Room Access

Schools can consider implementing strategies to reduce crowding between all students/staff in the office and staff room areas. This could include:

- Removing and restaging seating in public areas to reduce crowding.
- Consider options to promote hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis before and after use

4.7 Hand Washing Facilities

- Anyone who enters a school will be required to practice hand hygiene.
- Alcohol-based sanitizers will be available throughout the school and at designated entry points.
- Handwashing will be part of daily routines, including washroom use, recess, and lunch.
- Schools will have visible signage about hand washing and proper respiratory etiquette. [See Appendix D.](#)

4.8 Infirmary Room

- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain hand sanitizer.
- If possible, the room should have a window so staff can monitor from outside the room.
- The room must have an “Infirmary - Do Not Enter” sign that can be posted while the room is in use. [See Appendix D.](#)
- The room must have the capability to house more than one student.
- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning.
- The first aid room must not be used as an infirmary room.
- After the infirmary room is used, custodial staff will be notified so an enhanced cleaning can be conducted.

4.9 Ventilation

Proper ventilation and airflow is one of many ways we are maintaining safe learning spaces for staff and students this year.

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

All of our schools that are equipped with mechanical ventilation systems meet or exceed recommendations from the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) in relation to COVID-19. We will continue to adapt to any changes to the ASHRAE guidelines throughout the year.

In our schools, this means:

- Using the highest efficient filters possible
- More frequent filter changes scheduled throughout the year
- More frequent duct cleaning
- Maximizing airflow and fresh air intake
- Mechanical systems are inspected on an ongoing basis throughout the year
- Prioritizing any issues with ventilation systems

When weather allows, schools are encouraged to open windows and use outdoor learning spaces.

4.10 Enhanced Cleaning

Enhanced cleaning has been implemented in all locations, including:

- Increase frequency of cleaning (removing visible dirt) and disinfection (killing germs) of high-touch areas and equipment (e.g., desks, doorknobs, handrails, microwave ovens, vending machines, etc.) inside and outside classrooms.
- Common area surfaces should be cleaned and disinfected regularly throughout the day.
- Student contact surfaces (e.g., desks and equipment) should be cleaned and disinfected regularly.

4.11 Shared Items & Materials

- Minimize the sharing of supplies as much as possible.
- Use hand hygiene before and after handling items, including paper tests and assignments.
- Items that cannot be cleaned or disinfected regularly should be stored for 24 hours where possible.

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5. Program & Activity Measures

5.1 Lunch

- All students must wash/disinfect their hands before eating.
- Elementary schools may consider to have students remain in their classroom cohort to eat lunch to minimize risk of disease transmission

5.2 Food & Nutrition Services

Classes that teach food preparation may occur as long as students follow general precautions, such as ensuring hand hygiene and respiratory etiquette. Schools may consider strategies to reduce crowding and reducing the number of surfaces/utensils shared between students to lessen the potential transmission of COVID-19.

5.3 Assemblies, Events, Activities & Celebrations

Limits on social gatherings have been removed and capacity limits have been lifted.

- Schools should follow regular room capacity limits when planning events
- Schools can consider implementing strategies to reduce crowding between all students/staff in areas inside and outside of the classroom, including hallways, washrooms and common areas. This could include:
 - Removing and restaging seating in public areas to prevent gathering.
 - Staggering the times that classes enter and exit to prevent crowded hallways.
 - Assigning specific doors to students for entry and exit.
 - Managing hallways to promote the flow of foot traffic and physical distancing.
 - Posting signs and marking floors with arrows to control the flow of traffic.

5.4 Field Trips

- Schools will send home informed consent forms prior to a field trip that outline all COVID-19 protocols (Foothills School Division and facility/organization).
- Staff must develop procedures to address students or staff developing symptoms during the field trip; plans should include a designated area to isolate the ill individual, what extra supplies may be needed (e.g., mask for the child, mask/face shield for the individual attending to the child, etc.), how to notify a

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parent/guardian and how the ill child will be transported home from the off-site activity.

- As always, parents can choose whether their child participates in school field trips. Students will be required to follow all facility measures of which the field trip will be occurring.

Overnight Trips

- Travel within Canada is permitted however in the event of a student developing symptoms parents must be able to pick up the student within **8 hours**.
- Staff must develop procedures to address students or staff developing symptoms during the field trip; plans should include a designated area to isolate the ill individual, what extra supplies may be needed (e.g., mask for the child, mask/face shield for the individual attending to the child, etc.), how to notify a parent/guardian and how the ill child will be transported home from the off-site activity
- Parents of participants and staff may be required to book an immediate flight and provide their own isolation accommodations or return transportation at substantial cost to themselves in the event of a child/staff member developing symptoms. The logistics of this could be tricky and it is impossible to predict each scenario. This must be made explicitly clear to all participants including staff
- Staff members will be responsible for isolating and arranging return transportation on their own.
- Schools will send home consent forms prior to a field trip that outline all COVID-19 protocols (Foothills School Division and facility/organization). The permission form must include the procedure that requires parents **to pick up any student within 8 hours who may be symptomatic and/or has tested positive for COVID 19** (contact [Dave Barton](#) for sample forms)
- Rapid test kits must be carried by a staff member and available at all times to all participants who become symptomatic during any overnight trips (Note that a negative rapid test does not permit a symptomatic individual to return to the trip and staff and parents must be made aware of this)
- Transportation must follow provincial or national guidelines

International field trips are suspended for the remainder of 2021-22 school year due to the uncertainty and potential risks associated with travel during COVID-19.

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

5.5 Band, Choral & Music Programs

- Students are able to participate in a group performance activity (i.e. singing, dancing, playing instruments, theatre) as part of their education program curriculum
- Schools may consider strategies to reduce crowding and improving/increasing ventilation in indoor settings to reduce potential transmission of COVID-19 and other respiratory illnesses.
- Travel and accommodations must follow **5.4 Field Trips** recommendations

5.6 Diploma Exams

- To further support students whose learning is disrupted by the 2022 winter break extension, January diploma exams have been canceled.
- Diploma exam weighting will temporarily change to 10% from 30% for the 2021-22 school year in response to feedback from students, parents and education partners about stress and anxiety around academic achievement.
- Diploma exams will be offered for every diploma exam course in April, June and August administrations.
- The Ministers of Advanced Education and Education have [sent an open letter](#) to Alberta's post-secondary institutions to encourage them to further consider the impact the pandemic has had on students who are applying to their post-secondary institutions.

Learn more about [writing diploma exams](#) this year.

5.7 Provincial Achievement Tests (PATs)

- Timelines for January Grade 9 Provincial Achievement Tests have been adjusted to start January 20, 2022.
- Grade 6 and 9 provincial achievement tests will resume and participation is mandatory for all schools not piloting the new draft Kindergarten to Grade 6 curriculum
- PATs will be administered in all subjects - English Language Arts, French Language Arts, Français, Knowledge and Employability, Mathematics, Science and Social Studies.

5.8 School Council Meetings

Schools Councils, in consultation with their school administrators, can resume in person meetings or continue to hold meetings in a virtual format. When planning in person meetings, School Councils may consider implementing strategies to reduce crowding. This could include:

- Consider spacing of seating to minimize risk of disease transmission.

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- Consider removing additional items or pieces of equipment that are not in use to allow more space to spread out.
- Promote proper hand hygiene and respiratory etiquette, and cleaning and disinfecting on a regular basis before and after activities.

5.9 Work Experience

Work experience will continue. Schools that offer work experience will consult with the Division Occupational Health and Safety team to make sure all placements have appropriate COVID-19 safety protocols in place.

5.10 International Students

International students will be permitted and will adhere to all federal and international travel requirements, prior to attending a Foothills School Division. All international students will be required to follow any relevant isolation requirements and public health orders.

5.11 Physical Education

Students are permitted to participate in group physical activity as part of an education program curriculum (i.e., physical education class) or extra-curricular activities.

Schools may consider strategies to reduce crowding and improving/increasing ventilation in indoor settings to reduce potential transmission of COVID-19 and other respiratory illnesses.

5.12 Sports & Extracurricular Activities

Please note that while the provincial masking mandate has been removed, there are still instances, such as related to isolation and on public transit, when masking is required.

- Students who become ill while participating in sports or extra-curricular activities should be provided with a medical mask that can be worn while waiting to go home
- Fully vaccinated students or staff recovering from COVID-19 and returning to school after their 5-day isolation must wear masks at all times when at school for day 6 to 10 of their mandatory masking period.
- Staff members caring for an ill student should wear a medical mask
- School staff should monitor for, and address any, discrimination or bullying associated with a student either wearing or not wearing a mask

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- Indoor sports, fitness, recreation, group classes, training, and competitions are permitted, but participants should continue to screen for symptoms

5.13 International Travel

Students and staff who travel internationally must follow [federal travel requirements](#).

- Students who are [fully vaccinated](#) may return to school.
- [Unvaccinated or partially vaccinated students](#) over 12 years of age are not allowed to attend school for 14 days.
- [Unvaccinated or partially vaccinated students](#) less than 12 years of age who traveled with their fully vaccinated parents will not be required to quarantine, and may return to school

It is important to note for staff who are delayed in their return from travel due to COVID1-19 or any other circumstance, that any working days not covered under relevant collective agreement clauses or employment contracts would be unpaid days as per the [Memo Employee International Travel Dec 2021](#)

5.14 External User Groups

All children and youth user groups can continue following the FSD handbook and current provincial measures.

6. Transportation Measures

6.1 Students on the School Bus

- Students must avoid their bus stop area and must not board the bus if they are unable to pass the [Alberta Daily Health Checklist](#).
- A student who develops symptoms during the bus trip should be provided a mask if they are not already wearing one. The driver should contact the school to make the appropriate arrangements to pick up the child/student
- While the provincial masking mandate has been removed, there are still instances, such as related to isolation when masking is required.
 - Fully vaccinated students from COVID-19 and returning to school after their 5-day isolation must wear masks at all times when at school or on the bus for day 6 to 10 of their mandatory masking period.

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

- Students who become symptomatic at school will not be permitted to return home on a school bus and should be picked up by a parent or designated emergency contact.

6.2 School Bus Drivers

Masking is no longer required for bus drivers with the following exceptions:

- Staff who become ill while driving the bus should wear a mask until they are able to return home
 - Fully vaccinated bus drivers recovering from COVID-19 and returning to work after their 5-day isolation must wear masks at all times when driving the bus or in any FSD facilities for day 6 to 10 of their mandatory masking period. This means they must eat or drink alone and away from others.
 - Bus drivers caring for an ill student should wear a medical mask
 - School bus drivers can choose to wear a mask, face shield or safety glasses and other personal protective equipment as recommended in [Transport Canada's guidance](#) Personal Protective Equipment and their uses by Commercial Vehicle Drivers.
 - The choice of PPE must not interfere with the driver's ability to access vehicle controls, or hinder or distort the driver's view - directly or through mirrors - of the road, students around the bus or of passengers.
-
- Staff are reminded that due to privacy concerns, information regarding student health cannot be communicated through the radio system.
 - Bus drivers are encouraged to carry alcohol-based hand sanitizer (ABHS) with at least 60% alcohol and use it after assisting a student to their seat, touching wheelchairs or other assistive devices, or having other direct contact with students, as needed throughout a trip. ABHS must be properly labeled and stored in accordance with its material safety data sheet. ABHS must be stored outside the reach of children.
 - Buses used for transporting students must be cleaned and disinfected according to the guidance provided in the [Cleaning and Disinfectants for Public Settings document](#).
 - Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run.
 - Should a bus driver test Positive, the bus will not be excluded

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Appendix

Appendix

[Appendix A - Administering First Aid SWP - COVID-19](#)

[Appendix B - Students Requiring Individualized Support Considerations COVID-19](#)

[Appendix C - Supplies Order Form](#)

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Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

Appendix A - Administering First Aid SWP - COVID-19

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or Staff at schools/sites during COVID 19 to ensure worker safety.

Personal Protective Equipment

- Nitrile gloves. Safety eyewear or other PPE is task dependent.
- Before performing / administering first aid, the OFA designate must read and understand this procedure and watch the associated handwashing video (<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

Procedure - Flu-like Symptoms

OFA designates are **not** to assess or approach patients with suspected flu-like symptoms. Should a Staff or a student begin to show flu like symptoms:

1. Ensure safe distance of 6 feet / 2 metres and reassure the patient
2. Alert the Principal or Manager
3. Direct Staff to move everyone to another room.
4. If the patient is a student, have them wait in the infirmary room for a pick up from a parent or guardian.
5. Advise custodial Staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

Procedure - Non Flu-like Symptoms - Standard First Aid

1. First Aid rooms are to be kept as a clean staging area, **patients are NOT to enter.**
2. Have a patient sit in a chair outside the room or other designated area.
3. Perform hand washing as per COVID 19 SWP regarding Hand Washing.
4. **Don nitrile gloves.**
5. Gather appropriate first aid supplies and leave the first aid kit in the staging area (First aid room).
6. Perform injury assessment verbally and visually prior to administering first aid.
7. Advise the patient not to speak when possible and to look to the side while you administer first aid.
8. Administer appropriate first aid.
9. Advise custodial of areas used/touched for disinfecting purposes.
10. **Remove Gloves:**

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- a. Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- b. Wash hands as per Hand Washing SWP.

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Appendix B - Students Requiring Individualized Support Considerations COVID-19

Learners with diverse, complex needs are considered vulnerable students. Continuity of learning plans require personal care and Staff to be in closer proximity. As a result, this document has been created to aid in creating Behaviour Support Plans for students due to COVID-19.

Note: The following considerations apply for FSD staff supporting students in schools and at home.

Personal Protective Equipment (PPE)

- To mitigate risk, we have daily health checks before admittance and infirmary rooms should a child or staff member become ill while on site.
- No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis. For particularly complex cases, example feeding tubes, direct any inquiries to Alberta Health Services for support.

Inclusive Learning Plans / Medical Plans

Students with complex health needs may have Medical Plans developed. The same personal protective equipment (PPE) needed prior to COVID-19, for implementing a student's Medical Plan, continues to be required during this time of concern due to COVID-19.

Food/Eating

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing SWP
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in the container it was brought in
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)

Toileting

- Staff to ensure the appropriate items are accessible in the washroom to assist in toileting.
- Wash hands as per Hand Washing SWP

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- Staff wear gloves
- Staff support student in areas required
 - Staff to remain at the student's side ask the student not to speak and to turn their head away from the worker, if able.
- If second person is required to assist, second Staff member will wear gloves while supporting,
 - Two Staff members to distance as much as possible
- Bathroom door ajar (if appropriate) to support physical distancing
- Staff support student in washing hands, if required
- Remove Gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Self-injurious Behaviours

- Wash hands as per Hand Washing SWP, if able
- Staff to employ a prompt (verbal, visual, physical action) to student
- Staff request assistance
- Staff approach employing Non Violent Crisis Intervention (NVC)-supportive stance
- Staff to assist if safe:
 - Pushing into the bite
 - For head banging – place a soft object between head and floor/wall/etc.
- Wash hands as per Hand Washing SWP.

Handwashing

- Staff support student to wash hands as required
 - In addition, if student touches face, mouth or nose, whenever possible Staff support the student to wash their hands
- Staff to provide verbal cues for hand washing
- If a student requires hands on support, Staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per Hand Washing SWP

Communication:

- Wash hands as per Hand Washing SWP
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe
 - Support student to wash hands, as above
- Wash hands as per Hand Washing SWP
- Ensure assistive communication devices are wiped down with disinfectant twice daily

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Programming

- Self-regulation: students may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required.
- Items e.g.: cozy swing, SafeSpace for a designated student only (single use).
- Activities: include tasks in the student's clearly marked bin. If using edible reinforcers, follow the eating protocol above.

Medication Administration

- Wash hands as per Hand Washing SWP
- Staff wear gloves, if required as per health care provider's recommendations
- Administer medication
- Remove gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Specialized Equipment

If Staff need to support students with specialized equipment (e.g.: Helmet, stander, stroller/wheelchair, lift):

- Wash hands as per Hand Washing SWP
- Staff to remain at student's side upon the advice of the PT, ask student not to speak and turn head away from worker, if able
 - Staff to support student, as needed
- Wash hands as per Hand Washing SWP

Recommendations for Worker Safety

When students exhibit any of the following behaviour, although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with hand washing and cleaning.

Review student's updated Behaviour Support Plan / Inclusive Learning Plan and follow Staff response accordingly

1. Spitting
 - Wipe down any area that has possible saliva with disinfectant
 - If in contact with saliva, wash hands and/or affected areas
2. Biting
 - If in contact with saliva, wash hands and/or affected areas
 - If skin is broken seek first aid and follow universal precautions
 - Wear Kevlar sleeves or other Kevlar products, as necessary
3. Lunging

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- Move self out of way
- 4. Grabbing
 - If in contact with saliva, wash hands and/or affected areas
- 5. Assisted movement
 - If in contact with saliva, wash hands and/or affected areas
 - If Staff are supporting a student 2:1 within 6 feet, Staff should wear a non-medical grade mask.

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

Appendix C - Supplies Order Form

To complete the [supplies order form](#), select File - Make A Copy. This will create a template in your Google Drive that you can edit. Once complete, you can download & email, or share the form with bartond@fsd38.ab.ca. Supplies will be delivered to your location.

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

Appendix D - Posters

[Be Kind](#)

[If you are struggling](#)

Wear a Mask to Enter (Student): [English](#)

[Do Not Enter if Sick](#)

Mental Health Support Info: [English](#), [French](#), [Spanish](#), [Arabic](#), [Chinese \(simple\)](#), [Chinese \(traditional\)](#), [Punjabi](#).

[How to wear a non-medical mask](#) (Student)

[How to wear a non-medical mask](#) (Adult)

Child Friendly - [Keep Distance](#)

Child Friendly - [Do Not Share](#)

Child Friendly - [Stay Safe](#)

Child Friendly - [Wash Hands](#) & [Sanitize Hands](#)

Child Friendly - [Cover Your Cough](#)

[Please Do Not Enter](#)

[Physical Distancing](#)

[Physical Distancing - Elevator Etiquette](#)

[Hand Washing Poster 1](#)

[Hand Washing Poster 2](#)

[How to Hand Wash](#)

[How to use sanitizer](#)

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Appendix E - Cleaning & Disinfecting Guidelines

Background

Respiratory infections are spread through droplets in the air or indirectly when we cough and sneeze onto horizontal surfaces such as desks, tables and countertops.

When you touch a contaminated surface, then touch your face or your food, viruses and other pathogens can be transmitted into your body through your nose, eyes and mouth.

Cleaning and disinfecting are part of a broad approach to preventing the spread of illness and infectious diseases. Most important are hand washing, staying home when sick and properly covering coughs and sneezes. While disinfectants have their place in infection control, they are not necessary for routine cleaning and should be used with discretion following proper procedures. Traditional disinfection is achieved with an [approved surface disinfectant](#).

Proper hand washing with soap and water is the most important and effective way of preventing the spread of germs. Wash your hands at the beginning and end of the work shift and when using the toilet, preparing or eating food, touching one's face and after coughing or sneezing. Hand sanitizers may be used when soap and water are not readily available and the hands are not visibly soiled.

Coughing and sneezing into a tissue should be done and if not available into your upper sleeve, and not into your hands. [Posters \(Appendix D\)](#) that raise awareness of this practice are available through the FSD Relaunch Handbook.

Routine Cleaning Guidelines for Custodial Services

Custodial contractors are required to provide basic cleaning services, garbage disposal and ensure a sufficient supply of soap and paper towels are available. During an illness outbreak/pandemic, custodial contractors may be mobilized to assist with specialized cleaning of sick rooms and more frequent cleaning of high touch surfaces. Under these circumstances, administration and staff should be prepared to adjust their cleaning priorities and expectations in order to accommodate these needs.

Custodial contractors are expected to follow cleaning schedules and cleaning best practices specified by contract agreements using the following general guidelines:

- Use only cleaning and disinfection products approved for use by Foothills School Division (FSD)

Have a question that isn't answered? Ask Foothills School Division by emailing COVIDInfo@fsd38.ab.ca

- [Avoid the use of bleach](#) unless other more suitable disinfectants are unavailable. (To disinfect using household bleach mix at a concentration of 1:50. Bleach solutions must be mixed fresh daily in order to be effective. Allow for a minimum contact time of 1 minute.)
- Antibacterial soaps and products should not be used.
- Follow the manufacturer's directions for product use and correct dilutions.
- Limit the use of disinfectants to use on high touch surfaces, clean up of blood and body fluids, and for specialized cleaning during an illness outbreak / pandemic.
- Clean using the following general principles:
 - Clean from top to bottom.
 - Routine cleaning should be performed according to a predetermined schedule and should be sufficient to keep surfaces clean and dust free.
 - Surfaces that are frequently touched by the hands require more frequent cleaning and disinfection (e.g. "high touch surfaces").
 - Each school should have a schedule for special project cleaning.

Preparation and Use of Cleaners and Disinfectants

Use of products are restricted to FSD approved products only. Approved disinfectants must have a Drug Identification Number (DIN) and a broad-spectrum virucidal claim OR a virucidal claim against non-enveloped viruses or coronaviruses. For safe and effective use of these products, always follow label instructions paying special attention to the product's dilution rate (if applicable) and the appropriate contact time. Review the [AHS COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities](#).

Approved Disinfectants (for surfaces)

Solutions containing the following types of disinfectants are currently approved by FSD.

1. Accelerated hydrogen peroxide (0.5%). These are the preferred type of cleaner disinfectants for use in electrostatic sprayers by the division as they are fragrance free and tolerated by most persons. Oxivir Plus, Oxivir TB,
2. Quaternary ammonium compound ("quats") Germosolve 5
3. Botanical based disinfectant. These are the preferred type of cleaner disinfectants to be used by staff for spot cleaning high touch surfaces during a Pandemic or outbreak of illness. Bioesque Botanical Disinfectant Solution.
4. Antiseptic Skin Cleansers. Recommended for cleaning shared technology. Isopropyl Alcohol 60-75% (the maximum concentration to ensure safety and efficacy of IPA to kill bacteria/germs would be 75%. At a higher concentration, its efficacy may decrease. Therefore, the maximum recommended concentration of IPA would be 75%.)

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5. Diluted household bleach. (1:50 ratio with water) Note. Bleach is not recommended in school environments due to its instability and corrosive nature. It should only be used when the above types of disinfectants are unavailable or impractical.

As the Canadian Centre for Disease Control stresses, the first line of defense to prevent illness is to wash hands frequently with soap and water or use an approved hand sanitizer. Registered disinfectants are for use on hard, non-porous surfaces, such as door knobs, handles, tables, floors, etc. The EPA emphasizes that these products are not to be used on the skin or to be taken orally. Follow these general guidelines for use of disinfectants:

- Never mix different disinfectants and cleaners together.
- Always follow the label instructions exactly for correct dilutions and proper use of the product.
- Use disinfectants on high touch surfaces such as desks, door knobs, handrails, etc.
- Pay attention to the product's shelf life once it is opened.
- Clean surfaces with a commercial product that, depending on the dilution, is both a detergent (cleans) and sanitizer/disinfectant (kills germs).
- Disinfectants will not work on surfaces that are visibly dirty or soiled. For visibly dirty surfaces wash the surface first with a general neutral cleaner and then follow with a disinfectant.
- Apply the solution to either surface or cloth. Avoid spraying unless using an Electrostatic Sprayer as this puts the product into the air and increases chemical exposure to the user.
- Use a "wipe twice" two-step process.
 - Step 1- Clean: Wipe the surface firmly (creating friction) and thoroughly once with a cloth wet (not dripping) with an appropriate disinfectant.
 - Step 2- Disinfect: Turn the cloth wet with the disinfectant over and wipe the surface again. Allow the product to sit for the required contact time indicated on the label instructions.
- Although air drying of disinfected surfaces is preferable, should surfaces still be wet after the appropriate contact time, it may be wiped dry if necessary.
- Disinfectant wipes or disinfectant solutions can be used to disinfect electronic items that are shared or touched often such as computer equipment and telephones. 70% Isopropyl Rubbing alcohol

Clean up of Blood and Body Fluids

Follow these procedures to clean up and disinfect after a blood or body fluid spill:

- Put on a pair of disposable gloves.

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- If cleaning up vomit use a commercially available absorbent powder to assist with clean up. 'Mess Kits' are available for this purpose in FSD Schools.
- Clean up the material using paper towels, and then wash the area with detergent and water.
- Wipe the surface with a fresh solution of an approved disinfectant mixed to the proper dilution. Leave the solution in contact with the surface for at least 10 minutes or as indicated on the product label. This will kill any germs left on the surface.
- Dispose of used paper towels and gloves in a plastic bag. Tie up the bag and dispose in the outside garbage bin.
- Remove gloves and protective equipment and wash hands.

Waste Disposal Practices

- Toss tissues into waste baskets after they have been used for coughs, sneezes and blowing your nose.
- Line waste baskets with plastic bags and place where they are easy to find and use.
- Avoid touching used tissues and other waste when emptying waste baskets.
- Empty once daily.
- Clean and disinfect waste baskets regularly and wash hands after emptying waste baskets and removing gloves.
- During a pandemic it may be necessary to ensure waste bins are of the non-touch variety.

Specialized Practices During Pandemic / Illness Outbreaks

Alberta Health Services recommendations for cleaning will be followed during a pandemic or outbreak of illness. This will be communicated to custodians by the Director of Facilities when triggered by Division leadership.

Sick/Isolation Room Cleaning

In the event that a sick room or other area is used for someone suspected of having a contagious illness, the following procedures should be used for cleaning and disinfecting the room. (Note: Cleaning will be performed by the Custodial Contractor).

1. Gather all equipment, cleaning solutions, and materials required to clean the room.
2. Wash/sanitize hands with soap and water. Put on a mask and then gloves prior to entering the room. Gloves should be changed if torn or soiled.
3. Clean all commonly touched surfaces with a regular cleaner. This includes knobs, switches, etc.

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4. Disinfect all high touch areas, knobs, switches, etc.
5. After applying the disinfectant solution, leave on for the appropriate contact time and allow surfaces to air dry when possible. If using disinfectant wipes, be sure to follow 'wet' times outlined on the product label to ensure adequate disinfectant.
6. Spot wipe all walls, high to low with the disinfectant solution or wipe.
7. Bag all used disposable cloths, disposable sheets, pillow cases and other waste.
8. Remove gloves and then mask, disinfecting your hands after each piece of PPE is removed.
9. Bag used disposable PPE and take all bagged waste to the outdoor garbage bin. Disinfect face shield.
10. Wash your hands with soap and water for 20 seconds.

Daytime High Touch Surfaces Cleaning and Disinfecting

During a pandemic FSD will increase the frequency of cleaning and disinfecting throughout the building but especially for high touch surfaces. High touch surfaces that would usually only be cleaned or disinfected by afterhours custodians will need to be disinfected during the day at mid-morning and mid-afternoon intervals.

Staff Access to Disinfecting Supplies

During a pandemic/illness outbreak FSD will ensure disinfecting supplies are made available to staff to use at their discretion above and beyond scheduled cleaning and disinfecting.

Removal of Difficult to Disinfect Shared Materials and Furnishings

During a pandemic/illness outbreak FSD will ensure that where reasonable, fabric furnishings that cannot be adequately disinfected are taken out of service. This may include rugs, chairs, couches, stools, stuffed animals, bean bag chairs, pillows, curtains, foam floor mats, etc.

Where it is impractical to remove such furnishings due to a lack of a suitable alternative, for instance entrance mats, critical sensory equipment and teachers' ergonomic chairs, these surfaces should be sprayed with an aerosol disinfectant weekly.

FSD will also ensure such shared items as water and sand tables are not used during a pandemic/illness outbreak.

Fabrics in kitchens may be deemed suitable if they can be laundered between users. I.e. Different kitchen linens, aprons and oven mitts for each station and each class group in Foods Class.

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Cleaning Guidelines for School Staff

Employees are responsible for cleaning and disinfecting personal areas and equipment not covered by the custodial contract.

Keyboards, telephones, chrome books and stationary items

Where possible keyboards, telephones, mice, headphones and stationary supplies should not be shared. In situations where they are, they should be cleaned between users, by the users themselves, with disinfectant wipes or a clean cloth wetted with a ready to use general disinfectant. In areas like computer labs where shared equipment is unavoidable the use of hand sanitizing may also be of benefit. Avoid sharing of headsets or headphones. Pour/spray disinfecting solution onto a clean cloth or disposable towel for application versus spraying of the product into the air or on a piece of technology.

Interactive displays

Whenever feasible use devices such as interactive display pen or other pointing devices to avoid touching interactive displays with hands. Pointing devices should be cleaned with available product between users.

Before you clean and/or disinfect your interactive display, shut down or disconnect the computer. Otherwise, you may scramble the desktop icons or inadvertently activate applications when you wipe the screen.

Pour solution onto a clean cloth or disposable towel for application verses spraying of the product into the air.

Toys, sports and multi-use equipment

Shared items such as toys that cannot be cleaned between users should follow a regular schedule for cleaning and disinfection. If there is an illness outbreak then the cleaning frequency may need to be increased or sharing eliminated altogether. Clean toys whenever they become visibly soiled.

Generally the use of stuffed toys should be avoided and in certain circumstances, such as during a pandemic, must be avoided. If used in normal circumstances, launder at least once weekly.

Dishwashers are generally not effective for cleaning and sanitizing toys.

Steps for cleaning and disinfecting toys and sports equipment:

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1. Clean to remove visible soil by presoaking with soap and water first.
2. Rinse with clean, clear water.
3. Apply a sanitizer/disinfectant following the manufacturer's recommendations for contact time and need to rinse. See Section 2.1 for a list of approved products. Wiping or soaking verses spraying is preferred.
4. Let air dry.

Water Tables

- During the COVID-19 pandemic, STOP use of water tables.

Sand Tables

- During the COVID-19 pandemic, STOP use of sand play tables.

Kitchens and Meeting rooms

Where possible, use disposable cups, plates and utensils. In locations where this may not be feasible, students and staff should be reminded not to share cups, dishes, and cutlery. All dishes, cups and utensils are to be thoroughly washed with soap and hot water after use, or preferably, washed in a dishwasher. Paper towels are preferable to cloth towels for drying hands. Where dishwashers are supplied, these are preferable to hand washing dishes.

During a pandemic/illness outbreak, kitchen linens, aprons and oven mitts should not be shared. For this reason, it will be necessary for there to be different sets for each station and each class group in such spaces as Foods Classrooms.

Mouthpieces and Musical Instruments

Use a commercially available sterisol germicide designed for the sanitizing of instrument mouthpieces and recorders. Compounds that can be used on mouthpieces and instruments include:

- Combination Phenolic (Synthetic), a non-corrosive, a non-irritating, odorless compound that won't hurt most metals and plastics. Some brand names include "Pathex", "Omni II" and "Multicide".
- Buffered chlorine products, such as "Presept" will disinfect without corroding metals.

These products can be found at musical instrument, medical, and dental supply companies. Alcohol, boiling water and bleach are NOT recommended for disinfecting mouthpieces or instruments because of their effect on skin and/or plastics and metals. Store the diluted solution in a non-metal container that has a lid. Once mixed the solution is to be covered when not in use and replaced every week.

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During an illness outbreak / pandemic, the use of wind instruments may be prohibited as a safety measure.

Steps for disinfecting mouthpieces/musical instruments (Brass Instruments only)

1. Soak in warm water for twenty minutes.
2. Wash with soap and water.
3. Rinse thoroughly with water.
4. Immerse in the disinfectant solution. When using the disinfectant, follow the manufacturer instructions on dilution levels and immersion times to ensure effectiveness. Mixed solution must be deep enough to allow for total immersion.
5. Rinse thoroughly with water and let dry.

Do not allow children with visibly active cold sores, severely chapped lips or upper respiratory infections to use mouthpieces or instruments.

Use an approved instrument cleaning swab on woodwind instruments after each use. Swabs should be hand washed in warm soapy water, rinsed and left to dry - on a weekly basis.

Disinfect mouthpieces after use by a child who has had a communicable disease and throw out used reeds.

Whistles:

The best way to prevent the spread of disease is to make sure that everyone who uses a whistle has his or her own whistle. When whistles must be shared, they should be cleaned and disinfected regularly to prevent the spread of disease.

To clean whistles:

1. Prepare a light bleach solution with approximately one cap-full of bleach to one gallon of water.
2. Immerse whistles in bleach solution (2.5ml/L of water). If whistles have a wooden ball, limit the time to ten minutes they are in bleach solution.
3. Rinse well with water.

Safety Glasses

The sharing of protective eyewear should be avoided. Consider issuing students their own personal set to care and be responsible for. When this is not feasible, safety glasses and goggles should be cleaned between users. In addition to regular cleaning

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shared protective eyewear should also be disinfected at least once weekly. If a UV sanitizing cabinet is unavailable use the following procedures:

To Clean:

- Fill a sink or tote bin halfway with warm water.
- Make a sudsy solution with soap and water (i.e. dishwashing liquid is fine) in the sink or tote bin for students to drop off their glasses after the lab is finished. Swish the goggles in the soapy water then rinse.
- Air dry or pat dry with a soft cloth or tissue.

To Disinfect:

- To disinfect, clean as above then soak eyewear for 1 minute in a 1:50 bleach ratio mix.
- Rinse thoroughly in clean water.

Laundry Practices

Whenever possible use disposable pillow covers, sheets and blankets. If not, soiled linens should be laundered as follows:

- Gently gather soiled bedding and linens without creating motion or fluffing- Do not shake
- Wash hands after handling soiled laundry items.
- Wash on hot cycle (if possible) following label instructions for detergents and additives.
- Dry the cleaned items as you normally do. Select the appropriate dryer temperature for the items.
- Clean hands before removing clean laundry especially if you have coughed or sneezed into your hands.

Fitness Centre Equipment

Guidelines for Reducing the Spread of Bacteria in Athletic or Wellness Centre Settings:

Personal Hygiene

While on the premises, staff and students should be encouraged to:

- Wash hands using regular soap and water upon entering and exiting the gym or Fitness Centre and before and after any hands-on contact with other persons; Note: Antibacterial soaps contain antibiotics, but are rarely 100% successful in killing all harmful bacteria, and have no effect at all on viruses that cause most illnesses. Avoid the use of antibacterial soaps.
- Dry hands thoroughly (avoid sharing towels and other personal items);

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- Keep skin lesions (boils, insect bites, open sores or cuts) covered with a clean dry dressing; and
- Shower if there has been substantial skin-on-skin contact with another person.

Shared Equipment (e.g. exercise machines; gym mats etc.)

While using shared equipment on the premises, staff and students are encouraged to:

- Use a barrier (e.g. towel or a layer of clothing) between the skin and shared equipment;
- Wipe surfaces of equipment before and after use with a clean towel especially if the surface has become wet with sweat (if desired a spray bottle containing water only may also be used as long as the water is immediately wiped off).

Cleaning and disinfecting:

- Clean shared equipment surfaces daily to remove soil;
- Disinfect shared equipment surfaces at least once a day for heavy use and once a week for moderate/light use using a suitable low level disinfectant.
- Ensure the cleaner/disinfectant is suitable for the type of surface being treated;
- Ensure the cleaner/disinfectant is prepared to the proper use concentration and that this working solution remains on the surface of the equipment for the recommended contact time;
- Check the cleaner/disinfectant's product label and Safety Data Sheet (SDS) to ensure proper personal protective equipment is worn when used;
- Ensure students do not have access to or use cleaning/disinfecting products;
- Repair or dispose of equipment with damaged surfaces that cannot be adequately cleaned.

General Hard Surfaces

General Guidelines

- Determine whether you need to clean, sanitize or disinfect. In most cases regular cleaning with a clean microfiber cloth will physically remove germs and prevent them from growing and spreading.
- Limit use of disinfectants to high touch surfaces or surfaces contaminated with blood or body fluids or during pandemics/illness outbreaks. They do not need to be disinfected daily unless there is an illness outbreak or there are special circumstances such as students with medical conditions.
- Use only FSD approved cleaning and disinfecting products.
- Do not use disinfectants on food preparation surfaces unless approved for that application. In some cases product instructions may require an additional water rinse.

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- All products dispensed into spray bottles must have the appropriate label and securely stored away from students. Do not mix cleaners and disinfectants. Combining certain products can result in serious injury. Spray bottles should be cleaned and rinsed frequently.
- It is important that proper dilution strengths of disinfectant solutions are used as outlined by the manufacturer.
- Staff using FSD approved cleaners and disinfectants must receive general orientation on proper use of the product which includes reading this guideline and procedure and reading the product label and safety data sheet.

Procedure for Disinfection Hard Surfaces

Step 1- Clean:

Prior to disinfection, use a clean wet cloth or disposable towel to clean the surface. Use soap and water, an unscented baby wipe or a FSD approved neutral cleaner. Visibly soiled surfaces must be clean before applying the disinfectant. Wipe the surface firmly and thoroughly (creating friction) with a wet cloth (preferably microfiber). This step may need to be repeated if there is a lot of visible soil such as vomit or feces. Note: If using a FSD approved cleaner/disinfecting wipe use one surface of the wipe for cleaning then flip over and use the other side to complete the disinfection process.

Step 2 - Disinfect:

Once the surface is clean of soil and debris apply the disinfectant to visibly wet the entire surface. Avoid misting products onto the surface as this can increase personal exposure to the chemical (adjust the spray bottle as necessary or apply directly to cloth first)

Step 3 - Contact Time:

Allow the disinfectant to sit wet on the surface for the required contact time indicated on the product label instructions. For FSD approved products this is anywhere between 1-5 minutes depending on the product.

Step 4 - Air dry

Allow to air dry. Although air drying of disinfected surfaces is preferable, should surfaces still be wet after the appropriate contact time, the surface may be wiped dry with a clean cloth or disposable towel. (Note: no rinse is required if using FSD approved products unless food contact surfaces are involved- refer to label instructions)

Cleaning Guidelines for School Buses

- A vehicle cleaning log must be kept.

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- The following equipment will be available for cleaning:
 - Personal protective equipment (as required by the operator's health and safety protocol);
 - Washable microfiber cloths;
 - Ziploc bags for clean and dirty items;
 - Waste disposal bags; and
 - Cleaning agents / disinfectants.
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning school bus interiors:
 - Put on water-proof gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
 - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see [Health Canada's website](#).
 - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
 - Avoid bleach except on simple plastics.
 - Don't use solvents.
 - All visibly soiled surfaces should be cleaned before being disinfected
- High touch surfaces in school buses that must be cleaned daily include but are not limited to:
 - Seats (front, back, bottom, top);
 - Inside hand railing (all sides use cloth sprayed with disinfectant);
 - Floors (swept daily and mopped with disinfectant once a week);
 - Interior windows and wall section below passenger windows;
 - Inside and outside door handles (including manual control for service door); Inside door grab handles, pads and armrests;
 - Keys;
 - Steering wheel;
 - Shift lever and console;
 - Dashboard and switch banks using a cloth sprayed with disinfectant;
 - Turn signal and wiper stalks;
 - Seat and Seat adjuster, seat belts and buckles;
 - Any other parts that are commonly used and that may have been touched.
- Dispose of soiled paper towels, disposable gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in a lined trash bin. Reusable masks and soiled cleaning cloths to be placed in a ziploc bag labeled 'dirty' and laundered.

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- Wash hands when finished using proper hand washing techniques.
- In addition to regular cleaning of school bus interiors, the number of drivers per vehicle will be limited to ensure that the same drivers use the same vehicle and keep the same work schedules in order to limit contacts as much as possible.

Cleaning & Disinfecting FAQ

What is the difference between cleaning, sanitizing and disinfecting?

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning will always contribute to the health of occupants because allergens and microorganisms are being physically removed from the surfaces, simply by cleaning properly.

Sanitizing means to reduce the number of microorganisms on surfaces to a safe level but does not remove viruses and molds. A sanitizer may or may not destroy pathogenic or disease causing bacteria as is a criteria for a disinfectant.

Disinfecting kills germs or pathogens (e.g. bacteria, viruses) on surfaces. The types of germs killed depends on the product. Disinfection works by using chemicals that contain antimicrobial pesticides. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after prior cleaning, it can further lower the risk of spreading infection. Disinfection is normally reserved for high touch surfaces such as taps, door knobs, keyboards, toys or surfaces that have been contaminated with blood or body fluids.

What are the concerns surrounding disinfectants?

The chemicals in some disinfectants can trigger asthma, allergies and other health concerns. Disinfectants are regulated by Health Canada and designed to kill microorganisms such as bacteria and viruses. Although regulated, these ingredients may not have been sufficiently tested for health risks to children and can cause harm if not used appropriately. Overuse of disinfectants can also lead to “superbugs” or bacteria that are resistant to antibiotics making it harder to kill these germs in the future.

Some types of disinfectants such as those that contain quaternary ammonium compounds can leave a biofilm on surfaces which may contribute to the development of superbugs. Disinfectants are also more costly and require additional training to use properly.

What cleaning and disinfectant products are approved for use in our schools?

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Only approved FSD cleaning and disinfection products should be used by custodians in schools and FSD worksites. These products have been properly evaluated for effectiveness, health, safety and environmental impact. Generally the FSD approved products are listed on the FSD PPE Supply Order form.

FSD approved cleaner/disinfectants for use by staff in specialized programs such as toileting areas and special education classrooms can be dispensed by custodians, ordered directly through Materials Management using the FSD PPE Supply Order form or purchased locally. If purchasing non household products, other than those already listed on the PPE Supply Order form, Administrators should consult with the division Risk Manager to ensure the products are safe and staff are adequately competent in their use.

See section 2.1 of this document for a list of approved disinfecting products.

When is it appropriate to use a disinfectant?

Standard procedures for routine cleaning and disinfecting by custodial staff and contractors are determined by the Director of Facilities. Custodians are expected to follow these procedures. Frequencies may change if there is an illness outbreak/pandemic or there are special needs for students with medical conditions.

What is the proper way to use a disinfectant?

Always follow label directions for any cleaner, sanitizer or disinfectant. Disinfection requires a two-step process using a specified contact time. Clean the area first then apply disinfectant and let sit to air dry for the required contact time.

It is important to remember that before disinfection can occur, the surface must be cleaned first of soil, otherwise the disinfection product will not be fully effective. Disinfection requires the product to remain wet on the surface for the contact time specified by the product label. Some products can be used as both a cleaner and disinfectant. The best products are ones that can be allowed to air dry on surfaces, do not leave a biofilm and do not need to be rinsed off.

What training is required for use of cleaners and disinfectants?

Staff periodically using FSD approved cleaning and disinfecting products require WHMIS/GHS training and must follow the label and safety data sheet instructions and these guidelines. Staff using disinfectants in specialized program areas such as special education, physical education, foods etc. must undergo additional training facilitated by the FSD Safety Department on the proper use of disinfectants.

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When is it appropriate to use a disinfectant wipe?

When convenience is required, use disinfecting wipes to clean and disinfect small items or small surface areas that are touched often, such as change tables, phones and computers, toys or a small amount of blood spilled onto a surface. Pay close attention to the directions for using disinfecting wipes and how much surface area one wipe will effectively disinfect.

One side of the wipe can be used to clean the surface first and the other side of the wipe used to disinfect. It may be necessary to use more than one wipe to keep the surface wet for the required contact time listed on the label.

A less costly alternative to wipes is to use the FSD approved cleaner/disinfectant and a microfibre cloth.

What level of cleaning and disinfection is required during illness outbreaks?

During illness outbreaks it is not necessary or recommended to close schools or to clean and disinfect every surface in the building.

Changes in cleaning and disinfection frequency and locations may be initiated in consultation with Alberta Health Services, Facility and the Manager of Risk and Materials. Most studies have shown that the flu virus can live and potentially infect a person for up to 48 hours after being deposited on a surface. However, flu viruses are relatively fragile, so standard cleaning practices especially when a microfiber cloth is used are often sufficient to remove them.

Keep in mind that overuse of some cleaners and disinfectants can irritate eyes, noses, throats, and skin; aggravate asthma; and cause other serious side effects.

What products does FSD recommend for disinfectants?

Disinfectants are unnecessary for routine everyday classroom or workstation clean up especially when combined with frequent hand washing, use of hand sanitizer stations and general cleaning practices. The best and only time to use disinfectants is on high touch surfaces and when there is a high risk of transmitting germ causing disease (e.g. computer keyboards, change tables, door knobs, shared resources etc.)

What alternatives are there to the use of disinfectants?

When disinfection of high touch surfaces is not required, soap and water or a neutral cleaner with use of disposable or microfiber cloths can help reduce bacteria and viruses on hard surfaces. Unscented/fragrance free baby wipes can also be used for quick

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clean- up of hard surfaces such as desks and as a personal wipe for hands and faces if hand washing and hand sanitizer is not readily available.

Should antibacterial soap be used for hand washing?

Some exposure to living bacteria is healthy for us. Overuse of disinfectants can lead to “superbugs” or bacteria that are resistant to antibiotics making it harder to kill these germs in the future. Antibacterial soaps, such as those containing triclosan, are no more effective at killing germs than regular soap. In 2016, the US Food and Drug Administration issued a rule under which over-the-counter consumer antiseptic wash products containing the majority of the antibacterial active ingredients can no longer be marketed to consumers.

References

- Alberta Health Services –Child Care Facility Information Manual Alberta Health Alberta Education Public Health Agency of Canada
- CDC <https://www.cdc.gov/flu/school/cleaning.htm>
- Infection Control Information Page-Staff Connect
- Guidance for School Administrators to Help Reduce the Spread of Seasonal Influenza in K-12 Schools
- Cleaning for Health (NEA)
- CDC Guidelines for School Cleaning/Disinfection
- Hygiene Hypothesis
- Health Canada Hard Surface Disinfectants Monograph
- Healthy Child – Do Disinfectant wipes pose a health hazard?
- Disposable Wipes – US Food and Drug Administration.

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Contributors

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The FSD 2020-21 School Relaunch Handbook was created with guidance and input from the Foothills School Division Relaunch Committee. Members of the committee include:

2021-22 Renewal Steering Committee Members:

- Chris Fuzessy - Superintendent of Schools
- Drew Chipman - Secretary Treasurer / Assistant Superintendent Corporate Services
- Caroline Roberts - Assistant Superintendent Learning Services
- Allen Davidson - Assistant Superintendent Employee Services
- Jennifer Sanford - Communications & Community Engagement Manager
- Ashley Alexander - Human Resources Manager
- Dave Barton - Risk and Materials Manager
- Dorothy Paszkowski - Divisional Principal - COVID-19 System and School Management

Board of Trustees:

- Larry Albrecht - Board Chair
- Theresa Letendre - Vice-Chair

School Principals:

- Glenn Gibson - Millarville Community School (2020-21) & Heritage Heights School (2021-22)
- Phil Irwin - Cayley School (2020-21)
- Sarah Clark - École Joe Clark School
- Vince Hunter - École Secondaire Foothills Composite High School
- Mike Horembala - École Secondaire Highwood High School

School Council Members:

- Jackie Heuver - Council of School Councils (COSC)
- Laurie Wright - École Percy Pegler School
- Jenny Jones - École Secondaire Highwood High School

Additional Representation:

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- Charity Tegler - First Nations, Metis, and Inuit (FNMI) Success Coach
- Mike Deurbrouck - Alberta Teachers Association (ATA)
- Linda Jones - Canadian Union of Public Employees (CUPE)
- Jean Rae - Executive Assistant / Exempt Staff

We would also like to thank the following individuals for their valuable input:

- Jennifer Kristiansen, Trustee
- Jack Molyneux, Trustee
- Bill Young, Trustee
- Sharon Nichols, Trustee
- Audrey Kluin, Director of Learning Technologies (2020-21)
- Sally Smith, Director of Learning Technologies (2021-22)
- Wanda Le Roux, Director of Transportation
- Ming Tian, Director of Facilities
- Loriann Salmon, Director of Inclusive Learning (2020-21)
- Kevin Newman, Director of Inclusive Learning (2021-22)
- Doug Stevens, Director of 7-12 Learning
- Cynthia Glaicar, Director of Staff Development
- Denise Gow, Director of Finance
- Miriam Ramzy, Director of K-6 Learning
- Bryan Brandford, Principal, Highwood High School
- Bill Holmes, Vice-Principal, Spitzee School
- Alberta Smallwood, Learning Commons Facilitator, Millarville School

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