

May 8, 2020

Covid-19: Re-Opening of Elementary Schools Information for Parents

Dear Parent(s)/Guardian(s),

As you are aware, our elementary schools are re-opening next week. A number of information documents have been uploaded to our website for your review. Here is a summary of what has been uploaded:

- Return to Elementary School Package for Parents
 - Student Attendance and Registration
 - Transportation
 - Drop-off Procedures
 - Hand-washing Procedures
 - Entry and Exit Procedures
 - Social Distancing
 - Emergency Contacts in Case of Illness or Covid-19 Symptoms
 - Caretaking
 - Lunches
 - School Organization
 - Respect of School Rules
 - FAQ's
 - Transportation Procedures
 - WQSB Guidelines to Support the Return to School for Students with Special Needs (EHDAA)
 - WQSB Protocol for Symptoms of Covid-19: Students and Staff

- Covid-19 Symptom Follow-Up Card for Parents
- CNESST Workplace Standards Guide for the School Environment: Covid-19
- CNESST Preventative Health Measures in Schools

Please note that we have received a number of questions from parents; these will be posted on our social media platforms early next week. As always, I ask that you forward questions and/or concerns to WQQuestions@wqsb.qc.ca

I wish you a safe and healthy weekend.

Sincerely,



GEORGE SINGFIELD
Secretary General – Director of Corporate Services and Communication



Return to School for Elementary Students: Guidelines for Parents

As you are all aware, the Covid-19 pandemic has provided all of us with many changes and challenges. As we prepare for the re-opening of our elementary schools, it is important to share the guidelines that have been put in place to ensure that we are following all directives as issued by the provincial authorities in health and education. Please take time to review these guidelines; should you require clarification you may check in with your individual school, or if you prefer you may address your concern or question to WQQuestions@wqsb.qc.ca. Thank you for your consideration and cooperation, as they are both fundamental in ensuring a safe and successful re-opening of our schools.

Student Attendance and Registration

In order to facilitate school and class room organization and planning parents must:

- Provide the school with a 1-week notice, in writing, of their intention to send their child to school.
- This notification must respect the deadline which will be established and communicated by individual schools

Transportation

- Parents are strongly encouraged to provide transportation for their children wherever possible. In the event transportation is required however, parents must notify the school when confirming attendance.
- This notification must be provided in writing at least one week in advance
- Transportation notifications must respect the established deadline of Monday before 4:00 pm (for the following week)
- Bus route information will be communicated to parents on Friday, May 8th
- In order to respect Ministry directives regarding social distancing, the following maximum capacities are in place:
 - Regular bus: 12 students
 - Mini-bus: 5 students
 - Van: 1 student
- Seating plans have been established for all buses; seats will be identified with tape, indicating seats that are not to be used
- Students will be asked to sit next to the window
- Only students who have been registered with their respective schools will be permitted on buses
- Bus drivers will be wearing protective equipment (i.e. Mask, protective eyewear, gloves)
- The transportation companies will be disinfecting all buses

Drop-Off Procedures

- In order to respect the Santé Publique directives regarding social distancing, schools will have established drop off and pick up points for those parents transporting their children. These will be conveyed to you by your individual school.

Hand Washing Procedures

- Hand sanitizers will be set up at entry and exit points of schools. Students must wash their hands upon entry and exit of the building. Additional hand washing areas will be set up within the school to ensure that students use proper handwashing throughout the day.



Entry and Exit Procedures

- Individual schools will establish entry and exit procedures for students; it is fundamentally important that these be followed at all times
- Parents and visitors are not permitted inside the school; individual schools will designate an area and procedure for parents who are dropping their children off in the morning and picking their children up at the end of the day.
- Please note that procedures will be posted at main entrances of schools

Social Distancing

- All students must respect social distancing rules. They must remain 2 meters apart in all areas of the school and school yard. Staff will ensure that students understand what this entails and signage will be in place to help guide students. As parents you are encouraged to reinforce this at home by practicing with your child.
- All classrooms have been set up with a 10-student maximum

Emergency Contacts in Case of Illness or Symptoms

- In the event your child is ill or exhibits symptoms of Covid-19 as defined by the Institut national de santé publique du Québec (INSPQ) they will be accompanied to a room designated solely for this purpose
- A parent will be contacted immediately by the school and asked to pick up their child; during the conversation with the parent, a summary of the exhibited symptoms will be shared
- The child will be provided with and asked to wear a mask, and given instruction on how to put it on (as per INSPQ guidelines)
- The child will remain supervised in the room until the parent or designated emergency contact arrives at school to take the child home

Caretaking

- The WQSB Buildings department has put a number of additional measures in place, as per Santé Publique and Health Canada guidelines; namely:
 - Tables with hand sanitizer will be set up at the main entrance of all schools
 - Only sanitizer with at least 65% alcohol is being used in our schools
 - All classrooms and daycare rooms will be disinfected at the beginning and end of each day
 - Caretaking staff will clean and disinfect washrooms as per the established schedule below:
 - Following the beginning of first class
 - Following morning recess
 - Following lunch period
 - Following afternoon recess
 - At the end of each day
 - Caretaking staff will monitor and replenish all hand sanitizer and soap dispensers as per the above-listed schedule
 - Caretaking staff will focus on maintaining overall school cleanliness; particular emphasis will be placed on door handles, railings, light switches, and other high –touch areas
 - All desks and chairs will be cleaned and disinfected every evening
 - All classrooms that are being used will be cleaned every evening

Lunches

- Parents are asked to provide a lunch and snacks for their children; lunches are not to be dropped off during the day as we must restrict access to all of our buildings
- Please note that no schools will be operating a cafeteria or lunch service
- Schools with provincially funded Milk Programs will continue to provide this service

School/Class Organization

- It is important to understand the school and class organization will be different than prior to the school closures. The social distancing rules require a reorganization of classes to reduce the number of students. This may mean that your child is not with the same classmates or, in some cases the same teacher. You will receive more information from your child's school.

Respect of School Rules

- Social and physical distancing make it necessary for all schools to revise their operating rules and procedures. While each school will take the necessary time to review these rules with all returning students, parents are asked to spend time reminding their children of the importance of respecting them. It is essential that all students understand that by working with all staff to respect and follow all rules and guidelines **they are making a huge contribution to the overall safety and health of everyone in the building.**
- **Students who choose to disregard rules regarding social and physical distancing will be sent home, as this disregard for all others in the school is not only irresponsible but also intolerable. Anything less would be compromising the security of everyone in the building. This rule applies to bus transportation as well.**

FAQ's

- Can my child wear a mask at school?
 - While children will not be provided with masks or other protective materials, parents may choose to have their children use them; parents are reminded to ensure that in the event their children are wearing a mask that they have been instructed on how to properly use them
- Will the school or school board test students for Covid-19?
 - As per directives from INSPQ, the schools and school board will not be testing students
- Will students share computers or other materials at school?
 - Classroom materials (ie. books, computers, etc.) will not be shared between students;
- What happens if a school has a confirmed case of Covid-19?
 - In the event one of our schools has a confirmed case of Covid-19, the following measures will be put into place immediately:
 - The school board will enter into and remain in communication and consultation with Santé Publique; all directives and procedures will be issued by Santé Publique and adhered to by the school board
 - Parents of all students in the school will be informed that there is a confirmed Covid-19 case; the name of the student or staff member will not be released as per legal rules and regulations
 - As the school board receives situation-specific instructions from Santé Publique, it will ensure that both the parent and staff communities remain apprised of the situation at hand

TRANSPORTATION PROCEDURES COVID-19 PERIOD

STUDENT POSTCARDS

Bus routes will be completed by Friday and postcards will be sent to the schools. Schools will communicate the information to parents.

MAXIMUM CAPACITY – VEHICLE TYPE

To respect the 2 meter physical distance, the maximum capacity per vehicles will be:

- Full size bus: = 12 students
- Mini-bus = 5 students
- Van = 1 student

SEATING PLAN

A seating plan has been organized in every bus to respect the required social distancing between students. The seats will be identified with tape to indicate to students where they cannot seat.

A seating plan for boarding and unloading has been established.

Students will be asked to sit close to the window side of the seat.

Students are expected to respect the seating plan and keep their assigned seat for the remainder of the school year. Students not respecting the rules will be expelled from the bus.

TRANSPORTATION REQUESTS

Only registered students will be allowed on buses.

Future registrations may be accepted conditional to space availability on the existing routes and it must not alter the existing schedule time.

TRANSPORTATION COMPANIES - DRIVERS

Drivers will have personal protective equipment such as: mask, protective eye wear and gloves.

Transportation company are responsible to disinfect their vehicle twice a day.



Bording order

Driver	
	12
11	
	10
9	
	8
7	
	6
5	
	4
3	
	2
1	

Unloading order

Driver	
	1
2	
	3
4	
	5
6	
	7
8	
	9
10	
	11
12	

Bording order

Driver	
	5
4	
	3
2	
	1

Unloading order

Driver	
	1
2	
	3
4	
	5

WQSB Guidelines to support the return to school for students with special needs – EHDAA

- WQSB Measures to support students and staff – April/May 2020
- Guidelines for planning, organization of staff, environments, equipment, materials, interventions

With the gradual re-entry of students in elementary schools, many questions arise in regards to students identified as EHDAA, and those who have complex special needs. We have received guidelines to address some of the questions that have arisen. We await further direction, as noted below.

Who is recommended to continue to stay home?

- Students who have chronic medical conditions, or who are considered vulnerable to COVID-19 should remain at home.
- Some parents may choose to continue to keep their children at home, as attendance is optional.
- No student may be refused access to school.

How will students who are identified as EHDAA, be supported?

- Students who return to school will be supported by school teams.
- Students who will remain at home, will continue to be supported at home, as they have been:
 - Educational learning kits, distant learning/consolidation of learning
 - WQSB My Backpack
 - Remote support of Comp Services staff where applicable
 - Weekly contact by school – close monitoring of needs – academic and social/emotional – see guidelines re. Communication with students

How will social distancing be supported at school?

- Social distancing must be supported and respected between all individuals (staff and students).
- Schools will determine the particular needs and strategies to employ and how services will be organized (based on their particular reality).
- Strategies must be adapted to our students' particular needs and the school reality.
- In cases where one on one is required or proximity of school personnel is necessary, personnel will have PPE (personal protective equipment) and have basic training on its proper use. (see Workplace Guide for Schools – when social distancing is not able to be maintained for more than 15 minutes/day, PPE (mask and goggles, must be worn)
- Classes, may need to be re-arranged, or relocated to allow for social distancing.

What services will be provided for students who are identified as EDHAA?

- Depending on the particular needs of the students, some adjustments may be required to support students. This may involve remote support for educational activities (phone, Teams).
- IEPs for the current year may be revised in terms of strategies and adaptations, as needed.
- Complementary Services member support is available remotely (dependent on current directives from Public Health). Department members are available to support staff working with students with special needs. This may include SLP, Speech and Hearing Correction Officers, ASD Special Ed Technicians, Social Services Officers, DART, Social Worker, Re-Adaptation Officer, Psychologist, Special Needs Consultants. At this time, no school visits will be planned to minimize community transmission risks.
- Therapy, evaluations and any direct service is suspended, under current Public Health directives. A number of innovative practices are being considered should they become necessary. Contact with students/parents

and remote support has been underway since student communications began. This support will be maintained.

- As the current situation continues, greater attention and monitoring may be necessary to address mental health and well-being. Students who present with signs of anxiety or distress should be monitored closely for possible follow-up and referrals. Pro-active approaches to well-being and positive mental health should be considered at a whole class or school level. Supportive materials and resources are available from Complementary Services, and the Centres of Excellence.

What other measures need to be considered?

- For students who use technology, manipulatives, and other learning tools during their day, cleaning and disinfection procedures need to be enhanced. In general, sharing of tools is to be avoided.
- Special transportation must follow current Public Health Directives for social distancing, resulting in reduced numbers of students per trip. Parents are encouraged to drive their children where possible.

What about special classes?

- We have three special classes at the elementary level (Chelsea, Aylmer and Transitions Centres) which will need to adapt supports and procedures to ensure Public Health Directives are followed.
- Social distancing continues to be enforced and class size maximum will be reduced to allow for more available space.



WQSB Protocol for Symptoms of COVID 19 Students and Staff

- WQSB Measures to support students and staff – May 7, 2020
- Guidelines for symptom monitoring, procedures, follow up

With the gradual re-entry of students in elementary schools, the following is intended to support the monitoring for symptoms, and steps to take in the event of the presence of COVID 19 symptoms in schools.

Any staff or student experiencing symptoms or illness, must stay home or go home once observed. This is a change in work/school practice that is essential to maintain Public Health guidelines currently in place. **No individual should be coming to work/school if sick, no matter how mild the symptoms.**

Symptoms may include (<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/answers-questions-coronavirus-covid19/>) :

- Cold and flu like symptoms including:
 - Fever
 - Onset or worsening of a cough
 - Difficulty breathing
 - Sudden loss of smell without nasal congestion with or without loss of taste
 - Sore throat
 - Headache
 - Aching muscles
 - Intense fatigue
 - Major loss of appetite
 - Diarrhea

What to do in the case of staff or student presenting with symptoms:

- if a staff member presents with symptoms, they must inform administration and leave immediately
- if a student presents with symptoms, the student will be taken to the identified isolation room and can be supervised by one adult (isolation room and PPE expectations outlined in CNESST protocol and Workplace Sanitary Standards Guide for Schools); maintain stringent handwashing procedures and PPE disposal or disinfection
 - parent is called for pick-up (belongings to be given to parents in plastic bag)
 - parent is instructed to contact COVID 19 helpline for further instructions (see cards and Public Health guides). Info cards can be printed and provided for parents to take with them.
 - The parents of the preschool or elementary students of the affected child's group, the staff member responsible for the isolation and the group's educator/teacher must call 1-877-644-4545 to obtain instructions from the Direction de la Sante publique (public health authorities).
- administration calls CISSS School info line for any further directions
- areas where the student or staff member was located should be disinfected as per protocols for disinfection (see CNESST protocol for details)
- in the case of siblings or those sharing same residence of person who is exhibiting symptoms, they too must stay home.

What's next?

- Public Health is responsible for all follow up in regards to possible testing, and further investigations. Schools do not take any further interventions without direction from Public Health.

- If a case is confirmed, Public Health is responsible for any and all follow up. Administrators will be contacted in such an event for further investigation or procedures.
- Administrators can contact the CISSS School Info line for any questions arising.

When is the staff member/student permitted to return to school?

- Staff and students are not to return until they are symptom free.
- (excerpt from Public Health pamphlet/self-care guide) In general, you need to home-isolate for 14 days after the onset of symptoms, and:
 - Until you are free of fever for at least 48 hours (without taking fever medication) and
 - Have no acute symptoms for at least 24 hours (this does not include cough and loss of smell, which can take a longer time to go away).
- For cases where there is a chronic medical, or other condition (that is not a vulnerability for COVID-19), a parent may provide medical note to support their return.

What about students with more complex special needs?

- Social distancing is maintained where possible, and where not, staff will wear PPE and ensure proper hand washing, etc. and PPE guidelines are followed.
- In special classes, class size maximums may be reduced to accommodate more space and an appropriate student:staff ratio.
- For toileting and personal care – staff must wear PPE and ensure proper handwashing, and disinfection procedures.

Questions?

- Provincial Coronavirus Info line - **1-877-644-4545**

Sincerely,



GEORGE SINGFIELD

Secretary General – Director of Corporate Services and Communication

What should I do when my child has COVID-19 symptoms?

If your child has cold or flu like symptoms you will be asked to pick up your child from school.

- Stay at home and avoid contact with others
- Wash your hands frequently
- Follow good respiratory hygiene practices: Cover your mouth and nose when coughing or sneezing (elbow, upper arm or disposable paper tissue)
- **Call the 1-877-644-4545 coronavirus hotline to report your child's symptoms and follow the instructions you are given**
- If your child has major difficulty breathing, call 911
- When can my child return to school?
 - In general, you need to **home-isolate for 14 days** after the onset of symptoms, and:
 - Until you are **free of fever for at least 48 hours** (without taking fever medication) and
 - Have **no acute symptoms for at least 24 hours** (this does not include cough and loss of smell, which can take a longer time to go away).
- Please contact your school administrator prior to your child's return.

Adapted from Self-care Guide COVID-19, MSSS, Quebec, 2020

What should I do when my child has COVID-19 symptoms?

If your child has cold or flu like symptoms you will be asked to pick up your child from school.

- Stay at home and avoid contact with others
- Wash your hands frequently
- Follow good respiratory hygiene practices: Cover your mouth and nose when coughing or sneezing (elbow, upper arm or disposable paper tissue)
- **Call the 1-877-644-4545 coronavirus hotline to report your child's symptoms and follow the instructions you are given**
- If your child has major difficulty breathing, call 911
- When can my child return to school?
 - In general, you need to home-isolate for 14 days after the onset of symptoms, and:
 - Until you are free of fever for at least 48 hours (without taking fever medication) and
 - Have no acute symptoms for at least 24 hours (this does not include cough and loss of smell, which can take a longer time to go away).
- Please contact your school administrator prior to your child's return.

Adapted from Self-care Guide COVID-19, MSSS, Quebec, 2020

What should I do when my child has COVID-19 symptoms?

If you have cold or flu like symptoms you will be asked to pick up your child from school.

- Stay at home and avoid contact with others
- Wash your hands frequently
- Follow good respiratory hygiene practices: Cover your mouth and nose when coughing or sneezing (elbow, upper arm or disposable paper tissue)
- **Call the 1-877-644-4545 coronavirus hotline to report your child's symptoms and follow the instructions you are given**
- If your child has major difficulty breathing, call 911
- When can my child return to school?
 - In general, you need to home-isolate for 14 days after the onset of symptoms, and:
 - Until you are free of fever for at least 48 hours (without taking fever medication) and
 - Have no acute symptoms for at least 24 hours (this does not include cough and loss of smell, which can take a longer time to go away).
- Please contact your school administrator prior to your child's return.

Adapted from Self-care Guide COVID-19, MSSS, Quebec, 2020

What should I do when my child has COVID-19 symptoms?

If you have cold or flu like symptoms you will be asked to pick up your child from school.

- Stay at home and avoid contact with others
- Wash your hands frequently
- Follow good respiratory hygiene practices: Cover your mouth and nose when coughing or sneezing (elbow, upper arm or disposable paper tissue)
- **Call the 1-877-644-4545 coronavirus hotline to report your child's symptoms and follow the instructions you are given**
- If your child has major difficulty breathing, call 911
- When can my child return to school?
 - In general, you need to home-isolate for 14 days after the onset of symptoms, and:
 - Until you are free of fever for at least 48 hours (without taking fever medication) and
 - Have no acute symptoms for at least 24 hours (this does not include cough and loss of smell, which can take a longer time to go away).
- Please contact your school administrator prior to your child's return.

Adapted from Self-care Guide COVID-19, MSSS, Quebec, 2020

Workplace Sanitary Standards Guide for
the School Environment – COVID-19

OHS is everyone's business!



The purpose of this guide is to support the schools for management of OHS in their work environment. It seeks to guarantee that operations can resume or continue under the safest and healthiest possible conditions in the context of COVID-19.

In a crisis period, it is important that workers, employers and other players in the workplace collaborate to have healthy and safe work environments for all! Dialogue and cooperation are essential to achieve this.



Management of occupational health and safety

Management means implementing the necessary measures to honour the employer's legal obligations, namely identify, correct and control the risks and encourage the workers' participation in this preventive approach.

Good cooperation between the employer and the staff is essential to encourage management of OHS.



The employer must **proceed with identification of the risks of transmission of COVID-19 in the work environment**. If the risks of contamination cannot be eliminated, the employer must seek to reduce and control them. The employer must identify the tasks during which workers may be exposed to the virus. The suppliers, subcontractors, partners and customers have been informed of the measures implemented in the company to control the risks associated with COVID-19 and made aware of the importance of complying with these measures.

The preventive measures that may be applied are based on the principles of exclusion of symptomatic persons from the home childcare facility, physical distancing, hand washing, respiratory etiquette and maintenance of hygiene measures for the material, equipment and frequently touched surfaces.

The COVID-19 context can be a major stress factor, whether for the employer or for the workers, suppliers, subcontractors, partners, parents and pupils, due to the upheaval it causes in the different spheres of society. Special attention must therefore be paid to the psychosocial health of the staff.



Exclusion of symptomatic workers from the workplace

Persons exhibiting symptoms are part of the COVID-19 transmission chain in the workplace. Procedures accounting for the following factors can avoid transmission of the disease:

- Identification of workers with COVID-19 symptoms before they enter the workplace, by means such as:
 - a questionnaire,
 - self-evaluation by the workers;
- Posters are installed as reminders of the importance of hand hygiene, respiratory etiquette and physical distancing at key locations (entrance, rooms, washrooms, exterior doors, etc.);
- The suppliers, subcontractors, partners and parents have been informed of the measures implemented in the school to control the risks associated with COVID-19 and make them aware of the importance of respecting these measures and limiting their movements within the school facility as much as possible;
- Any person (preschool or elementary school pupil or school staff) exhibiting symptoms associated with COVID-19 (fever or cough or difficulty breathing or sudden loss of smell or taste, other symptoms according to the [government website](#)), up to 24 to 48 hours after the symptoms end is prohibited from entering the school environment;
- Access must also be refused to any preschool or elementary school pupil whose parents or another person in the same residence exhibit these symptoms or have already been placed in isolation due to COVID-19 (case or contact).

When symptoms associated with COVID-19 (fever or cough or difficulty breathing or other symptoms according to the [government website](#)) appear in the school environment:

- A COVID-19 emergency kit prepared in advance must be used and contain at least gloves, procedure masks, protective eyewear, a reclosable bag, an overgarment (smock), and an hydroalcoholic solution;
- A preschool or elementary school child exhibiting symptoms shall be isolated in a room provided for this purpose and wear a procedure mask. A staff member exhibiting symptoms must leave the workplace;
- Only one staff member looks after a preschool or elementary school pupil exhibiting symptoms for the time until the parent comes to get the child;
- A staff member must wear gloves and an overgarment (smock), as well as a procedure mask and protective eyewear;

- The personal objects of a preschool or elementary school pupil who has symptoms should be handed over to the parents in a fabric or plastic bag;
- Once a preschool or elementary school pupil or a staff member exhibiting symptoms has left, disinfect the room and the objects and surfaces touched by the child or the staff member;
- The staff member must remove the gloves, protective eyewear, procedure mask and smock safely in the room and dispose of them on site (if a trash can without contact with the hands is available) or in reclosable containers or bags reserved for this purpose, and then dispose of the single-use equipment. They must wash their hands immediately after this;
- Reusable personal protective equipment (e.g. protective eyewear) is disinfected with a product adapted to the equipment;
- The parents of the preschool or elementary school pupils of the affected child's group, the staff member responsible for isolation and this group's educator or teacher must call 1-877-644-4545 to obtain instructions from the Direction de la santé publique (public health authorities).



Physical distancing

- Whenever possible, a minimum of 2 metres of distancing between people must be maintained at work, from arrival to departure;
- This distance must also be maintained during breaks and lunch hour;
- Handshakes and hugs must be avoided;
- The workstations and work methods have been reviewed to comply with 2 metres of physical distancing whenever possible;
- Traffic and interactions between workers are limited.

Adjustments that must be made to limit the risk of transmission when the principles of physical distancing cannot be respected:

In offices, these adjustments are:

- use of technological means (telework);
- installation of physical barriers (transparent full partitions) between different workstations when they are too close or cannot be spaced.

On preschool and elementary school premises:

- measures must be taken to encourage physical distancing and limit the duration of close contact between preschool or elementary school pupils;
- the maximum ratio of preschool or elementary school pupils per room for the school facilities prescribed by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) must be respected;

- the maximum ratio of vocational and general adult education students in the classroom simultaneously to perform their practical training activities must be respected as prescribed by the MEES;
- the non-essential common areas must be closed and access to the school facilities must be reserved for staff and preschool or elementary school pupils only;
- the schedules must be adjusted to minimize movements and gatherings at the same time. Access to the recreation yard will be limited to small groups in a controlled manner, and the cafeterias will be closed;
- the preschool and elementary school pupils take their meals on the premises or in the classrooms or outdoors, to avoid movements within the school facility;
- If possible, the same preschool or elementary school pupils must always be kept in the same group, in the same rooms, at the same desk, and the staff should always have the same group of pupils;
- It is not recommended for teachers to wear personal protective equipment (PPE) to protect themselves against COVID-19. Two metres of physical distancing must be respected whenever possible. However, for teachers who would be more comfortable wearing a face covering, we invite them to consult [Wearing a face covering in public settings](#) to learn how to make a face covering and use it appropriately;
- the staff in contact mainly with preschool pupils, handicapped pupils or students or vocational education for practical activities, if the tasks absolutely necessitate being less than 2 metres from another person for a period longer than 15 minutes without a physical barrier, only once a day, must wear respiratory protection and protective eyewear at all times;
- the necessary personal protective equipment, including the procedure mask, protective eyewear and gloves, must be provided and made available to the driver in sufficient quantity.

In the schoolyard:

- play areas may be reserved specifically for different groups, in order to prevent contact between the pupils of these groups;
- changes to the recreation schedules and timed intervals between periods making it possible to minimize necessary contacts between pupils must be provided for;
- special attention must be paid to areas acting as bottlenecks (e.g. locker room entrance, exit to the schoolyard, stairways, etc.) to avoid creation of lineups with persons close to each other.

In school transportation:

- the pupils' parents are informed that if their children exhibit symptoms, they must keep them at home and refrain from having them take school transportation;
- physical barriers (transparent full partitions) have been installed between the driver and the pupils. For more information, consult [Société de l'assurance automobile du Québec](#);
- in the absence of physical barriers (transparent full partitions) on the school bus, access to the first benches is prohibited to respect the 2-metre distance from the driver;
- the driver, in the absence of physical barriers and if the tasks absolutely must be less than 2 metres from one or more pupils for a period longer than 15 minutes, must wear a procedure mask and protective eyewear at all times;
- the necessary personal protective equipment, including the procedure mask, protective eyewear and gloves, must be provided and made available to the driver in sufficient quantity;
- suitable ventilation in the vehicle is ensured by avoiding air recirculation and encouraging opening of windows whenever possible, for example;
- the driver's station is cleaned and disinfected every shift or during a change of driver (e.g. steering wheel, interior and exterior door handles, interior mirror, seat belts, doors, seat);
- the frequently touched surfaces in the vehicles are cleaned and disinfected every day (e.g. seat belts, straps, handrails, buzzers, doors, seats).



Hand washing

Frequent hand washing with lukewarm water and soap or with a 60% hydroalcoholic solution for at least 20 seconds limits the risks of transmission in the work environment, especially:

- before touching the face (eyes, nose, mouth);
- after coughing, sneezing or wiping the nose;
- upon arrival in the morning and before departure each day;
- before and after eating;
- after handling something that is frequently touched;
- when entering and exiting the premises and after each use of collective equipment.

All staff members and preschool or elementary school pupils must have been made aware of hand hygiene.



Respiratory etiquette

Respecting respiratory etiquette consists of:

- covering your mouth and nose when you cough or sneeze, and using tissues or the crook of your elbow;
- using single-use tissues;
- immediately discarding used tissues in the trash can;
- frequent hand washing;
- not touching your mouth or eyes with your gloved or bare hands.

All staff members and preschool or elementary school pupils must have been made aware of respiratory etiquette.



Maintenance of hygiene measures for material, tools, equipment and frequently touched surfaces

Given that the virus responsible for COVID-19 can survive on surfaces, application of hygiene measures is essential.

- Limit sharing of work accessories and equipment (e.g. pens, telephone, tablets, computer mouse);
- Clean and disinfect collective equipment (e.g. telephone, computer, mouse, photocopier, printer) regularly or as soon as more than one person uses it;
- Ensure efficient operation and maintenance of the ventilation systems, according to the regulatory requirements for the type of facility and the tasks performed;
- Clean and disinfect the sanitary facilities daily;
- Clean the meal areas before each meal and disinfect them daily. For example:
 - the refrigerator door handle,
 - chair backs,
 - microwaves;
- Clean and disinfect with a disinfection product usually used, every day or more often, depending on the use of the premises and, when they are visibly soiled, the frequently touched surfaces. For example:
 - tables,
 - chairs,
 - rooms,
 - sanitary facilities,
 - tout autre endroit ou matériel pertinent.

Resources are available online for more information concerning [cleaning of surfaces](#) or [recommended disinfectants](#).



Legal obligations

The legal obligations in occupational health and safety, both for the employer and the workers, must be applied in the context of COVID-19. Here is a summary.

Employer


Every employer has the obligation to protect the health and ensure the safety and physical well-being of their workers. The *Act respecting occupational health and safety* (AOHS) requires every employer to take the necessary measures to achieve this ([section 51](#)). To do this, the employer, in particular, must implement methods for the identification, correction and control of risks.

In the context of COVID-19, the employer must ensure that the preventive measures usually implemented are always adapted. Otherwise, he must modify them to protect the workers against the risks of contamination.

The employer must also inform the workers about the risks related to their work, including those related to COVID-19. The employer must also assure the workers of the appropriate training, supervision and coaching so that everyone has the skills and knowledge required to perform the work assigned to them safely.

Worker

Every worker has the obligation to protect their health, safety or physical well-being, and to ensure that they do not endanger the health, safety or physical well-being of other persons found in the workplace ([section 49](#) of the AOHS). To do this, they must comply with the rules and measures implemented in the context of COVID-19 on the same basis as the other rules applied in the work environment. The workers must also participate in the identification and elimination of risks. If they see risks or have suggestions in this regard, they must inform the health and safety committee (if there is one), their superior or a representative of the employer.



The guide and the kit result from a reflective process intended to support the work environments in management of occupational health and safety in the context of COVID-19. The project is scalable and will harmonize with the preventive measures order by the Direction de la santé publique (public health authorities).

Original version in French
Reproduction authorized subject to mention of the source

© Commission des normes, de l'équité, de la santé et de la sécurité du travail, 2020

Legal deposit – Bibliothèque et Archives nationales du Québec, 2020
Legal deposit – Library and Archives Canada, 2020

ISBN 978-2-550-86581-0 (PDF)

COVID-19 Hotline: 1-877-644-4545

To contact a CNESST inspector: 1-844-838-0808



CORONAVIRUS (COVID-19)

Preventive Health Measures in School

PHYSICAL DISTANCING APPLIES TO EVERYONE

← 2 m whenever possible →



From arrival at school until departure



During recreation and lunch hour



Respect the student-teacher ratio in the classrooms



Close the non-essential common areas

HYGIENE MEASURES AS WELL:



Frequently wash your hands for 20 seconds



Sneeze and cough into your elbow

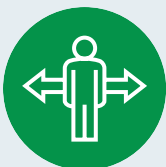


Discard your tissues immediately after use



Do not share tools, or else disinfect them between uses

EMPLOYERS MUST ALSO:



Pay special attention to stairways, entrances, etc.



Regularly clean frequently touched surfaces



Respect the measures recommended

COVID-19 Hotline:
1-877-644-4545

To contact a CNESST inspector:
1-844-838-0808