



Westmount School Respiratory Illness & Prevention Guide

2021/2022

Guide for Respiratory Illness Prevention and Management in Westmount School



Overview

Procedures outlined within this document are intended to provide guidance to Westmount School staff so as to minimize the transmission of respiratory infection, including COVID-19, influenza and common colds. It presents several strategies and considerations as we move forward to embrace the new normal for managing our school.

These practices include:

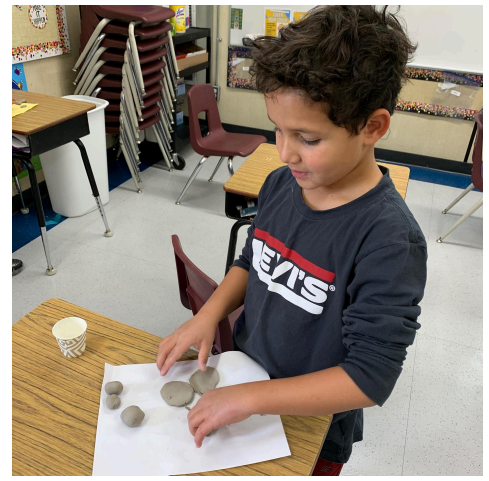
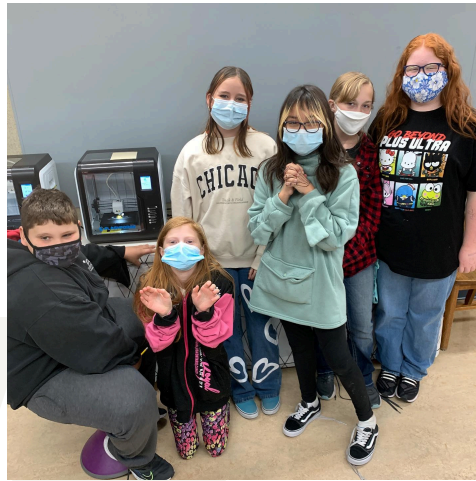
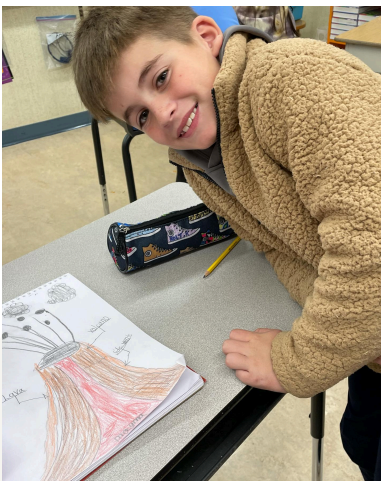
- getting vaccinated
- staying home when sick
- proper hand hygiene and respiratory etiquette
- enhanced cleaning and disinfecting
- maintaining ventilation
- mandatory use of masks for all staff and students in grades 4-6 and visitors.
- physical distancing

The following guiding principles are used to provide an educational environment that is beneficial to learning, while maintaining the safety of students and staff.

Principles to guide decisions, preparations and actions:

- Ensure the health, safety and well-being of students and staff by providing a safe and healthy teaching and learning environment.
- Keep informed of all protocols and requirements established by Alberta Health Services and the Medical Officer of Health and ensure they are adhered to.
- Take into consideration that some school staff and students may fall into the at-risk category because of their age or other health risks and provide reasonable accommodations for them when possible.
- Differentiate instructional strategies to ensure students have access to high quality learning opportunities that are guided by Alberta Education mandates and the Programs of Study for all potential methods of delivery.

These guiding principles will give direction and support so as to minimize the transmission of respiratory infection, including COVID-19, influenza and common colds.



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Staying Home when Sick

- Each school day, staff (including substitute teachers) and visitors, assess whether they feel well enough to attend school for any reason (See **Appendix B**).
- Parents/guardians should assess their children daily for any new signs or symptoms of COVID-19 using the Alberta Health Daily Checklist (See **Appendix C**).
- Anyone that reports COVID-19 symptoms is directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.
- For information on isolation for staff and students with symptoms, or for confirmed COVID-19 cases, please (See **Appendix B&C**).
- Anyone who feels unwell should stay at home until they are well.
- Signs are posted reminding persons not to enter if they have COVID-19 symptoms.
- During school hours, parents and visitors are allowed into the school with permission from the principal.
- The self screening tool (See **Appendix B**) must be completed before entering the school.

Hand Hygiene

- Soap and running water as well as hand sanitizer are provided.
- Hand sanitizer is placed in convenient locations throughout the school, such as in entrances, exits and near high traffic areas.
- Hand hygiene is promoted regularly throughout the school day.
- Verbal reminders for hand hygiene are provided.
- Westmount School will use visual resources/posters to promote hand hygiene.

Respiratory Etiquette

- Students, staff and visitors are encouraged to use proper respiratory etiquette (e.g., sneezing into the elbow or a tissue, discarding tissues immediately into a lined bin, performing hand hygiene).
- Students, teachers, staff and visitors must follow provincial requirements for masks.
- Exceptions to the mask requirement on school buses are listed in CMOH Order 34-2021.
- Visual resources/posters to promote respiratory etiquette are posted.

Cohorting in Kindergarten through Grade 6

- Students at Westmount School will remain in cohorts whenever possible.
- A cohort is a small group of students and staff whose members are always the same people, and who may at times not be able to remain two metres apart.
- Teachers may belong to more than one cohort due to scheduling necessities.

Environmental Measures

- Soap and water/disinfectant spray bottles are provided for individual classroom use.
- Offer/utilize physical barriers (plexi-glass) when requested by staff.
- Increased frequency of cleaning and disinfection of high-touch areas and equipment.
- This additional cleaning is provided by a porter each day.
- School facilities may be booked by the public when the students are not in attendance.

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Physical Distancing

- End of the day dismissal bells are staggered to reduce congestion in hallways and on the bus run.
- Cohorts will enter the building fully and be clear of the boot room before another cohort enters.
- Signs are posted to remind students to maintain a 2 metres distance from other students whenever possible.
- Seating in public areas is restaged to prevent gathering.
- Bathrooms will be used one cohort at a time when possible.
- It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk of transmission (i.e., spacing between desks). Students are not expected to sit in their desks for the duration of the day.
- Desks and tables are arranged in a way that maximizes space between students.
- Student seating may be restaged to reduce face to face situations.
- Additional items or pieces of equipment that are not in use from classrooms are removed to allow more space to spread out.
- Drop-off and pick-up procedures are in place that support physical distancing where possible between all persons (except household members). These may include:
 - 1) Designate entrances for classes.
 - 2) Designated areas for bus loading.
 - 3) Parents/guardians are encouraged to remain outside during drop-off and pick-up.
- Large gatherings of students and staff are avoided for now or done virtually.

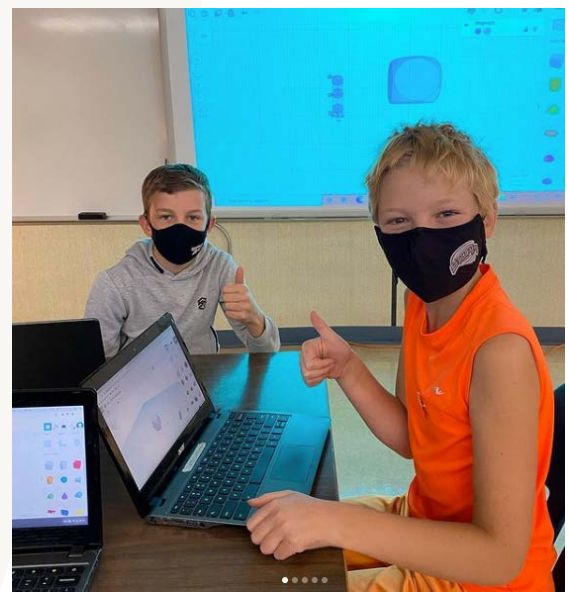


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Masks

- Students, teachers, staff and visitors must follow provincial requirements for masks.
- All students attending grades 4 through 6, staff members and visitors are required to wear a mask.
- Masks are not required for students attending Kindergarten through Grade 3, however mask use will be supported if a family chooses.
- Masks remain mandatory for all students, staff and visitors on a school bus. Please see current CMOH orders for additional information.
- Masks are not required while students are seated in the classroom during instruction if students are working in desks that are arranged so students are not facing each other. If close contact between students, or students and staff is going to occur as a result of classroom activities, masks should be used for the duration of the activity.
- A staff member may remove a mask when alone at a workstation and separated by at least two metres from all other persons.
- Persons seeking a mask exception at a school require supporting documentation from a medical professional.
- Exceptions to the mask requirement for students in grades 4 through 6, staff and all visitors include:
 - 1) Persons who are unable to place, use or remove a non-medical face mask without assistance;
 - 2) Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
 - 3) Persons consuming food or drink in designated areas;
 - 4) Persons engaged in physical exercise;
 - 5) Persons seated at a desk or table within a classroom or place where instruction is taking place and where the desks, tables and chairs are arranged in a manner to prevent persons who are seated from facing each other, and to allow the greatest possible distance between seated persons;
 - 6) Persons providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance, and
 - 7) Persons separated from every other person by a physical barrier.



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Music & Performances

- Students are able to participate in a group performance activities (i.e., singing, dancing, playing instruments, theatre) as part of their education.
- 2 metres physical distancing is maintained between participating students, where possible.
- Spectator attendance at indoor performance activities is limited to 1/3 fire code capacity. Attendees must be masked and must maintain 2 metres physical distance between households. Individuals who live alone may sit with their two designated close contacts.

Physical Activity

- Participants in physical activities at Westmount School must continue to follow the school guidance regarding cohorting, physical distancing, hand hygiene and respiratory etiquette, and use of non-medical masks when grade 4-6 students are not physically active.

Food Services

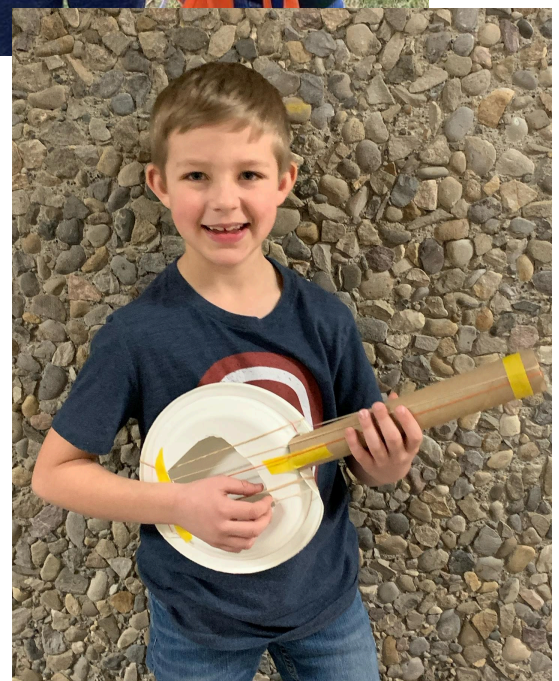
- Activities that involve the sharing of food items between students or staff will not occur (e.g., pot luck, buffet-style service).
- Parents/teachers can provide food/treats for a classroom if there is a designated person serving the food and appropriate hand hygiene is followed before and after eating.
- Pre-packaged snacks served by designated staff is the norm.
- Students in Kindergarten through Grade 6 will eat snack and lunch in their cohorts.



Responding to Illness

Responding to Illness in Schools

- If a student develops symptoms while at school, the student will be asked to wear a non-medical mask if they are able to and be isolated in a separate room. The parent/guardian will be notified to come and pick up the student.
- A staff member caring for an ill student will wear a mask.
- For information on isolation for staff and students with symptoms, or for confirmed COVID-19 cases, (See **Appendix B&C**).
- Individuals should not return to the school until they are feeling well.
- Proof of a negative COVID-19 test result is not necessary for a student or staff member to return to school.
- If a child becomes symptomatic during a bus trip, the driver will inform the school to make the appropriate arrangements for the student and for the parents to be contacted.



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Personal Protective Equipment (PPE)

- Staff and students from Grade 4-6 will be wearing masks in common areas and when physical distancing is difficult as outlined in the Public Health Order.
- Families who wish to have their K-3 student wear a mask are supported.
- Masks may be removed during recess and physical education.
- Families are asked to provide a clean mask for their child each day.
- Staff may also use plexi-glass dividers when working with students.
- Each staff member has a face shield to use if desired. face shields do not replace face masks. Face shields will be disinfected after each use.
- Rubber gloves are available to all staff members.

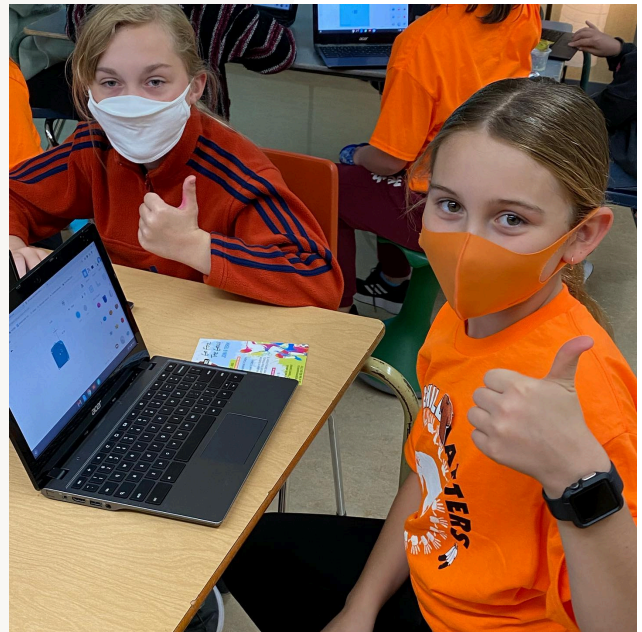
Cohorts

SO, WHAT'S A COHORT?

A cohort is a small group of students and staff whose members are always the same people, and who may at times not be able to remain two metres apart.

HOW DOES A COHORT WORK?

A cohort promotes physical distancing by minimizing contact between students in different grades. For example, a grade 3 student should have minimal exposure to students outside of that grade, or cohort, because their classes, recesses and activities have been scheduled to reduce interactions. Likewise, organizing as cohorts reduces the need to share objects and equipment between classes, which also reduces the risk of spread. A student will likely be a part of more than one cohort.



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How do I do a Screening?

WHAT IS A SCREENING?

Screenings, or self-assessments, are one of our best tools to help keep everyone safe at Westmount School. A screening is a questionnaire that you complete to determine if you have any COVID-19 symptoms, or if you may have been exposed to COVID-19.

Please note that the screening protocols for adults and for all children are different.

WHO NEEDS TO COMPLETE THIS?

- 1) Students for each day that they will physically be in Westmount School.
- 2) Visitors to the school before they enter the building.
- 3) All staff.

HOW DO I KNOW IF I AM GOOD TO GO?

This is very simple:

- 1) If you answered "NO" to all of the questions, you are safe to enter the building.
- 2) If you answered "YES" to any one of the questions, please call 811 or launch the self-assessment tool found here: <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>

WHEN AND WHERE DO I DO A SCREENING?

Completing a screening is a very simple process and can be done from the comfort of your own home before school. It can be completed orally with children at home, or individually by each adult. Teachers will not be asking students these questions at the doors to the school, nor are paper copies required to be sent to the school.

All Westmount families have been emailed copies of the screening questionnaires. The screening questionnaires can also be found at www.ghsd75.ca. A copy of the screening questionnaires is included in this section.



Have a mobile device? This QR code is an easy way to access the GHSD75 screening questionnaire:

- Please see Appendix 'C' for the COVID-19 Alberta Health Daily Checklist (For Children Under 18).
- Please see Appendix 'B' for the COVID-19 Alberta Health Daily Checklist (For Adults 18 Years and Older).

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Westmount School COVID-19 Protocols

STUDENT OR STAFF WHO PRESENT SYMPTOMS WHILE AT SCHOOL

The following steps will be taken if a student or staff member becomes sick at school:

- 1) If a staff member becomes symptomatic while at school, they will leave the school immediately. While at school, they will continue to wear a face mask.
- 2) Students who fall ill will be asked to wear a non-medical mask if they are not already and will be taken to the sick room.
- 3) The parent/guardian will be notified to come and pick up the student.
- 4) Until the student is picked up, staff will wear PPE and maintain physical distancing from the student as much as possible while providing needed care.
- 5) The room that the sick student used to wait in for pick up will be sanitized after their departure, and before any other use.

HOT LUNCH

- The Hot Lunch program started in November.
- All food will be packaged by restaurant staff and delivered to the school.
- Volunteers (wearing gloves and masks) will sort the hot lunch. Hand hygiene and respiratory hygiene will be promoted.
- The classroom teacher or a designated staff member will pick up the Hot Lunch. The teacher will distribute the hot lunch after appropriate hand hygiene.
- Hot Lunch volunteers will not have contact with students.

VISITORS/VOLUNTEERS

Westmount School loves having visitors and volunteers. However, we are asking that visits are limited for the time being. We ask that the following precautions are taken if you need to visit the school:

- 1) Complete the COVID-19 screening (self-assessment) before entering the school. If you are displaying any symptoms, please hold off on your visit.
- 2) We ask that visitors to the school wear a mask as per the Public Health Order.
- 3) Contact between visitors/volunteers and students is limited if not entirely avoided.
- 4) All visitors sign in at the office.
- 5) Visitors to Westmount School can reduce the times they come into the school by calling the school beforehand, knocking or ringing the doorbell. School staff will meet visitors at the front door.
- 6) Families can arrange to meet with teachers or administrators in advance by calling or emailing. If meetings take place in person, masks will be worn and a 2m distance between participants will occur. Virtual meetings are a safe alternative to face to face meetings and will be used when appropriate.

Appendix A:



Environmental Public Health Contacts

Alberta Health Services

Portal link: <https://ephisahs.albertahealthservices.ca/create-case/>

ZONE	CONTACT EMAIL ADDRESS	PHONE NUMBERS FOR MAIN OFFICE
Calgary Zone	calgaryzone.environmentalhealth@ahs.ca	Calgary 403-943-2288
Central Zone	centralzone.environmentalhealth@ahs.ca	Red Deer 403-356-6366
Edmonton Zone	edmontonzone.environmentalhealth@ahs.ca	Edmonton 780-735-1800
North Zone	northzone.environmentalhealth@ahs.ca	Grande Prairie 780-513-7517
South Zone	she.southzoneeph@ahs.ca	Lethbridge 403-388-6689

Indigenous Services Canada – First Nations and Inuit Health Branch

OFFICE	REGULARY BUSINESS HOURS 8:00 AM - 4:00 PM	
Edmonton	Environmental Public Health	780-495-4409
Tsuut'ina	Environmental Public Health	403-299-3939

Appendix B:



COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR ADULTS 18 YEARS AND OLDER)

Overview

This tool was developed to support Albertans in protecting others and reducing the risk of transmission of COVID-19. Adults 18 years and older can complete this checklist every day to self-monitor for symptoms of COVID-19.

If you have traveled outside Canada in the last 14 days, follow the [Government of Canada Travel, Testing, Quarantine and Borders](#) instructions, including any requirements for exempt travelers related to attending high-risk environments. International travellers who become a case after arrival in Alberta should follow isolation requirements outlined by Government of Canada.

If you have received a message from Public Health indicating that you are a case¹ of COVID-19 or if you have tested positive on [a rapid test](#), you are required to isolate as per current [Public Health instructions](#). For more information on isolation requirements after a positive rapid test, refer to the [Rapid Testing at Home website](#).

Screening Questions for Adults 18 Years and Older:

1.	Have you been a household contact of a case¹ of COVID-19 in the last 14 days? <i>A household contact: a person who lives in the same residence as the case OR who has been in frequent, long-duration, close-range interaction with a case of COVID-19. For example, someone who is a caregiver or an intimate or sexual partner of a COVID-19 case.</i>	YES	NO
If you answered "YES" AND you are NOT fully immunized²: <ul style="list-style-type: none">You should stay home for 14 days from the last day of exposure and monitor for symptoms. If you answered "YES" AND you are fully immunized² proceed to question 2: If you answered "NO" to question 1, proceed to question 2			

¹ A lab-confirmed case OR a probable case as defined in the [Alberta COVID-19 Notifiable Disease Guideline](#)

² A person who has received the complete vaccine series for COVID-19 and it has been 14 days after the second dose in a two dose series or one dose in a one dose series (i.e., Janssen vaccine)

Appendix B:



2.	Do you have any new onset (or worsening) of the following symptoms:		
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of breath	YES	NO
	• Runny nose	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Nasal congestion	YES	NO
	• Feeling unwell / fatigued	YES	NO
	• Nausea / vomiting / diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle / joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (commonly known as pink eye)	YES	NO

If you answered “YES” to any symptom:

- Stay home.
- You can use an [at-home rapid test](#) if available or the [AHS Online Assessment Tool](#) or call Health Link 811 to arrange for testing and to receive additional information on isolation.

If you have fever, cough, shortness of breath, runny nose, sore throat or loss of sense of taste or smell, you are required to isolate as per the current [CMOH Order](#):

- If you are fully immunized² you must isolate for 5 days from the onset of symptoms or until they resolve³ whichever is longer. You must wear a mask for up to 5 days after your isolation period if you are outside of the home in a public place or otherwise in the company of other persons out of your household (no exceptions permitted) **OR**
- If you are NOT fully immunized², you must isolate for 10 days from the onset of symptoms or until they resolve³ whichever is longer **OR**
- Until symptoms resolve³ if you receive a negative PCR COVID-19 test **OR**
- Until symptoms resolve³ if you receive two negative rapid antigen tests, with at least 24 hours between tests.

If you answered “NO”:

- You may attend work, school, and/or other activities.

² A person who has received the complete vaccine series for COVID-19 and it has been 14 days after the second dose in a two dose series or one dose in a one dose series (i.e. Janssen vaccine)

³ Symptoms resolved means symptoms have improved and with no fever for 24 hours without the use of fever reducing medication

Appendix C:



COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

Overview

This checklist applies for all children, as well as all students who attend kindergarten through Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

If your child has traveled outside Canada in the last 14 days, follow the [Government of Canada Travel, Testing, Quarantine and Borders](#) instructions, including any requirements for exempt travelers related to attending high-risk environments. International travellers who become a case of COVID-19 after arrival in Alberta should follow isolation requirements outlined by the Government of Canada

If your child has received a message from Public Health indicating that they are a case⁴ of COVID-19 or if your child has tested positive on a [rapid test](#), they are required to isolate as per [Public Health instructions](#). For more information on isolation requirements after a positive rapid test, refer to the [Rapid Testing at Home website](#).

Screening Questions for Children under 18:

1.	Has your child been a household contact of a case⁴ of COVID-19 in the last 14 days? <i>A household contact: a person who lives in the same residence as the case OR who has been in frequent, long-duration, close-range interaction with a case of COVID-19. For example, someone who slept over, attended a birthday party or someone who was a play date with a case.</i>	YES	NO
If child answered "YES" AND they are NOT fully immunized⁵: <ul style="list-style-type: none">Child should stay home and NOT attend school, childcare and/or other activities for 14 days from the last day of exposure and monitor for symptoms If child answered "YES" and they are fully immunized⁵ proceed to question 2: If child answered "NO" to question 1, proceed to question 2			
2.	Does the child have any new onset (or worsening) of the following core symptoms:		
	Fever Temperature of 38 degrees Celsius or higher	YES	NO
	Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
	Shortness of breath Continuous, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
	Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
If the child answered "YES" to any symptom in question 2: <ul style="list-style-type: none">If the child is fully immunized⁵ they are required to isolate for 5 days from onset of symptoms or until symptoms resolve³ whichever is longer. They must wear a mask for up to 5 days after their isolation period if you are outside of the home in a public place or otherwise in the company of other persons out of your household (no exceptions permitted) ORIf they are NOT fully immunized⁵, they must isolate for 10 days from the onset of symptoms or until they resolve³ whichever is longer ORUntil symptoms resolve³ if they receive a negative PCR COVID-19 test ORUntil symptoms resolve³ if they receive two negative rapid antigen tests, with at least 24 hours between tests			

³ Symptoms resolved means symptoms have improved and with no fever for 24 hours without the use of fever reducing medication

⁴ A lab-confirmed case OR a probable case as defined in the [Alberta COVID-19 Notifiable Disease Guideline](#)

⁵ A child who has received the complete vaccine series for COVID-19 and it has been 14 days after the second dose in a two dose series

Appendix C:



- They can use an [at-home rapid test if available](#) or the [AHS Online Assessment Tool](#) or call Health Link 811 to arrange for testing and to receive additional information on isolation.

If the child answered “NO” to all of the symptoms in question 2, proceed to question 3.

3. Does the child have any new onset (or worsening) of the following other symptoms:

Chills Without fever, not related to being outside in cold weather	YES	NO
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
Nausea, vomiting and/or diarrhea Not related to other known causes/conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
Unexplained loss of appetite Not related to other known causes/conditions, such as anxiety or medication	YES	NO
Muscle/joint aches Not related to other known causes/conditions, such as arthritis or injury	YES	NO
Headache Not related to other known causes/conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)	YES	NO

If the child answered “YES” to ONE symptom in question 3:

- Keep your child home and monitor for 24 hours and consider giving child an [at-home rapid test](#). If the test is positive or negative see below for further instructions.
- If [at-home rapid testing](#) is not done and the symptom is improving after 24 hours, your child can return to school and activities when they feel well enough to go.
- If the symptom **does not improve or worsens** after 24 hours (or if additional symptoms emerge), use an [at-home rapid test](#) if available or the [AHS Online Assessment Tool](#) or call Health Link 811 to check if testing is recommended.

If the child answered “YES” to TWO OR MORE symptoms in question 3:

- Keep your child home
- Use an [at-home rapid test](#) if available or use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.

For at-home rapid testing result instructions for those without symptoms:

- If an [at-home rapid test](#) is done and is negative, they can return to school and activities as long as they remain asymptomatic.
- If [at-home rapid](#) test is positive, the child is required to isolate as outlined above for **question 2**.

If the child answered “NO” to all questions:

- Your child may attend school, childcare and/or other activities

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started or until symptoms resolve (whichever is longer), unless they receive a negative PCR COVID-19 test result or two negative rapid test results at least 24 hours apart **and** feel better.

Appendix D:

Principal Checklist

- ☐ Communicate to parents regarding their responsibility for daily screening of children (**Appendix C**). Encourage parents to keep their children home when they are sick.
- ☐ Provide parents and students with a copy of the Screening Questionnaire (**Appendix C**) at registration with communication that they need to complete it daily.
- ☐ Communicate to staff, including subs, the need to assess themselves daily for symptoms as per the Screening Questionnaire (**Appendix B**) prior to entering school.
- ☐ Post self screening signage on front doors of school.
- ☐ Post signs reminding persons not to enter if they have COVID-19 symptoms.
- ☐ Establish protocols for the parents/visitors to follow for school entry.
- ☐ Use the visitor log to keep a record of all visitors and retain the log for a minimum of 3 years per OHS regulations.
- ☐ Develop procedures for students who become sick during school including where they can isolate and appoint staff to hold the position of care giver until parents arrive.
- ☐ Develop procedures for disinfecting the sick room.
- ☐ Develop procedures for staff who become sick during school.
- ☐ Ensure student records are up to date for pre-existing conditions.
- ☐ Post hand hygiene, respiratory etiquette signage throughout school.
- ☐ Monitor and support cleaning and disinfecting of frequently touched surfaces in common areas
- ☐ Develop procedures that outline increased frequency of hand hygiene and cleaning requirements ensuring the following (if possible):
 - ☐ placement of hand sanitizer in all entrances, exits, and classrooms;
 - ☐ incorporate hand washing opportunities into the schedule including posting signage;
 - ☐ develop procedures to reinforce respiratory etiquette including posting signage;
 - ☐ provide each teacher with a copy(ies) of all signage to post in their classroom.
- ☐ Offer/utilize physical barriers (plexi-glass) when requested by staff.
- ☐ Report absenteeism over 10% to Superintendent and CEIR.
- ☐ Inform Superintendent on self reported positive cases impacting the school.