



# COVID-19 Safety Plan

National Ski Academy

Date completed:

Date distributed:

Revision date: August 25, 2020

Developed by: R. Pierce & T. Walsh

# 1. How we will ensure all staff and student athletes know how and are able to keep themselves safe from exposure to COVID-19

## **Actions:**

- Ensure our procedures are up to date by regularly reviewing the Ministry of Health & Simcoe Muskoka District Health Unit guidelines
- Regular email communication with staff & students regarding COVID-19 protocols and procedures
- Staff training regarding COVID-19 protocols and procedures beginning September 3, 2020 and continuing during staff meetings
- Distribution of COVID-19 Protocols and Procedure Manual to all staff
- Protocols and Procedures are posted on the designated COVID-19 bulletin board

## 2. How we will screen for COVID-19

### **Actions:**

- Daily online screening before entering the building for all staff & day students
- Daily online screening of boarding students prior to breakfast
- Daily temperature checks (if recommended/mandated by SMDHU)
- Online pre-screening for all visitors to the building

### 3. How we will control the risk of transmission in our school

- Physical distancing reminders (tape and signage on floors re. social distancing)
- Removal of un-necessary furniture
- Adequate space between work stations and individual work/study stations for students
- Creation of outdoor spaces for learning, meeting and dining
- Reorganization of the gym to allow for adequate physical distancing during dry land sessions
- Staggering mealtimes for student athletes and staff with plexiglass shield in servery and all meals plated by the chef
- Mask wearing for staff and students if deemed necessary
- Hand Hygiene reminders posted in all bathrooms including at new sink in dining room
- Signage will be placed throughout the building to remind students and staff about new protocols
- Additional sanitizer stations have been placed at each entrance and in each classroom and office
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air
- Stairwells will be one direction only where possible. This is indicated with directional arrows.
  - **Stairwell 1** is up and down from the first to second floor and is for **staff use only**. From the second to third floor it is up only for staff and students.
  - **Stairwell 2** is up only.
  - **Stairwell 3** is down from third to first floors. From the first floor to the basement it is up and down.
  - Note: In the event of a fire/evacuation alarm this does not apply as the priority should be to exit the buildings via the nearest exit
- Significant increase in regular cleaning and disinfection protocols

#### 4. What we will do if there is a potential case, or suspected exposure to, COVID-19 at our school

- Student athletes or staff who have someone in their household diagnosed with COVID-19 will not be permitted to return to the NSA for 14 days after being isolated from the individual in their household. They may only return after this isolation period and with a confirmed negative COVID-19 test result.
- Student athletes displaying or reporting any COVID-19 symptoms will be directed to immediately cover their mouth (with whatever is available) and report to the Office and/or House Supervisor
- Student athletes with COVID-19 symptoms will be kept isolated under the supervision of the House Supervisor
- Staff will contact parents to arrange immediate pick up of the student athlete (day students). If the student athlete is a boarding student, the House Supervisor will be contacted and they will be isolated in a designated bedroom until parents arrive
- Staff will review the [COVID-19 Assessment](#) and determine if a COVID-19 test needs to be done as per the Ministry of Health and Long-Term Care
- At this time, the SMHU has recommended that anyone displaying even one COVID-19 symptom be tested and isolated until the COVID-19 test has returned negative and they are asymptomatic
- Any staff supervising symptomatic student athletes must use strict hand washing techniques and wear gloves and a surgical mask when providing care to symptomatic students. PPE kits will be provided to staff and stored on site
- If there is a potential or confirmed case of COVID-19 (either reported to an NSA staff member or report received by the NSA) the staff will report it to Simcoe Muskoka District Health Unit and the Ministry of Education – Field Services Branch

Simcoe Muskoka District Health Unit - 705-721-7520 or 1-877-721-7520

Ministry of Education - 1-800-387-5514

Georgian Bay Family Health Team – Dr Janet Clarke 705-445-4111

## 5. How we will manage any new risks caused by changes to the way we operate the school

- At the beginning of the school year we will provide frequent check-ins with student athletes and staff regarding how they are coping with the new protocols and procedures
- We will communicate any changes to the schedule, protocols or procedures and invite feedback regarding any suggestions or concerns

## 6. How we will make sure our plan is working

- A review of the plan will be conducted two weeks after school has started (earlier if required)
- Monthly reviews of the plan will continue throughout the school year
- The Head of School will meet weekly with staff including the Facilities Manager, Chef and House Supervisors to evaluate how the plan is working and to make any changes necessary
- Student athletes and staff will be encouraged to give their feedback via the Edsby School Information system

# COVID-19 Safety Plan – Snapshot

**National Ski Academy**

**Revision date: August 25, 2020**

## **Date completed:**

How we're ensuring everyone knows how to keep themselves safe from exposure to COVID-19

- Our procedures are up to date according to the Ministry of Health & Simcoe Muskoka District Health Unit guidelines
- We will communicate regularly with staff & students athletes regarding COVID-19 protocols and procedures
- COVID-19 protocols and procedures staff training will take place on September 3, 2020 and continuing during regular staff meetings
- All staff will receive a copy of the COVID-19 Protocols and Procedure Manual
- Protocols and Procedures are posted on the designated COVID-19 bulletin board

How we're screening for COVID-19

- Daily online screening before entering the building for all staff & day students
- Daily online screening of boarding students prior to breakfast
- Daily temperature checks (upon initial return to school)
- Online pre-screening for all visitors to the building

How we're controlling the risk of transmission in our workplace

### **Physical distancing and separation**

- Signage will be placed throughout the building to remind students and staff about new protocols
- Adequate space between work stations and individual work/study stations for students
- Creation of outdoor spaces for learning, meeting and dining
- Reorganization of the gym allowing for adequate physical distancing during dry land

- Staggering mealtimes for student athletes and staff with plexiglass shield in servery and all meals plated by the chef
- Hand Hygiene reminders posted in all bathrooms including at new sink in dining room
- Additional sanitizer stations placed at each entrance and in each classroom and office
- Stairwells will be one direction only where possible. This is indicated with directional arrows.

### **Cleaning**

- Significant increase in regular cleaning and disinfection protocols

### **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

- Student athletes or staff who have someone in their household diagnosed with COVID-19 will not be permitted to return to the NSA for 14 days after being isolated from the individual in their household. They may only return after this isolation period and with a confirmed negative COVID-19 test result.
- Student athletes displaying or reporting any COVID-19 symptoms will be directed to the immediately cover their mouth (with whatever is available) and report to the Office and/or House Supervisor
- Student athletes with COVID-19 symptoms will be kept isolated under the supervision of the House Supervisor
- Staff will contact parents to arrange immediate pick up of the student athlete (day students). If the student athlete is a boarding student, the House Supervisor will be contacted and they will be isolated in a designated bedroom until parents arrive
- Any staff supervising symptomatic student athletes must use strict hand washing techniques and wear gloves and a surgical mask when providing care to symptomatic students. PPE kits will be provided to staff and stored on site
- If there is a potential or confirmed case of COVID-19 the staff will report it to Simcoe Muskoka District Health Unit and the MOE

Simcoe Muskoka District Health Unit - 705-721-7520 or 1-877-721-7520

Ministry of Education - 1-800-387-5514

Georgian Bay Family Health Team – Dr Janet Clarke 705-445-4111



## How we're managing any new risks caused by the changes made to the way we operate our business

- At the beginning of the school year we will provide frequent check-ins with student athletes and staff regarding how they are coping with the new protocols and procedures
- We will communicate any changes to the schedule, protocols or procedures and invite feedback regarding any suggestions or concerns

## How we're making sure our plan is working

- A review of the plan will be conducted two weeks after school has started (earlier if required)
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- The Head of School will meet weekly with staff including the Facilities Manager, Chef and House Supervisors to evaluate how the plan is working and to make any changes necessary
- Student athletes and staff will be encouraged to give their feedback via the Edsby School Information system