



**Return to School
NSA Protocols and
Procedures
COVID-19
2020-21**

September 2020



Introduction

COVID-19 is a virulent, infectious disease caused by a new strain of coronavirus, Severe Acute Respiratory Syndrome coronavirus 2 (SARS-CoV-2). The virus was first identified in December 2019 in Wuhan, China and resulted in a worldwide pandemic. The World Health Organization (WHO) declared a global pandemic on March 11, 2020 and Ontario declared a state of emergency on March 17, 2020.

The goal of the NSA's Infection Control measures is to mitigate the spread of COVID-19 among the NSA community. Screening for COVID-19 involves assessing for signs and symptoms of the illness, coupled with risk of exposure to affected areas or events that are known to be the source of exposure, and exposure to a probable or confirmed case of COVID-19.

Purpose

The National Ski Academy has developed this plan based on guidance issued by the Ministry of Health of Ontario, Ministry of Health and Long Term Care of Canada, Public Services Health and Safety Association, the World Health Organization, the Hospital for Sick Children, the Ministry of Education of Ontario, CIS guidelines for reopening schools for the 2020–2021 school year, and additional information provided by other schools, provinces, states and countries.

The health, safety and well-being of our community is at the forefront of all of the decisions. While we cannot guarantee that no one will be exposed to COVID-19 at school, we are committed to doing everything possible to limit the exposure. For this reason, our plan is based on following best practices as they are established with the most up to date research into COVID-19.

The National Ski Academy will employ measures using the following principles:

- **Physical Distancing** – Policies and procedures will be put in place to reduce the number of people on campus and maintain safe distances for student athletes and staff
- **Protection** – Barriers (markers to indicate distance, plexiglass barriers) or recommended engineering controls to separate people
- **Administrative Controls** – There will be rules and guidelines, such as cleaning and disinfecting protocols, implementing “one way” pedestrian flow within the school, designated entrance and exits all to enhance physical distancing measures. This includes student athletes being assigned to a “cohort” group. This is done to ensure there is contact with the same smaller group of people during the school day and in boarding – It is necessary for contact tracing.



- **Personal Protective Equipment (PPE)** – We will provide our staff whose roles and responsibilities require them to be within two metres of another person with personal protective equipment (PPE), such as non-medical masks, as appropriate.

Guiding Principles

The National Ski Academy's guiding principles in preparing and planning for re-opening are based on guidance issued by the Ministry of Health and Long-Term Care, Public Services Health and Safety Association, the Occupational Health and Safety Act, the Ministry of Education and Simcoe Muskoka Region Public Health. They include the following:

- The health, safety and well-being of all members of our community
- Providing continuity of educational opportunities for all of our students
- Following the guidelines set out by the Ministries of Health and Education
- Implementing standards, meeting or exceeding compliance with applicable legislation, regulation and emerging best practices, including the orders and directives of the local and provincial governments
- Staying informed, being prepared, and following public health advice

Up-to-date COVID-19 Information

It is imperative that people in the National Ski Academy community stay current with information about COVID-19 as this is an evolving virus and the world is learning new things all the time as the research is being gathered. The most up to date information, including symptoms can be found on the following websites:

- [Government of Canada Coronavirus disease \(COVID-19\)](#)
- [Government of Ontario COVID-19](#)
- [Simcoe Muskoka District Health Unit COVID-19](#)
- [World Health Organization \(COVID-19\) Pandemic](#)

The most common symptoms compatible with COVID-19 may include:

- fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- chills.
- cough that's new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)

[Ontario website link to Symptoms](#)



Hazard Assessment & Risk Mitigation

Symptoms of COVID-19 can vary from person to person and can range from mild to severe. Some adults with specific health circumstances are at an increased risk for more severe outcomes, including older individuals, people with compromised immune systems, or those who have underlying medical conditions such as diabetes, heart and lung conditions.

Coronavirus is transmitted via direct and indirect contact. They are most commonly spread from an infected person through:

- Respiratory droplets generated when someone coughs or sneezes
- Close, prolonged personal contact, such as touching or shaking hands
- Touching something with the virus on it, then touching the mouth, nose or eyes before washing hands

Current evidence suggests that person-to-person spread is efficient when there is close contact. It is believed that most droplet transmission occurs within a two-metre radius of the source. – **Coronavirus disease (COVID-19): Prevention and risks.**

When assessing the likelihood of transmission/infection, the following are important:

- Contact intensity – The type of contact (close/distant) and the duration of contact (brief/prolonged)
- Number of contacts in the setting – The number of people present at the same time

It should be recognized that it will not be possible to remove all risk of infection and disease now that SARS-CoV-2 (COVID-19) is well established in many communities. Mitigation of risk, while easing restrictions, will be needed for the foreseeable future.

The National Ski Academy is committed to taking the steps necessary to safeguard the health, safety and well-being of the members of our community – Students, faculty and staff, visitors, and contractors.

Infection prevention and exposure control measures help create a safe environment for students, staff, and visitors.

The National Ski Academy will use the controls listed below to prioritize risk mitigation steps.



Public Health Measures

These are actions taken across society at the population level to limit the spread of SARS-CoV-2 virus and reduce the impact of COVID-19. These measures include orders from the federal, provincial and local health officers such as prohibiting mass gatherings, requiring travelers to self-isolate or quarantine upon arrival in Ontario, effective testing and contact tracing, and emphasizing the importance for people to stay home when they are sick.

Environmental Measures

These are changes to the physical environment that reduce the risk of exposure. Examples include being outdoors, using visual cues for maintaining physical distance, and more frequent cleaning and disinfecting routines.

Administrative Measures

These are measures enabled through the implementation of policies, procedures, training and education and include changing scheduling (classes, dry land training) and work practices, and decreased density of individuals on campus at any given time as well as health and wellness policies and using virtual learning opportunities.

Personal Measures

These are actions individuals can take to protect themselves and others. They include updated illness policies to insist that individuals stay home when they are sick, maintaining physical distance/minimizing physical contact, and hand and cough hygiene.

Personal Protective Equipment (PPE)

This is the last and least effective of the infection prevention and exposure control measures and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of the health care settings, the effectiveness is generally limited to protecting others. PPE includes gloves, face shields and face masks.



Physical Distancing

- The maximum capacity of each classroom or gathering space (i.e. dining hall) will be determined by the guidelines from the Ministry of Education and the Ministry of Health
- Signage and physical markers will be used to promote physical distancing
- Hallways and stairwells will be designated and marked for one-way traffic
- Common areas will have signage with reminders for physical distancing and reminders for users to wash their hands
- Large gatherings will be suspended until further direction from the SMDHU

NSA Building Setup

- Physical distancing markers will be placed in areas where there might be line ups (i.e. dining room)
- Entry and exit through the front door only
- 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
- HEPA filtration units have been placed in classrooms and other locations of higher population density
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air
- **Stairwells will be one-directional** and will be indicated with directional arrows.:
 - Stairwell 1 is UP/DOWN for staff use only.
 - Stairwell 2 is UP only from the 2nd floor to the 3rd floor
 - Stairwell 3 is DOWN only.
 - Stairwell 3 is UP/DOWN from the first floor to the basement



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

- **Washrooms:**

- 3rd floor washrooms are identified as FIS and U16 and are for female boarding student athletes only
- 2nd floor washrooms are designated for male boarding student athletes only
- Basement changerooms are for day students only

Classrooms

Staff will set up classrooms prior to the start of school to ensure physical distancing where possible.

- Classroom workspaces and desks will be separated from each other as much as possible to provide adequate physical distancing during the school day as per the Ministry of Education recommendations.
- Only essential teaching items should be in the classrooms. Students will be allocated a basket in each of their classrooms for storing personal materials
- Desks must be cleaned at the end of each class; teachers will maintain records of their daily cleaning checklist
- Hand sanitizer is available in each classroom/office.

Decluttering

- Classroom teachers should declutter classrooms to facilitate efficient cleaning. Only essential, daily required teaching items will be stored in the classroom
- The use of the classroom for long term storage must be minimized
- Unnecessary, unused items must be disposed of or relocated
- Desktops and counter surfaces must be kept clear to facilitate ongoing disinfection throughout the day and allow for evening/nightly facilities cleaning/disinfecting
- Teachers will direct students to take home any unnecessary personal items and keep their desks/tables clean and uncluttered
- Classrooms will set up so that they contain only essential items needed for the day



Keyboards and Electronic Devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mics and gaming consoles should not be shared and should be cleaned and disinfected regularly (at least once daily).

Sanitizing of Facilities

Immediately after use, each individual is required to use the disinfectant spray and paper towel provided in each classroom, Dining Room, gym, or common space:

- Spray with disinfectant and wipe each chair, desk, table, fitness equipment, toilet seat, sink, tap etc. used by the individual
- Dispose of paper towel immediately in closest green bin.

Student athletes will be assigned a community responsibility for a two-week rotation. Responsibilities should take no more than 5-10 minutes to complete and can be done at a time that works with their schedule. Examples of some of these responsibilities include: disinfecting banisters in one of the stairwells; disinfecting light switches, doorknobs and other high touch surfaces on the first floor; etc. There is a sign off sheet that will be placed on the table in front of the main office and student athletes are asked to initial each time they complete their community responsibility.

Personal Protective Equipment (PPE)

Anyone entering the NSA will be required to wear non-medical face covering inside the building

Cloth masks must be tasteful and appropriate. We expect that reusable non-medical masks and face coverings will be washed regularly (at least daily) to ensure cleanliness. It is a good idea to have multiple non-medical masks or face coverings.

Staff and faculty will be required to wear masks and can also choose to wear a face shield or eye protection with their mask.

PPE is required only for those who will be in close proximity to those with COVID-19 symptoms. It will be provided by the NSA.

No additional personal protective equipment beyond normal universal precautions is required.



General Access

- Facility Services staff will maintain an enhanced schedule for cleaning and disinfecting practices
- Buildings will be closed to parents, guardians and non-essential visitors
- NSA service providers, contractors, etc.: access will be limited as much as possible
- Student athletes and faculty/staff will only be in the building at approved times

Building Entrance Procedure

- All student athletes and faculty, staff are required to complete NSA online Symptom Screening daily prior to entry to the building – or prior to leaving their residence floor in the morning in the case of a boarding student athlete
- All entrants to the building will make every effort to maintain a 2-metre physical distance from others
- All entrants to the building will don their masks before entry to the building
- Boarders will don their masks in the building when outside of their bedroom and/or whenever maintaining a 2-metre physical distance from others is not possible
- All entrants to the building are required to apply hand sanitizer of isopropyl alcohol and rub their hands together until dry
- All entrants will be subject to NSA online Symptom Screening to determine admissibility to the building
- For the first four weeks, once a staff member or student athlete has arrived in the building, they are not to sign in/out and return that same day; they are asked to remain off campus until the following day (*amended after two weeks: staff/student athlete may sign out for a personal appointment and return to ork/class/dryland)

Any person with any of the symptoms as identified on the Daily COVID Screening will be considered inadmissible to the building.

Gathering OUTSIDE on the NSA grounds:

All student athletes and staff must don a mask outdoors if maintaining a 2-metre physical distance from others is not possible

Roles and Responsibilities

In general, all student athletes, parents, guardians, faculty, staff, visitors, volunteers and service providers are required to:

- Abide by these specific plans and procedures, and all applicable National Ski Academy policies
- Review this document and all periodic updates/notices as distributed



- Participate in any hands-on training or education sessions as directed by National Ski Academy or as otherwise required to implement this plan

NSA Leadership Team

- Establishing NSA policies and procedures to mitigate spread of COVID-19
- Informing NSA community of NSA policies and procedures to mitigate spread of COVID-19
- Remind, encourage and facilitate student athlete/staff and faculty adherence to NSA infection control procedures and protocols
- Reporting suspected cases of COVID-19 to the Simcoe Muskoka District Health Unit, and to the Ministry of Education's Field Services Branch
- Facilitate contact tracing by SMDHU if there is a confirmed case of COVID-19 related to NSA
- Establishing a daily symptom self-screening process (online NSA COVID-19 DailyScreening) to be completed by all student athletes, faculty and staff, as well as by any individual entering the NSA for any purpose. Links to screening documents are as follows:
 - [Daily Screening Tool for NSA DAY Student Athletes](#)
 - [Daily Screening Tool for NSA Boarding Student Athletes](#)
 - [NSA Essential Guests and Visitors](#)
- Quarantine care for a probable COVID-19 case until individual is picked up by parent, guardian or emergency contact; follow up by phone/email re: COVID-19 testing and results

NSA Staff and Faculty

- Adhering to NSA COVID-19 Infection Control Protocols and Procedures
- Teaching student athletes about COVID-19 and NSA infection control procedures and protocols
- Role modelling infection control behaviour
- Reminding, encouraging and facilitating student athlete adherence to infection control procedures and protocols

NSA Student athletes

- Self-screening daily for COVID-19 symptoms prior to leaving their residence floor or arriving at the NSA in the case of day student athletes
- Adhering to all SMDHU health guidelines (e.g. mask wearing while indoors; mask wearing while outdoors if unable to maintain 2-metre physical distancing)
- Adhering to NSA Infection Control procedures and protocols
- Role modelling infection control behaviour for peers



- Respecting others (e.g. 2-metre physical distancing)

NSA Parents/Guardians

- Inform and provide medical documentation to the Head of School of student's pre-existing health conditions
- Adhering to NSA Infection Control Procedures and protocols
- Ensuring daily self-screening and screening of their child for symptoms of COVID-19 before leaving for school
- Keeping the student athlete at home if COVID-19 symptoms are present, and reporting symptoms to their physician, Simcoe Muskoka District Health Unit, and to NSA Leadership Team

Health & Wellness

Hand Hygiene

- Handwashing or the use of alcohol-based hand sanitizers, help prevent infections by reducing the number of viable pathogens that contaminate the hands. Rigorous hand washing with plain soap and water and good hygiene practices are the most effective ways to reduce the spread of illness. Faculty will reinforce these practices amongst students.
- Wash hands often with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19. A new sink with touchless faucet and hand soap dispenser has been installed in the dining room.
- If sinks are not available, use alcohol-based hand sanitizer containing a minimum 60% ethanol or minimum 70% isopropyl alcohol, the active ingredients in alcohol-based hand sanitizers, inactivates viruses, including COVID-19.
- Hand sanitizer is available at the main entrance to our building, as well as the basement entrance, in each office and classroom, the dining room and other common areas.
- If hands are visibly soiled, alcohol-based hand rub may not be effective in eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Cough or sneeze into a tissue or the bend of the arm, not the hand. Immediate Disposal of any tissues that have been used in a lined wastebasket or garbage and immediately performing healthy hand hygiene reduces the risk of transmitting droplets that may contain the virus directly onto other surfaces where they may be picked up by others.
- Avoid touching eyes, nose, or mouth with unwashed hands



Hand Washing and Hand Sanitizing



VIDEO: [handwashing](#)

Students, staff, and individuals in the educational setting should be encouraged to wash hands/use hand sanitizer often:

- When they arrive at school and before they go home
- Before and after donning or removing a mask
- Before and after any breaks or meals
- Before and after preparing or handling food
- Between different learning environments (e.g. outdoor–indoor transitions, from the gym to classroom)
- Before and after eating and drinking
- After using the washroom
- After contact with body fluids (e.g. runny nose, spit, vomit, blood etc.)
- Before putting on and after removing gloves
- After handling garbage
- After touching frequently touched areas (e.g., door knobs, handrails)
- Before or after touching your face
- After handling common resources, equipment or supplies
- After blowing your nose, sneezing or coughing
- Whenever hands are visibly dirty
- Upon exiting and entering the classroom

Privacy Areas (Isolation)

A bedroom area has been designated as the isolation area where a probable case of a COVID-19 student athlete and staff will be kept until they can be picked up to go home. It is also the



space where a probable boarding student case will stay if they present COVID-19 like symptoms until they are picked up by a parent/guardian or emergency contact.

Food Services

Chef Zak will be implementing enhanced disinfection and sanitizing protocols in the kitchen and servery which includes the use of PPE as needed.

Food remains an important part of our student athlete experience, but in this new environment, the delivery of meals will be different. We will not be able to have a family-style meals under the current health and safety guidelines. Chef Zak will serve individually – plated tray service during the week and individual “pre-boxed” meals will be prepared for boarders over the weekend (Friday dinner – Sunday lunch). We will continue to provide high quality food offerings, choice and special dietary meals to our students.

School lunches will take place in the dining room for FIS athletes and the piano room for U16 athletes. While the weather is nice, student athletes are encouraged to make use of our outdoor spaces for meals. Please no crowding at outdoor tables. We will have reduced density in the dining room, with staggered lunch starts and hot lunch items individually plated and served to the students from behind physical barriers. Healthy Hand Hygiene washing routines before and after lunch will be a part of the lunch process. All individuals eating at the NSA will be required to wash their hands with soap and water for a minimum of 20 seconds at the Dining Room handwashing station.

For our Boarding students, breakfast and dinner will take place in the Dining Room to support community building. Breakfast and dinner will also be individually plated and served by staff to the student athletes from behind physical barriers and additional cold items will be individually packaged for student athletes. Healthy hand hygiene sanitizing routines before and after each meal will be required.

Enhanced cleaning protocols in between the staggered meal times will include sanitizing tables, chairs and other high touch-point areas. These enhanced protocols in the kitchen and servery also include the use of PPE.

All food handling and preparation will be done by Chef Zak according to COVID-19 safety protocols which will meet **Government of Ontario** standards, **Ontario Occupational Health and Safety Act** and the **Government of Canada Food Safety** standards.

No food sharing is permitted.



The student food fridge will not be available at all times, in order to limit designated meal and snack times

Maintenance and Operations of Vehicles

NSA vehicles will have high-touch areas (handles, steering wheel etc.) disinfected before and after use.

Staff and student athletes will be required to wear a non-medical mask or face covering while travelling in an NSA vehicle.

More information to follow with respect to transportation as we get closer to camps and winter travel.

General School Protocols

Daily Protocols for Student Athletes

- Student athletes are required to have a completed the NSA screening daily prior to entering the building
- Boarding student athletes must complete the screening prior to coming downstairs for breakfast
- Student athletes must wash or sanitize their hands upon entering the building (there are hand sanitizer stations located inside the front and basement doors)
- Student athletes may bring with them only the minimal materials that are needed. Lockers are available for both day and boarding student athletes
- Student athletes will make every effort to practice physical distancing of 2 meters. They must stay apart (as much as possible) and avoid touching communal surfaces and each other where possible
- Student athletes who arrive late must enter through the main door and sign in at the Office (only one person in the office at a time) and then go directly to their classroom – A daily screening must be completed prior to arrive at the NSA
- Student athletes will report to their teacher or the office (if not during class time) if they are not feeling well



- Student athletes may have staggered lunch times that allow for reduced numbers of people in the dining room at any one time – food will be served by the kitchen staff in keeping with the emerging best practices
- No Day students to enter boarding bedrooms
- Student athletes will not have access to the kitchen or server area
- For the first four weeks, in an effort to maintain cohorts as closely as possible, student athletes are asked not to schedule overnight leaves anywhere other than with immediate family.

Daily Protocols for Parents

- Parents are asked to report all student absences to the office or info@nsa.on.ca
- Parents who wish to enter the building in order to speak with a staff or faculty member are asked to first consider whether an in person meeting is absolutely necessary; arrangements should be made in advance and, upon entry to the NSA, must check in to the Office

Daily Protocols for Boarding

The Boarding program has put measures in place to mitigate the risk to our boarding students. Although we cannot fully protect everyone from the COVID-19 virus, the NSA has endeavoured to put measures in place to reduce the risk of COVID-19 infection to our boarding community.

The flow of traffic on the boarding floors will be directed to ensure as much physical distancing as possible. Flow control measures will include floor and wall markings.

Room Assignments

Student athletes in double rooms will have the furniture configuration adjusted so that students are sleeping as far apart as possible.

Furniture is not to be moved in bedrooms or common areas.

Cleaning and Disinfecting Practices

High touch points will be disinfected twice daily with the approved cleaning/disinfecting products.

Student athletes will be required to clean and disinfect their room on a daily basis.

House Supervisors are required to clean and disinfect their own room on a daily basis



Daily Screenings

The House Supervisor will ensure that each boarding student completes the NSA Daily Screening app in the morning before breakfast. House Supervisors will be instructed on how to take a temperature properly and will be equipped with a contactless thermometer should a temperature check of a boarder be necessary,

Boarding Specific Details

- Boarding students will be given a scheduled time on move in day to prevent crowding and allow for physical distancing. Families will be notified via email of move in day appointment times
- Where possible, boarding will be built around the principles of cohorting and physical distancing
- No Day Students or visitors are permitted in boarding student athlete bedrooms
- All Boarding student athletes and House Supervisor will be encouraged to practise cough and sneeze hygiene
- All Boarding student athletes and House Supervisor will be encouraged to practise thorough hand hygiene
- All Boarding student athletes and House Supervisor will be encouraged to wipe frequently touched areas with a disinfecting wipe
- All Boarding student athletes will be verbally screened by the House Supervisor for symptoms each morning, prior to the start of morning classes. If a boarder feels unwell the House Supervisor will do a temperature check on the boarder. This data will not be recorded, unless the temperature is elevated to 37.8 °C or higher, or a symptom of COVID-19 or another infectious disease is identified

If Boarding student athletes or the House Supervisor feel unwell during the evening or on weekends, the House Supervisor will complete a COVID-19 symptom screening check and assess temperature, and contact TeleHealth for guidance

Boarding Excursions

As government restrictions are lifted and the numbers of COVID-19 cases trend downward in Collingwood, leaves to Starbucks, Shoppers Drug Mart and Walmart will be permitted. Provided it is still allowable according to government restrictions, students will be permitted to sign out to Hurontario St. etc. but they must follow COVID-19 rules for retail establishments that include the need to wear a mask or mouth covering at all indoor locations.



Major excursions will not be planned for the fall term due to COVID-19. We will do some additional local activities to keep student athletes interacting and give them opportunities to build community.

What To Do and When?

There is a wealth of information on the Simcoe Muskoka District Health Unit website for families, particularly relating to the [Return to School](#). We encourage families to take a look at the resources that are available and periodically check the site for updates. The SMDHU will continue to guide decisions related to COVID-19 Protocols and Policies at the NSA

[School Protocols for individuals with symptoms of Covid 19](#)

[My child did not pass the daily screening for COVID-19 - Now what?](#)

[School Protocol when Student/Staff Test Positive for COVID-19](#)

[Return to School Protocol for Student/Staff with COVID-19 Symptoms](#)

[School Protocol when COVID-19 Outbreak is Declared](#)

Please use the link below for more detailed information from the Simcoe Muskoka district Health Unit:

[School Procedures and Protocols](#)

Final Note

This document was created based on assumptions current as of October 15th, 2020. As you are well aware, restrictions regarding COVID-19 are in a constant state of flux, and it will be necessary for us to make changes to this plan as new information and best practices emerge. Any changes to our protocols will be communicated to you by way of electronic communication.