

EB Covid-19 Sanitization and Cleaning Protocol

This protocol has been developed using the CDC and WHO guidances. All the disinfecting products used during the school day are from the EPA-certified against Covid-19 N-list. This protocol is subject to change as new information on transmission and epidemiology becomes available.

INDEX

1- School Arrival and Drop-Off.....	Page 2
2- School Dismissal and Pick-Up.....	Page 3
3- Use of Communal Space.....	Page 3
4- Classroom and Class Pod Organization and Disinfecting Supplies.....	Page 4
5- Cleaning and Disinfecting Classroom Materials.....	Page 5
6- Restroom Organization, Use and Disinfecting Protocol.....	Page 6
7- Hand Hygiene.....	Page 6
8- Face Coverings.....	Page 7
9- Staff PPE.....	Page 8
10- Respiratory Etiquette.....	Page 8
11- Snack and Lunch.....	Page 8
12- Water Fountains and Bottle Refills.....	Page 9
13- Nap Time.....	Page 10
14- Recess and Playground.....	Page 10
15- Rotating Teachers (Music, Art, English) and Staff.....	Page 11
16- Protocol to Handle Classroom Incidents.....	Page 11
17- Communal Staff Equipment.....	Page 11
18- Staff Lunch and Breaks.....	Page 12
19- Emergency Guidelines for Team structure and Safe Room.....	Page 12
20- Disinfecting Products Used.....	Page 12

1- School Arrival and Drop-Off

- Arrival and drop-off time protocols will be staggered to limit contact between different cohorts and direct contact with parents as much as possible. Parents will be notified of their drop-off time slot and entry.
- Parents and/or care givers are not permitted inside the building, no exceptions.
- Siblings will be allowed to arrive at the same time, even if they are in different classes/time slots.

Drop-off protocol:

- School staff will welcome the students outside the building when weather permits (or at the entry door). Staff will perform body temperature checks and apply hand sanitizer. Students not passing this criteria will be sent home immediately.
- Students will be escorted to their classroom by school staff where their teachers will be already waiting for them.

Carpool protocol:

- Parents/caregivers will pull their car into designated loading area and put their car in park.
- Parents will be asked to roll down the window closest to child so School staff can perform temperature checks. Students not passing this criteria will be sent home immediately.
- Once the temperature check is complete, parents/care givers will get their child out of the car.
- Students will be escorted to wash their hands and then to their classroom by school staff where their teachers will already waiting for them.

- Parents/caregivers will be asked to provide advance notice of early or late arrivals by phone or email. Temperature and wellness checks will be performed upon each arrival, regardless of the time. Parents and students will wait outside. A staff member will escort the student into his/her classroom after passing wellness screen.

- Students will be asked to wash their hands or use hand sanitizer before entering the classroom. Soap and water and/or hand sanitizer will be provided in the classroom (see section 7 for hand hygiene).
- Once in the classroom, student's belongings will be separated from others' and placed in individually labeled containers, cubbies, or areas. For lunch box and water bottle storage and use (see Section 5 and 11).

2- School Dismissal and Pick-Up

- Dismissal and pick-up time protocols will be staggered to limit contact between cohorts and direct contact with parents as much as possible. Parents will be notified of their pick-up time slot.
- Parents and/or caregivers are not permitted inside the building, no exceptions.
- Students will stay in their classroom until their name is called. Staff member will bring the student to the carpool/d dismissal pick-up location.
- For carpool pick-up, parents/caregivers will place their children in the car, buckle them themselves, and immediately exit the loading zone.
- Parents/caregivers will be asked to provide advance notice of early and late departure by phone or email.

- To limit the risk of transmission, students must only come to school every day with their lunch box, water bottle and school bag. Sleeping bags and other belongings (e.g. stuffed animals) will return home on Fridays.

- Students will be asked to wash their hands or use hand sanitizer before leaving the classroom. Soap and water and/or hand sanitizer will be provided in the classroom (see section 7 for hand hygiene).

3- Staff Arrival

- All staff must have a temperature check before entering the building in the morning.
- If an administrative staff is not present to perform the temperature check, entering staff will take his/her/their own body temperature. Staff must wash hands with hand sanitizer prior to and after using the thermometer.
- All staff must wash their hands with hand sanitizer and wear a mask when entering the building.

4- Use of Communal Space

- Minimize the movement of cohorts/classes between different areas. Recommendation is to do as many activities in the classroom as possible.
- Use of communal spaces such as restrooms, playgrounds will be staggered with cleaning and disinfection between use as much as possible (see sections 6 and 14 for cleaning and disinfecting protocols). Cohorts/classes will receive a schedule with the time, day and use of each communal space.

- Students and staff will be asked to wash their hands prior to leaving and returning to their classrooms and/or communal spaces (see section 7 for hand hygiene).
- The auditorium, gymnasium and the canteen spaces won't be used as communal spaces anymore. They have been divided with physical barriers, one pod will be attributed to only one cohort/class. The hygiene protocol of each pod will be the same as the classroom's one (see Section 5 for cleaning and disinfection protocol)
- Hallway, staircase, building door use will be staggered as much as possible. A clear sense of circulation will be labelled when possible. All the frequently touched surfaces (e.g. door handles, handrails, sink handles, etc...) will be cleaned and disinfected several times daily or between use, as much as possible (see section 5 for cleaning and disinfecting protocol).

4- Classroom and Class Pod Organization and Disinfecting Supplies

- Each classroom is reorganized to allow social distancing as much as possible.
- Each classroom must have an area (e.g shelves, cabinets, bookcases..) to store any soiled materials (see section 5 for material disinfecting and quarantine protocol). This area must not be within reach of students. The disinfecting and quarantine protocol of the material is done by the teachers following the protocol described in Section 5.
- Each classroom must have a portable hand washing station when sink is not already present. Soap and paper towels will be provided. Portable hand washing stations will be filled up and emptied every day by building staff. The cleaning of the station will be performed by the building staff once a week or more often if necessary. Refills of supplies and/or water will be provided by the building staff.
- Each classroom must have sanitary kit placed altogether, preferably close to the hand washing station. The contents of the kit will be: Oxivir disinfectant spray and wipes, hand sanitizer, one time use gloves, reusable cloth towels to wipe disinfectant (see Section 20 for product info), spare masks and tissue box. The quantity of the disinfectant and supplies will be checked everyday by the building staff. If a refill is necessary, see with the building staff. Clean cloth towels will be provided for individual use by students and staff (see section 20 for proper use of the cloth towels).
- Each classroom must have a copy of this protocol (EB COVID-19 Sanitization and Cleaning Protocol) and the Emergency Team List easily accessible by teachers.
- Each classroom must have no-touch waste receptacles.
- Each classroom has an air purifier system installed. The teachers must check daily that the purifiers are working (green light is on). If not, contact building staff. To increase ventilation, the teachers should open windows when possible and if weather and security of building and students permit.
- Each student must have in the classroom his/her lunch box and water bottle in an individually labeled container, cubby, or area separated from others.
- To store their personal belongings or materials, each student has an individually labeled container, cubby, or area separated from others.
- Each teacher will carry a fanny pack or other individual bag containing hand sanitizer, gloves, and Oxivir disinfecting wipes. Teacher will be responsible of their own

bag/pack. For refill of supplies, teachers will ask building staff (see Section 9 for details).

5- Cleaning and Disinfecting Classroom Materials

- Hard non-porous materials/toys and surfaces should be cleaned and disinfected routinely.
- All sensory play is suspended, this includes (playdough, sand and slime) unless it is only being used by one single student and remained used by the same student and NOT shared with others.
- Personal materials/supplies/toys can be reused without quarantine or disinfection if kept at the student's desk/cubby.
- All hard non-porous materials/supplies/toys are to be only disinfected with Oxivir spray placed in the classroom if not placed in quarantine (see section 20 for product information).
- The classrooms will be disinfected nightly by a professional cleaning team. All hard surfaces (eg tables, shelf tops, etc) needing to be disinfected should be cleared from any and all materials. Deep cleaning and disinfecting of hard surfaces will happen on Friday nights.

Disinfection protocol

- To disinfect the materials/supplies/toys at the end of the day or after the last student, spray with Oxivir. Leave wet for **1 minute**. Then air dry or wipe with the school reusable cloth towel or paper towel. Rinsing with water is not necessary unless material/toy will be placed in the mouth. Please wear gloves when feasible when using Oxivir to disinfect.

Recommandations for quarantine times and disinfection methods

Material/Toys	Quarantine time	Disinfection method
Plastic toys	72 hours (3 days)	-Oxivir Spray -Dish washer for small items
Stainless	72 hours (3 days)	-Oxivir Spray or wipe
Electronics (computers, tablets, etc)	48 hours (2 days)	-70% alcohol wipes or spray (hand sanitizer)

6- Restroom Organization, Use and Disinfecting Protocol

- School restrooms will have Oxivir spray and gloves to disinfect all counter tops, and toilets and bathroom fixtures.
- After a group/cohort is finished, the teaching staff will disinfect all the bathroom faucets, soap dispensers and sinks by spraying with Oxivir (see section 20 for product information). No wiping will be necessary. This Oxivir spray will need to stay on the surface for a minimum of **1 minute** for it to be effective. The toilet seats should be cleaned after each cohort if feasible. But, the building staff will clean and disinfect midday.
- Thorough cleaning and disinfecting will be done by a professional cleaning crew nightly.
- Students and staff must wash hands prior to and immediately following restroom use.
- Signs on the floors will indicate where restroom users will be expected to wait.
- For young students with diapers, teachers must use a new pair of gloves between each student and the changing station must be disinfected with Oxivir between each student. Teacher must wash hands even if he/she/they was wearing gloves to change diapers.

7- Hand Hygiene

- Teachers teach and reinforce hand washing with soap and water for at least 20 seconds and dried with a paper towel or an individual cloth towel. Increase monitoring to ensure adherence among students. If soap and water are not available, use hand sanitizer (for staff and older children who can safely use hand sanitizer). Hand sanitizer must be applied thoroughly as if washing ones hands with soap and water.
- To reduce skin irritation, hand washing with soap and water is preferred over the use of hand sanitizer.
- All classrooms or class pods have hand wash stations and hand sanitizer bottles. Teaching staff will be carrying hand sanitizer and gloves with them at all times (see section 20 for product information).
- Student and staff must wash hands immediately after touching his/her/their face underneath the mask. Individuals should be frequently reminded not to touch the face covering.
- Student and staff wash their hands with soap and water or use hand sanitizer:
 - Every time entering in the building.
 - Every time entering in the classroom.
 - Every two hours maximum and plus when necessary
 - Before lunch and after lunch
 - Before and after drinking

- Before and after going to the toilets
- Before and after using communal equipment (photocopier, laminator, etc)
- Before and after naps
- After changing diapers
- Before leaving the classroom to go to any communal spaces (e.g. playgrounds..)
- Wash hand after touching any student's belongings

8- Face Coverings

- Face coverings must be properly worn over the mouth and nose by staff and students all-day except during meal time with proper social distancing (per up-to-date CDC guidelines).
- According to recent research, not all the masks protect properly, some, like fleece masks and bandanas, are even worse in spreading the virus droplets. Staff members are encouraged to wear single-use blue surgical masks or reusable 3-ply cotton masks or N95 masks.
- In order to provided maximum protection, students and staff must use a new mask each day. Reusable masks must be washed prior to being reused. Non-reusable masks must be discarded at the end of the day.
- During the day, any soiled or wet mask must be changed as soon as possible. The soiled reusable masks will be placed in plastic bags and given back to families as the end of the day. All hands must be washed after handling the soiled mask. It is recommended that all staff and students must have spare masks available for use. The spare masks can be kept in individual areas.
- The school will provide each classroom with a stock of several masks available for emergency use.

- As face coverings may be challenging for younger students (younger than 3), teachers should try their best to cover the faces of the young students. However, if this is not feasible, increase hand washing and monitoring them for touching their faces. Ventilation of the room should be reinforced as well.
- Teach and reinforce proper use of face covering frequently.
- Students and staff must not to touch the face covering and to wash their hands immediately if they do so.
- If the mask is removed, the mask must stay around the neck. The mask may not be placed on any surface. If this happens, the mask must be removed and the surface disinfected. The school will have around the neck mask holders for staff and students use. Staff and students may provider their own. However, all school provided holders must stay at school and be placed in the morning and removed when leaving school grounds.
- Protocol for removing mask for eating/drinking will be discussed in Section 11.

- Protocol for using masks during nap will be discussed in Section 13

9- Staff PPE

- Gloves: Each classroom will be provided with a box of gloves, preferably made of vinyl and no talc powder to decrease risk of allergies. If classroom runs out of supplies, see building staff
- Oxivir Spray: Each classroom will be provided with one spray bottle. If classroom runs out of supplies, see building staff
- Hand Sanitizer: Each classroom will be provided with one big bottle and 2 mini-spray bottles that should be refilled from the big bottle. If classroom runs out of supplies, see building staff
- Each staff member must carry with them, at all times, a bottle of hand sanitizer and gloves (in a fanny pack or small bag).
- Masks: not all the masks protect properly, some, like fleece masks and bandanas, are even worse in spreading the virus droplets. Staff members are encouraged to wear single-use blue surgical masks or reusable 3-ply cotton masks or N95 masks. Refer to section 8 for proper use.

10- Respiratory Etiquette

- Encourage staff and students to cover coughs and sneezes into elbow even when wearing a face mask.
- In case of needing to blow the nose in the classroom, bring student close the sanitary kit/hand wash station and face the wall. This will help for cleaning purposes in case of mess. Remove the mask and use tissues. Put back the mask with was held around the neck by its neck holder immediately after blowing. Soiled tissues should be thrown in the trash and hands washed immediately with soap and water or use hand sanitizer.
- For the younger children, the teacher will wear gloves and help student to blow nose.
-

11- Snack and Lunch

- Cohorts will eat in their respective classrooms on individualized surfaces that are appropriately spaced from others. If feasible, proper ventilation should be utilized during meal time.
- Hands must be washed prior to opening lunch bags/boxes and water bottles.

- For the cohorts having snack provided by school (from creche to GS), snack will be individualized and distributed only by staff, no exceptions. Hands must be washed prior to and after distributing snack.
- All lunch bags/boxes and water bottles must be kept separated from others' and placed in individually labeled containers, cubbies, or designated areas in the classroom.
- If student is unable to get his/her/their own lunch bag/box, staff must wear gloves in order to give the students' lunches and sanitize between each student.

- For the students who choose to eat the school's hot lunch:
 - Individual boxes will be left in a container in front of the classroom door just before lunch time. Teachers will be responsible to distribute individual boxes to each student. When students are finished, uneaten food will remain in the boxes and teachers will replace boxes into containers in front of classroom door. Teachers must wash hands prior to and after distributing boxes and returning the boxes to the container. Do not discard uneaten food in the classroom trash can.
 - In case of hot lunches distributed on individual trays, trays will be prepared in the hallway and given directly to the teachers. Teachers will be responsible to distribute individual trays to each student. When students are finished, uneaten food will remain on the trays and teachers will place the tray onto a containers in front of classroom door. Teachers must wash hands prior to and after distributing trays and returning the trays to the container. Do not discard uneaten food in the classroom trash can.

- Masks will be removed only once the lunch boxes have been opened and then put back immediately after the meal is done and prior to cleaning the lunch box/bag.
- After lunch boxes/bag and water bottles are put away, hands must be washed.
- Tables/Surfaces on which lunch was served must be cleaned after the meal with Oxivir. The surface can air dry or be wiped with the school reusable cloth towel or paper towel (Refer to Section 5 and 20).

12- Water Fountains and Bottle Refills

- Drinking directly from fountains is strictly prohibited.
- If student/staff needs a refill, individual plastic water bottles will be preferably provided, the fountains can be only used under staff supervision.
- If student/staff does not have his/her/their individual bottle, a plastic water bottle will be provided. These plastic water bottles must be labeled with the student/staff name and may not be used by any other person and may not be refilled. The bottle must be disposed when finished.

- Individual glass/mug and pitcher are strictly prohibited.
- Hands must be washed prior to and after drinking.
- If feasible, students may bring their own bottles for recess. But bottle must be kept separated from others (ideally, 15cm/6inches from each other)

13- Nap Time

- Sleeping sacks must be kept in ziplock bags in designated areas.
- Sleeping mats will be labeled with students names and may only be used by that student, no exceptions.
- After the nap, mats will be disinfected with Oxivir prior to being stored away. (See Section 5 for cleaning and disinfection protocol)
- Personal nap-time material (eg stuffed animal, pacifier, blanket, etc.) will be allowed only if these items remain in the ziplock bag all week and are only used during the nap. These items must be sent home on Fridays in the ziplock bag with the student and returned clean on Mondays.
- All sleeping mats will be spaced according to the CDC distancing guidelines. Students will sleep head-to-toe. Masks are encouraged during nap time but not mandatory. If not feasible, place mask in student's empty sleeping ziplock bag.
- Ventilation is recommended during naps if feasible and secure.
- All students and staff must wash hands prior to and after nap.

14- Recess and Playground

- Each class/cohort will have a designated time/place for their recess.
- It is the responsibility of the recess supervising personnel to ensure that there is no mixing between cohorts/classes.
- It is recommended for all staff and students to wear masks outdoors. If student is too warm or having trouble breathing, mask will be removed (and kept around the neck by neck holder) and student will be socially distanced.
- For drinking water, please refer to Section 12.
- According to CDC guidelines, outdoor playground structures do not need to be disinfected. But, these should be cleaned routinely by staff building.
- Recess will be in the classroom in case of rain.
- Recess hand washing protocol:
 - When leaving the classroom, all students and staff must wash hands.
 - When exiting recess, all students and staff must wash hands.
 - When entering classroom, all students and staff must wash hands.

15- Rotating Teachers (Music, Art, English, STEM) and Staff

- Rotation of teachers/staff (other than main teachers) should be kept to a minimum in the classroom in order to decrease the risk of spread of the virus.
- To decrease risk of spread of virus, rotating teachers must teach inside cohort's/class's classroom. This will minimize movement of cohort/class. Teaching inside a restricted area in the classroom is safer for all students and staff in order to minimize cohort/class movements outside the classroom.
- For the younger class, It is the responsibility of the class teachers to prevent students from cohort/class from getting too close to the rotating teacher..
- All rotating teachers must wash their hands when entering and leaving classroom.

16- Protocol to Handle Classroom Incidents

- In case of student vomiting, defecating, urinating and/or expelling bodily fluids, the student shall remain in place while his/her/their cohort shall be moved to the "safe room" (room dedicated to temporarily isolate a cohort) while the student is cleaned and soiled room is cleaned and disinfected by a non-cohort staff member (refer to Section 19 Emergency Guidelines for Team structure and Safe Room details).
- In case of a student tantrum/meltdown and he/she/they removes mask and/or the student is unable to be calmed, call Emergency Team and have student escorted quickly outside classroom. Employees will use hand washing protocol if student is touched.
- If staff or student get in contact with bodily fluids:
 - If fluid is on clothing: change to new clothing, place soiled clothing immediately in a ziplock bag and wash hands thoroughly . Recommendation for all staff and students to bring a spare change of clothes. If spare change of clothes unavailable, can do spot disinfection with Ox-ivir spray.
 - If fluid is on hands: wash hands thoroughly or use hand sanitizer if water and soap are not available.
 - If fluid is on face, wash face and contact physician. Potentially infected student/staff will be sent home right away.

17- Communal Staff Equipment

- Groups greater than 2 people around any piece of communal equipment (photocopier, laminator, etc) is prohibited. People around the machine must respect social distancing greater than 6 feet.
- Masks must be worn when using communal equipment (photocopier, laminator, etc).

- Prior to and directly after using communal equipment (photocopier, laminator, etc), users must disinfect hands with hand sanitizer.

18- Staff Lunch and Breaks

- Staff are allowed to take breaks and get lunch off campus. However, ALL staff must continue using strict hand washing, social distancing and mask wearing protocol to prevent spread from outside source into clean campus.
- Staff must sit more than 6 feet apart during lunch.
- Hand washing prior to and after meals is strictly enforced.
- Studies have shown that mealtimes for staff is one of the main sources for contamination.

19- Emergency Guidelines for Team structure and Safe Room

- In each building of the school, there will be a designated area/room labeled as a “Safe Room” where a cohort class can be sequestered for a period of time necessary to disinfect their classroom after an incident.
- Here is the list of safe rooms by building:
 - 735 building: playground
 - 821 building: auditorium
 - Fabian Hall : Magazine building gym
 - Magazine building: gym

20- Disinfecting Products Used

- Oxivir TB spray are from Diversey. This product is Accelerated Hydrogen Peroxide that is efficient after **1 minute of contact**. It is safe to use for children and adults. According to the Hazardous Material Identification System (HMIS) : Health 0; Flammability 0; Physical Hazard 0; Personal Protection 0. Personal protection is not necessary but recommended for extended use. Pregnant women should always wear protective equipment when handling any cleaning supplies.
- All hand sanitizers used will be minimum 60% alcohol in order to maximize efficacy against SARS-CoV-2.
- Reusable cloth towels come from a 3rd party supplier and will be picked up and cleaned and sanitized by the supplier once a week. Bins for soiled/used towels will be located throughout the campus. Staff are encouraged to place dirty towels in these bins nightly.