



## COVID-19 Cleaning Protocols

### School Level (Briercrest Campus Operations)

- Full deep clean of classrooms, bathrooms and common spaces: daily at 6:00am
- Sanitization of high-touch zones, including doorknobs and handles, light switches, stair railings and bathrooms: 1:00pm – 2:00pm

### Classroom Level (Teachers, EAs and Students)

- Desks: Full desk cleaning (all surfaces) conducted by student under supervision of teacher 5-10 minutes before leaving the classroom:
  - Teacher sprays the desk surfaces for students; students use paper towels to thoroughly wipe down the full surfaces
    - Only WHMIS-trained individuals are allowed to use the spray bottle. The solution is safe for use by students; no gloves are needed. Disposable gloves can be obtained from the BCA office if required. The cleaning solution will kill viruses within three minutes.
    - Students cannot touch the desks or allow their personal items to contact the desk areas after the cleaning process. Students may exit the classroom in a staggered fashion after cleaning their desks.
- School-owned laptops: Teachers will follow the protocols for leading students through sanitizing their workstations. Please DO NOT spray the cleaning solution directly onto the laptop or mouse, keyboard or monitor; instead spray the solution onto a paper towel that the student can then use to wipe down the technological surfaces. Ensure that the relevant desk surfaces and chairs are likewise sanitized.
- Door handles/knobs, light switches inside the classroom: Teacher/EA will sanitize these after each class.
- Teacher/EA/student tutorial areas: Students will take turns meeting with the teacher and/or EA at designated locations within the classroom. Both the teacher/EA and the student must be masked and must use the provided plexiglass barriers. Teachers/EAs will cleanse the desk and chair surfaces between students.
- Student school supplies: Students are requested to bring to class only the very minimum supplies needed: a fresh mask; a washable backpack; a laptop computer on which to do the majority of their work; a scientific calculator (if needed); hand sanitizer; a water bottle; a pen; a mechanical pencil (or regular pencil and sharpener); and a Bible

(for CE class/Chapel). The teacher will notify students in advance if they are required to bring additional items for a particular class session (pencil crayons; highlighters; etc.). Students will not be allowed to share their items with other students and must return them into their book bags prior to the desk cleaning sessions at the end of each class.

- Commonly shared items: Students may borrow a pair of scissors or other such item if needed from their teacher. The teacher will either wipe down the item in between student uses OR leave the item in “quarantine” for three days before recirculating it into classroom use.
  - Pencil sharpeners mounted onto the walls in classrooms will not be available for use at this time in order to reduce traffic within the shared space.
- Traffic patterns and contract traceability:
  - Teachers will create and record a seating plan for students and will not divert from it without creating a new seating plan; seating plans should be changed as infrequently as possible.
  - Only one student at a time will be allowed to go to the washroom. Teachers will record the names of students who leave the classroom.
  - Washrooms in BCA have a maximum occupancy of 2; students may use other washrooms within the building as long as they wear their masks at all times.
  - Teachers will lay out traffic patterns within the classroom that reduce the opportunity for students of one group to come into close proximity with students of another group.
  - Teachers/EAs will distribute classroom items if and as necessary rather than assigning a student to do this.
  - Teachers will avoid having clusters of students gathering in the classroom outside of their designated groups (cohort within a cohort).
  - Students who are working with a small group (cohort within a cohort; lab group; etc.) need to remain masked. The principles of maintaining physical distancing, masking and facing the front should be observed as much as possible.

## Office Level

- Desk and seating surfaces will be cleaned by the office personnel/administrator after each different visitor departs.
- Any commonly shared items that are borrowed will either be wiped down in between student uses OR will be left in “quarantine” for three days before recirculating it into use.

## Photocopier Use

- Gloves must be worn by all individuals who use/touch the photocopier beyond simply picking up copies from the output tray.

## Common Spaces (Staff)

- Staff using the kitchen or appliance handle/desk surfaces in the staffroom must sanitize areas they have touched before leaving the room.
- Teachers sharing classrooms should keep and label their own sets of whiteboard markers and other similar supplies to avoid cross-contamination.

## Computer Lab

- The computer lab will be locked.
- It will only be available for bookings by teachers.
- Teachers will follow the protocols for leading students through sanitizing their workstations. Please DO NOT spray the cleaning solution directly onto the mouse, keyboard, or monitor; instead, spray the solution onto a paper towel that the student can then use to wipe down the technological surfaces. Ensure that the desk surfaces and chairs are sanitized, along with the light switches and doorknobs/handles on the way out.

## Student Study Center

Our Student Study Center is located in Rm. 131. Normally, this room is open and available to all who like to study there throughout the day. This year, due to COVID-19 guidelines, it will be open only for the following situations:

- When a student(s) and an EA need some extra space for a tutorial outside of the classroom environment. Cohorts of students won't be mixed.
- When a student has a tutoring session booked with a tutor if neither Zoom nor an alternate location will work. Cohorts of high school students won't be mixed.
- When a student has been assigned to Learning Support in P1, a spare or after school. To avoid mixing cohorts, we will follow this schedule:
  - Grade 9: Mondays
  - Grade 10: Tuesdays
  - Grade 11 (or within course cohort): Wednesdays
  - Grade 12 (or within course cohort): Thursdays
- The Student Support Resources Coordinator and EAs will ensure that all of the "Classroom Level" protocols are followed within this space.