

# Risk Mitigation Tool for schools operating during the COVID-19 Pandemic



**Objective:** This tool will assist schools to assess risks during the coronavirus disease (COVID-19) pandemic.

**Directions:**

Answer each question 1-by-1 by selecting the Risk Level of **low**, **medium**, **high**, or **N/A** (*before any controls are in place*) from the drop down list in column 1. It is *recommended* to complete this as a group so there are views from more than one person on whether an item is **low-med-high**.

Utilize your schools Operational Plan to outline the controls put in place to manage the risks identified. Select Yes-No-N/A from column 2 to identify controls have been included in your plan.

Use column 3 to then select **low**, **medium**, **high**, or **N/A** to identify that the risk has been controlled, and therefore creating a lower level of risk.

Risk Questions	Column 1: Risk Level <u>without</u> controls in place	Column 2: Controls added to Operational Plan? Yes/No	Column 3: Risk Level <u>with</u> controls in place	Comments
<b>GENERAL</b>				
What is the risk if unable to physically distance;				
when outside of the building ( <i>exiting busses, recess</i> )	Medium	Yes	Low	Masks will be required at all times. Students will wear a mask upon exiting the car and keep it on from the bus. Students driven will not exit the car until the drop off spot is reached. Lunch recess will be staggered to allow one class per area. There will be no morning outside recess or whole school morning recess. Dismissal will be done bus by bus. Students being driven will be called when the buses leave. Parents will be asked to physically distance if picking children up and must wear a mask.
when inside of the building ( <i>classrooms, hallways, coat hooks, gym</i> )	High	Yes	Low	Masks must be worn at all times while in the building with the exception for students being when they are eating. For staff the exceptions are when eating or when in a class/office alone with the door closed. Phys ed. will be outside unless the weather prohibits. If phys. ed. is outside, teachers will deliver their class and exit the playground doors by the bathrooms or their own classroom door when applicable. All classes will enter the doors by the resource office. In the gym, the classes will enter one door at by the resource office and exit the door by the bathrooms. Schedules have been made to avoid meeting other bubbles in the hallways. Teachers in portables will coordinate times to be at their coat hooks to avoid congestion in the portable hallway.
while in entrance/exit doorways	High	Yes	Low	Everyone will wear masks.
when using narrow hallways	High	Yes	Low	Everyone will wear masks. Traffic in the main area of school will be on the blue lines. Arrows will indicate which direction traffic flows on the lines (right side).
when using narrow stairways	N/A	Yes	Low	
when using furniture	Medium	Yes	Low	Will be cleaned according to Standard Cleaning and Disinfecting Guidelines. When furniture is used for more than one class, it will be sanitized between uses.
when inside washrooms	High	Yes	Low	In washrooms with more than one stall, students/adults will wear masks. All will be instructed to wash as per guidelines and sanitize hands when returned to class. Bathrooms will be cleaned as per the guidelines.
What is the risk if the public/visitors are able to freely access the building?	High	Yes	Low	Doors will be locked at all times once classes begin. Only specialists (i.e. OT and SLP) and essential visitors will be allowed. Visitors will follow Visitor Guidelines (posted on door and website).
What is the risk if unable to track persons who have been in the school?	High	Yes	Low	Every visitor will be required to sign in with contact information. They will require active screening if they have not been screened already that day in another school location.
What is the risk if applicable persons do not learn the school specific physical distancing requirements? ( <i>students, staff, visitors, contractors, etc.</i> )	High	Yes	Low	Everyone will be required to wear a mask in the school with the exceptions as mentioned above. With student with special needs who cannot tolerate a mask for long periods of time, a PLP goal will be made. Staff working with that student will require a face shield as well as mask and stay as physically distanced as possible.
What is the risk if frequently touched surfaces are not being cleaned adequately? ( <i>counters, door knobs, phones, common area pen</i> )	High	Yes	Low	Will be cleaned according to provincial cleaning and disinfecting guidelines.
What is the risk if there are not enough washrooms in the building?	Medium	Yes	Low	Will be cleaned according to provincial cleaning and disinfecting guidelines. Everyone will wear masks when in common washrooms. Hand sanitizer will be readily available.
What is the risk if common areas are not being cleaned adequately? ( <i>washrooms, classrooms, science, art, library, cafeteria, etc.</i> )	High	Yes	Low	Will be cleaned according to provincial cleaning and disinfecting guidelines.
What is the risk if soap, water, and paper towels is not available?	High	Yes	Low	Custodians will check washrooms as per guidelines and replenished accordingly.
What is the risk if hand sanitizer is not available?	High	Yes	Low	District will provide hand sanitizer in each classroom and entrance to school. Parents will be permitted to send in unscented hand sanitizer.
What is the risk if adequate ventilation is not possible?	High	Yes	Low	Ventilation systems have been checked. Windows will be kept open when weather permits. Outdoor learning will be encouraged. Specialties will be outside as much as possible.
<b>SCREENING</b>				
What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?	High	Yes	Low	Parents will adhere to guidelines of when to keep children home (1 or more symptom must stay home). There will be active screening for staff upon entry to building. They will not be granted entrance if they answer yes to any question. Any visitor will be actively screened if they have not already done so that day at another location.

What is the risk if persons are not aware of what to do if not feeling well while at the school?	High	Yes	Low	Visitors will follow the visitor plan that they have reviewed when entering school. Staff will watch for symptoms/student disclosure and call parents if necessary. Protocols will be followed as per Return to School guidelines. All persons with symptoms will change to a medical mask, leave building as soon as possible or put in isolation if not able to leave immediately.
What is the risk of not separating sick children from others? ( <i>isolation room, space, or area</i> )	High	Yes	Low	As soon as symptoms appear, medical masks will be put on child. Student will be taken to isolation. Front room (chill room) will be designated as isolation area.
<b>VULNERABLE POPULATION</b>				
What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? ( <i>Refer to Policy 704 for students</i> )	High	Yes	Low	Staff have self-identified as being vulnerable. Parents will identify their children and keep home as per their discretion.
<b>PERSONAL PREVENTATIVE PRACTICES</b>				
What is the risk if people are unaware of proper handwashing/hand hygiene practices?	High	Yes	Low	Staff will be taught proper protocol on August 31st, 2020. Staff will teach all students proper handwashing/hygiene and frequently review steps/monitor. Everyone will sanitize upon reentering class. Posters will be placed at all handwashing stations.
What is the risk if people are unaware of proper respiratory etiquette?	High	Yes	Low	Everyone will be taught proper respiratory etiquette. Staff will be taught at orientation on August 31st. Staff will teach children and review frequently. There will be tissues available. Hands will be sanitized after.
What is the risk if people are unaware of when and how to wear community mask?	High	Yes	Low	Staff will be taught proper mask handling on August 31st. Staff will instruct students how to properly don and doff masks as per guidelines.
What is the risk if staff are unaware of where to find personal protective equipment?	High	Yes	Low	Each staff member will be receiving their own faceshield. Masks will be brought from home. Extra masks will be available in each class and at front lobby.
What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.	High	Yes	Low	Staff will be taught proper use and care on August 31st. Staff will teach students will be taught proper use and care and reminded frequently.
<b>COMMUNICATION</b>				
What is the risk if people do not receive reminders regarding health measures? ( <i>e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products</i> )	Medium	Yes	Low	Posters will be placed as reminders, parents will receive any updates from Public Health. Staff will remind students frequently.
What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.	Low	No	Low	Occupational Health and Safety Act posted in staffroom. Each staff member received email with information during the summer.
<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>				
What is the risk if people are not prepared or aware of emergency procedures in the building ( <i>fire, lockdown, medical</i> )	High	Yes	Low	Emergency drills will take place. Physical distancing rules may be broken but students will be encouraged to wear masks if possible. Muster areas will be moved to be further apart where possible.
What is the risk if people do not know how to react in an outbreak situation of Covid-19?	High	Yes	Low	Public Health will direct school on the proper procedures.
<b>GRADES 9-12</b>				
What is the risk if 1 metre physical distancing within classrooms is not being met?	N/A	N/A	N/A	
<b>OTHER</b> ( <i>Insert any additional risks specific to your location that will need to be addressed</i> )				
<a href="#">Reference: Government of Canada Risk Mitigation Tool</a>				