



Yukon Schools 2021-2022 Operational Plan for Reducing Communicable Disease for Johnson Elementary School

Contact information

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Date Approved by Superintendent:	Click or tap here to enter text.

1. Vaccinations

Vaccines are the most effective way to reduce the risk of COVID-19 in our K-12 schools and communities. Eligible students and staff are strongly encouraged to get vaccinated. Information on obtaining COVID-19 vaccinations in every community can be found at <https://yukon.ca/en/this-is-our-shot>

2. Staying Home When Sick

Guidance	School Specific Information
Parents and guardians should assess their children for symptoms before sending them to school.	<ul style="list-style-type: none">Students and staff who are sick should be advised to stay at home. Staff are not required to enter the school

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<ul style="list-style-type: none">Parents and guardians should assess their children for symptoms before sending them to school.Staff should assess themselves for symptoms every day.All students and staff should stay home and arrange for testing if they have symptoms, no matter how mild.To help assess symptoms, parents and staff can use the COVID-19 self-assessment tool or contact a health care provider for additional guidance.Signs can be posted throughout schools to remind staff, students and visitors to stay home if they're sick even if their symptoms are mild.	<ul style="list-style-type: none">when sick to create plans for substitute teachers. Plans should be forwarded to the Principal online.All parents/guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Students, staff and parents/guardians can return to school once they are cleared by public health (see Appendix 1).
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3. Ventilation

Guidance	School Specific Information
<ul style="list-style-type: none">All mechanical heating, ventilation and air conditioning (HVAC) systems must be working properly.Open windows and doors to improve natural ventilation if the weather permits.Consider using HEPA filters in situations where the risk of COVID-19 transmission is higher due to less than optimal ventilation.The Department of Education, Operations Unit, will help schools determine locations where HEPA filters will be deployed.	<ul style="list-style-type: none">To be determined

4. Cleaning and Disinfection

- As the risk of COVID-19 transmission from surfaces is low, it is anticipated that schools will transition to regular cleaning practices.
- For the start of the 2021-2022 school year, additional custodial supports will be in place throughout the day to continue enhanced cleaning practices to reduce the transmission of communicable disease.
 - Custodians will be provided with cleaning guidelines from the Operations Unit.

5. Physical Distancing

Guidance	School Specific Information
<ul style="list-style-type: none"> • Physical distancing is no longer mandatory for students in schools, however, it's important that staff and students spread out within the available space and prevent crowding in common areas such as hallways. • Staff must continue to maintain a 2-metre distance from students and other staff. • Pay particular attention at the start and end of day, to entry and exit areas, and other places where people tend to gather. • Respect traffic flow and be mindful of others' personal space. 	<p>School start and end times, and recess and lunch Our school day starts at 8:15 a.m. and ends at 3:15 p.m. Students have staggered recess breaks in the morning and afternoon (see Appendix 2) and lunch break from 12:00 Noon to 1:00 p.m.</p> <p>Drop-off and pick-up Student, parents and school staff should maintain a 2-metre distance during drop-off and pick-up times as much as possible. We have staggered our drop-off and pick-up times this school year utilizing separate entrances. Drop-off times and locations are as follows:</p> <ul style="list-style-type: none"> • Bus students will be dropped off between 8:15 – 8:20 a.m. at the two back entrances where JES staff will greet, then accompany the child to his/her classroom to hang up their belongings and then, enter the classroom performing hand hygiene tasks. • Between 8:20 – 8:30 a.m., children walking to school and parents/guardians driving their children to school should park their vehicle in the school parking lot and then walk their child to one of the two front entrances (whichever entrance is closest to the child's classroom). • Upon entering the building, the child(ren) will practice hand hygiene and physical distancing to the child's classroom area

	<p>where they will hang up their belongings before entering the classroom where the teacher will ensure the student performs hand hygiene tasks and is then seated following the 2-meter distancing.</p> <ul style="list-style-type: none">• JES staff will assist students walking or being dropped off. <p>The times and location for pick-up are as follows:</p> <ul style="list-style-type: none">• Between 3:00 – 3:10 p.m., parents/guardians transporting their children home and parents/guardians walking home with their children should walk to one of the two front entrances (whichever entrance is closest to the child's classroom) and safely safe distance until a JES staff member brings the child to the door where the parent/guardian will pick him/her up for the purpose of walking or transporting home.• Those students walking home by themselves – JES staff will ensure they have safely exited school grounds.• Between 3:10 – 3:15 p.m., bus students will exit at the two back entrances where JES staff will ensure they will enter the appropriate school bus safely. <p>Water bottles, food and meals</p> <p>Students are encouraged to bring their own water bottle for the school day to reduce contact at the water fountains.</p> <p>There will be no sharing of food or drinks between students at the school this year. Any meals available at the school will be served in individual portions or packaged in single-use, food grade packaging.</p>
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	<ul style="list-style-type: none">● Breakfast/Lunch Program: LFN staff will provide pre-packaged meals or meals served by the LFN staff:<ul style="list-style-type: none">- Meals will be delivered directly to the classrooms.- Proper hand hygiene will be practiced before and after eating.- There should be no common food items (i.e., salt and pepper, shakers, ketchup, etc.)- Utensils and napkins and other items will be dispensed to the students rather than allowing them to pick up their own items.- Food provided by parents should be stored with the student's belongings.- JES will implement a "no food and drink sharing" policy and the 2-meter distancing will be followed while the students are eating breakfast and lunch in their classrooms.● Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact throughout the school day (i.e., during instruction, play-based activities, recess, lunch time, etc.) and avoid close greetings (i.e., hugs, handshakes).● Develop staggered procedures and times for drop-off/pick-up of students, class, recesses, meal/snack times and start and end times for classes to avoid crowded hallways and school spaces. (Appendix 2).● Cohorts of students and staff members assigned to the class cohort will stay together throughout the day and not mix with other class cohorts. Staff will remain with the same class cohort whenever possible. We will strive to minimize the number of different teachers and educational assistants that interact with the class cohorts throughout the day.● There can be any number of staff in a school setting at any given time if they are not all in one area and can keep a safe distance of 2 meters from each other.
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	<p>Expectations for Visitors and Service Providers Entering the School:</p> <p>The public is allowed into the school following the procedures and protocols established at the school.</p> <ul style="list-style-type: none">- The public and staff should not enter the school if they are sick.- All parents/guardians, staff, consultants, Elders, volunteers and visitors will be required to first enter the school at the front entrance and report to the school office.- Parents/guardians, staff, consultants, Elders, volunteers and visitors can attend the school once they use the self-screening tool (see Appendix 1) before entering further in the school. If “yes” is answered to any of the questions, the individual will be kindly required to come back another time when “no” can be answered to all self-assessment questions.- A record of all visitors will be kept at the school office upon entering the front entrance.- Those further entering the school once they answered “no” to all of the self-assessment questions will be reminded to practice diligent hand hygiene and maintain physical distancing of 2 meters.- Once inside the building, signs and markings in the hallway must be followed to limit cross-exposure and to limit movement within the school as much as possible. Those inside the school will exit the building via the same front entrance that they came in to the building.- The school will screen service providers, including delivery drivers and independent contractors using the attached self-screening tool (see Appendix 2) before they enter the school. In the case of a delivery driver answering “yes”, the driver and school will make alternate arrangements utilizing self-distancing and proper hygiene/disinfecting measures.
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6. Programming

Guidance	School Specific Information
<ul style="list-style-type: none"> Singing and the playing of wind instruments have a higher risk of COVID-19 transmission. Teachers and students must: maintain physical distancing; continue with enhanced cleaning of wind instruments; and follow the singing and music guidelines. follow the recreation guidelines, which include sport and recreation, fitness studio and gym, cold weather sports, and contact sports. 	<p>Contacting the school for learning supports</p> <p>Contact the teacher first if your child needs additional or different supports for their learning.</p> <p>If you still have concerns with the supports being offered, please contact the school to ensure the school principal is able to follow-up.</p> <p>The school can be contacted at 867-536-7333 or email Ralph.Pilz@gov.yk.ca</p> <p>Learning at school</p> <p>All students at Johnson Elementary School will be able to attend in-class instruction, full-time for five-days a week. During the school day, students will attend their regular classes, while following health and safety guidelines. They will learn the full school curriculum.</p> <p>Teachers will continue to work with students and families to ensure the student's learning needs are being met.</p> <p>Students with disabilities or who need additional support</p> <ul style="list-style-type: none"> Additional learning support through the Primary or Intermediate Learning Assistance Teacher. Reading support will also be provided by the Reading Recovery Teacher.

	<p>Technology and devices Students who have access to a personal device are being asked to use their own device for learning. This will enable schools to work with other students who do not have access to devices to provide support.</p> <p>School principals and teachers will work with students who do not have access to a device at home to support them in their learning while away from class.</p> <p>If a student is not able to access the internet while learning away from class, teachers will work with students to ensure they are able to complete their work in other ways.</p> <p>Please ensure you or your child make the teacher or the school principal aware of any concerns you may have so we can ensure learning is being provided in a way that meets your needs.</p> <p>School supplies and sharing learning materials Sharing of school supplies and learning materials will be limited as much as possible. If shared, materials need to be cleaned and disinfected.</p> <p>To limit sharing, all students are required to have their own school supplies. A list has been sent home to outline the supplies students will need. Please see Appendix 3 for school supply lists.</p> <p>Some classes may use some shared learning materials, such as toys, blocks and other materials for learning, but they will be cleaned and disinfected using soap and water or a disinfectant wipe. Students will be asked to wash or sanitize their hands before and after each use.</p>
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	<p>Paper-based materials like text books, books and paper handouts are okay to use and share as outlined in the health and safety guidelines.</p> <p>Libraries and computer labs</p> <p>Our school library will remain accessible for students and staff and we will continue to allow books and other resources to be borrowed from the library.</p> <p>Students and staff will be able to access the computer lab and use other IT equipment while following these measures:</p> <ul style="list-style-type: none">- Computer workstations have been reconfigured to ensure 2 meters physical distancing between each workstation.- Students will be asked to conduct proper hand hygiene before and after using shared IT equipment.- Indoor shared spaces, classrooms, equipment, items and technology equipment are to be cleaned and disinfected before and after each use, and users will be asked to perform hand hygiene before and after each use.- Keyboard covers have been purchased to protect the keyboards and other high touch areas on electronic devices. <p>Recess, gym and playing on the playground</p> <p>Weather permitting, recess breaks and gym classes will take place outdoors. Students and families are asked to ensure they have the proper clothing for playing outdoors.</p> <p>Playground equipment is okay to use as long as hands are washed before and after going on the equipment.</p>
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	<p>When gym class is indoors, we will follow the health and safety guidelines for sport and recreation.</p> <p>School field trips</p> <p>Our school will be assessing any planned school field trips on a case-by-case basis and will provide updates to students and parents directly through school year.</p> <p>International field trips are not currently permitted.</p> <p>Music and cooking classes</p> <p>The health and safety guidelines note singing and playing woodwind and brass instruments must follow the singing and music guidelines for music classes and extra-curricular activities.</p> <p>Cooking classes are also able to continue while meeting the health and safety guidelines, including washing hands before cooking, limiting sharing of equipment and cleaning and disinfecting surfaces between each class.</p> <p>Extracurricular activities</p> <p>We will be assessing extracurricular activities at the beginning of the school year and determining any changes or adaptations that may be needed.</p> <p>Any extracurricular activities will follow the same health and safety guidelines for K-12 school settings, and any additional health and safety guidelines that apply, for example, the health and safety guidelines for sport and recreation for school sports.</p> <p>Students and parents will be updated as this information becomes available.</p>
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7. Hand and Respiratory Hygiene

- Students and teachers should wash their hands regularly (see table, below, for specific instances where hands should be washed). Thorough hand washing with plain soap and water for at least 20 seconds is most effective at reducing the spread of illness.
- If soap and water are not available, use alcohol-based hand sanitizer containing at least 60 per cent alcohol.
- Alcohol-based hand sanitizer should be made available at:
 - school entrances and exits;
 - entry points to classrooms; and
 - other high traffic areas.
- Students and staff should cough and sneeze into their elbow, sleeve or a tissue.
 - Used tissues should be thrown away and hand hygiene performed immediately.
 - Lined, no-touch wastebaskets (foot pedal-operated, hand sensor, open basket) should be used, where possible.
- Refrain from touching eyes, nose or mouth with unwashed hands.
- Refrain from sharing any:
 - food;
 - drinks;
 - unwashed utensils;
 - cigarettes; or
 - vaping devices.
- Signage should be posted throughout schools to remind staff, students and visitors to perform proper hand hygiene and respiratory etiquette.

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none">• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)• Whenever hands are visibly dirty• After using the washroom• Before eating and drinking	<ul style="list-style-type: none">• Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)• Whenever hands are visibly dirty• After using the washroom• Before eating and drinking• After sneezing or coughing into hands

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• After sneezing or coughing into hands	• Before handling food or assisting students with eating
• After playing outside	• After contact with body fluids (i.e., runny noses, spit, vomit, blood)
	• After cleaning tasks
	• After removing gloves
	• After handling garbage

8. Masking

- All students in Kindergarten through Grade 12 and staff must wear masks in all indoor school settings outside of the classroom.
 - This includes hallways and on school buses.
 - Exceptions are made when:
 - eating, drinking or participating in physical activities; and
 - When an individual class is, in a supervised and controlled way, transiting from one room in the school to another. An example of this is a group of students walking directly from their classroom to the gym.
- Students do not need to wear a mask in a classroom setting, but may choose to wear one if they wish.
- Staff must wear a mask if they are unable to maintain a 2-metre distance from students or other staff.

9. Outdoor/on the land education, field trips and overnight trips

- The risk of COVID-19 transmission is lower in outdoor settings than it is indoors; as a result, outdoor education and on the land programming is encouraged.
- Field trips within Yukon and Canada are permitted if public health guidelines are followed. These guidelines apply to their trip setting even if they are out of the territory. If public health measures are stricter where they are travelling, those guidelines must also be followed.
- Sleeping arrangements:
 - It is ideal if students can sleep in individual rooms or tents. If this is not possible, align mats or beds so that students and leaders sleep head-to-toe, at least 2-metres (6 feet) apart to prevent droplet spread while sleeping.
 - There should be no more than two students or trip leaders per room or tent.
 - Students/trip leaders from the same household or [social bubble](#) can sleep in closer quarters.
- Schools should develop a plan if a student becomes symptomatic before or on an excursion or field trip.
 - Ill campers or those that meet criteria for isolation must be in a single accommodation. There is no shared accommodation allowed for these campers.
- International field trips are not currently permitted.

10. What to do if a student gets sick?

Guidance	School Specific Information
<p>If a student develops symptoms of COVID-19, staff must take the following steps:</p> <ul style="list-style-type: none"> • Immediately separate the symptomatic student from others in a designated, supervised area. • When over the age of 5 the student must wear a mask if tolerated. • If the student is not wearing a mask, provide them with tissues to cover their coughs or sneezes. Throw away used masks and tissues as soon as possible and perform hand hygiene. • Contact the student's parent or guardian to pick them up as soon as possible. • Anyone in the room with the ill student must wear a mask and, where possible, maintain a distance of 2 meters from them. • Avoid touching the student's body fluids such as mucous or saliva. If you do, thoroughly wash your hands with soap and water or alcohol- based hand rub. • Once the student is picked up, wash your hands with soap and water or alcohol- based hand sanitizer. • Staff responsible for facility cleaning must clean and disinfect the space and areas the student occupied or used. This includes classrooms, bathrooms and common areas. 	<ul style="list-style-type: none"> • The Principal and/or an Educational Assistant will be available in case a student or staff becomes ill at school. We will have a supply of PPE Kits available at the school in the sick room for these situations. In these situations, the student or staff will be asked to wear a non-medical mask if they are able and disposable gloves. The supervisor will also do likewise. All will go to the established sick room in the main hallway and will self-isolate in this separate room. The parent/guardian or family member will be notified to come and pick up the student or staff member immediately. <p>The student or staff member and the supervisor must all wash their hands before donning a mask and before and after removing the mask. All items the sick student or sick staff member touched while isolated must be cleaned and disinfected as soon as the sick individual is picked up. The school will keep record and encourage the sick individual to test for COVID-19. The supervisor must then self-monitor for symptoms and act accordingly.</p>

11. What to do if a staff member gets sick?

If a staff member develops symptoms of COVID-19, staff should go home as soon as possible.

If they cannot go home, the staff member should:

- separate themselves into an area away from others;
- wear a mask;
- maintain a distance of 2 metres from others.

Staff responsible for facility cleaning must clean and disinfect the space and areas the student occupied or used. This includes classrooms, bathrooms and common areas.

School administration is responsible for supplying the masks and cleaning materials necessary for safely responding to symptomatic students and staff members.

12. Monitoring absenteeism

Reporting significant communicable diseases and high absenteeism rates is a responsibility of the Department of Education (as stated in the Agreement between Health and Social Services and Education, September 1st, 2010). Schools are requested to report higher than expected absenteeism (i.e. >5-10% above baseline), as determined by the school and that is thought to be due to a communicable disease. The existing reporting process and "Yukon School Surveillance Reporting Tool" should be completed. In addition to increased absenteeism, this form may also be used to report a suspect or confirmed communicable disease of significance within a school setting, regardless of absenteeism.

Schools should monitor student absenteeism for extended absences as this may indicate that a student has been sick. Students returning from prolonged absences should be flagged for screening by administration upon their return and asked if they have any symptoms before returning to class.

13. Contingencies

There may be instances where, following the direction and guidance of the Yukon Centre for Disease Control (YCDC) and the Office of the Chief Medical Officer of Health (CMOH), individuals or groups of students may be required to stay home from school. The Yukon Early Kindergarten to Grade 12 Education Recovery Plan contains three suggested contingencies schools should prepare for, listed in the table below.

<p>Individual Case</p> <ul style="list-style-type: none"> • Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards. • Blended learning opportunities are offered until it is safe to return to school. • Continue to use Zoom and other digital platforms. • Teachers must ensure students have digital and print resources. • Student(s) are sent home daily learning packages if blended learning options are not available. • Students not well enough will be offered support upon return to school. 	<p>Learning at home if a student can't attend school</p> <p>Students must stay home if they are sick or have symptoms of COVID-19. If a student is unable to attend school, they will be provided their course work by their teacher as they normally would.</p> <p>If a student is away for an extended period of time, they will be provided their coursework and they will be supported in their learning through:</p> <ul style="list-style-type: none"> • Established plans with the teacher and Principal for regular formal and informal check-ins while receiving blended educational instruction for the priority learning standards until able to attend school regularly. The check-ins can occur via e-mail, Zoom or phone calls. <p>If you are planning for your child to be away from school for the whole school year, please contact the school principal to discuss options.</p>
<p>Class Outbreak</p> <ul style="list-style-type: none"> • Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards. • Blended learning opportunities are offered to students required to be at home until it is safe to return to school. • Continue to use Zoom and other digital platforms. 	<p>Continuing Student Learning Opportunities</p> <ul style="list-style-type: none"> • Students and their families will be provided, through a range of approaches, with learning opportunities that continue in the areas of developing students' literacy and numeracy skills and supporting their social, emotional, and physical well-being. <p>These continuing learning opportunities will enable students to continue their learning in relation to the competencies and understandings outlined in the Yukon school curriculum. We want to</p>

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<ul style="list-style-type: none">Schools must ensure students have the digital and print resources needed to be successful at home.Students not well enough will be offered support upon return to school. <p>School Outbreak</p> <ul style="list-style-type: none">Teachers continue to be responsible for providing learning opportunities and assessing student learning of curricular learning standards.Primary students (Early-K to Grade 3) and students with learning challenges are prioritized to remain in school for in-person learning with safety measures in place.Blended learning opportunities are offered where possible.Student(s) are sent home daily learning packages if blended learning options are not available. <p>Students not well enough will be offered support upon return to school.</p>	<p>ensure that learning continues to take place if in-person classes are suspended. This may include learning at home, learning online, learning on the land, and other learning opportunities that support the required social distancing.</p> <p>School staff are expected, during their normal hours of work, to provide learning opportunities and regular communication and support to their students and their families/guardians while in-person classes are suspended. This will take a variety of forms and be delivered through a variety of media. Teachers already using online learning management systems are encouraged to continue to do so. Teachers can also use video conferencing tools to connect with larger groups of students. Teachers will also communicate with parents/guardians and students via e-mail and phone, and by providing instructional packages to be used at home.</p> <p>Requirements for Continuing Learning Opportunities Provided by School Staff</p> <ul style="list-style-type: none">School administrators are responsible for the planning and provision of continuing learning opportunities by school staff in accordance with the following requirements. <p>All school staff are expected to work their regular schedules using this time to support the development and implementation of their school's plan for continuity of learning.</p> <p>Teachers are expected to initially contact their students and maintain connections with their students and families/guardians.</p> <p>School staff must adhere to health and safety requirements in the provision of ongoing learning opportunities by following the measures put in place by the Yukon Chief Medical Officer of Health, Government of the Yukon, and the Department of Education.</p> <p>Classroom teachers are expected to continue their primary role in initiating and overseeing the provision of learning opportunities for their students.</p>
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	<p>All other school staff are expected to support the provision of these learning opportunities as required by those classroom teachers and as directed by their school administration.</p> <p>School administrators are expected to maintain regular contact with their school staff and provide opportunities for networking groups of educators – by using the following bands to share priorities for essential learning for students: Primary, Intermediate, Junior Secondary, Graduation Years.</p> <p>• Assessment of Student Progress</p> <p>School staff are expected to assess and document each student's individual progress in learning (i.e., the learning standards from the curriculum that have been covered and what learning standards still need to be covered).</p> <p>• Grade Level Learning Expectations</p> <p>K – 6 – The provision of opportunities and resources for students to engage in language arts, literacy, mathematics and numeracy learning standards, and the personal and social core competencies of the curriculum. Teachers will assign about five hours of work to be done by each student per week and work with their parents and families/guardians on the delivery of these materials.</p> <p>Grades 7 – 9 – The provision of opportunities and resources for students to engage in language arts, literacy, mathematics and numeracy learning standards, and the personal and social core competencies of the curriculum. Teachers will assign about ten hours of work to be done by each student per week and work with their parents and families/guardians on the delivery of these materials.</p> <p>• Alternative Approaches to In-Person Classes</p> <p>School staff are expected to determine how to deliver at-home student learning. Some teachers may connect with their students primarily in an online environment, while others may use more</p>
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	<p>traditional resources. In doing so, staff must be sensitive to the fact that not all students have access to technology, so teachers must be prepared to provide learning opportunities in a variety of ways. Teachers using online platforms need to protect themselves and their students. Staff must refrain from one-on-one videoconferencing sessions with students. This tool should be used with groups of students only. Staff must not use platforms or social media that are not authorized or supported by the Department of Education.</p> <p>• Student Support Services</p> <p>Student Support Services will:</p> <ul style="list-style-type: none">○ Remain available to support teachers to provide learning opportunities for students with special needs to meet Individualized Education Plan goals and objectives.○ Continue to work with school-based teams at their request, to support the development and delivery of IEPs to students through various online programs.○ Support, when requested, and resources for parents/guardians to support their children at home (i.e., online school-based team meetings, virtual meetings, collaborating virtually with outside agencies, and completion of year-end IEP meetings).○ Continue to provide specialist services such as speech and language, physiotherapy and occupational therapy, and educational psychology as much as possible.○ Support school staff to ensure the continuity of learning and successful transition of our diverse learners in all areas: grade-to-grade, transition into kindergarten, from primary to intermediate, from junior secondary into the graduation years, and transition into adulthood. <p>Student Support Services has created a document of activities that Educational Assistants can carry on with while classes are suspended.</p>
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	<p>These activities can supplement any scheduling that the school administrator has created for their staff.</p> <p>Student Support Services staff will also work with each Learning Assistance Teacher to identify the continuity of learning for those learners whose programming is modified, to determine what supports for programming should be delivered in whatever format best meets the needs of the student and their family/guardian.</p> <p>Student Support Services will keep administrators apprised of any requirements through Aspen to assess where learners who are on any type of learning plan should be assessed.</p> <p>• Protection of Privacy</p> <p>All staff are required to ensure that all student records and personal information is protected from unauthorized collection, use disclosure, disposal or destruction. Working remotely or providing at home learning opportunities can increase the possibility of privacy breaches, and staff must follow best practices for protecting personal information, including:</p> <ul style="list-style-type: none">○ Do not e-mail confidential or work-related information to a personal e-mail address.○ Do not use a personal e-mail to communicate with parents, students or other staff.○ Do not use platforms that are not provided or approved by the Department of Education.○ Use First Class or Microsoft OneDrive to store work-related information.○ USB thumb drives should only be used for work-related information if they are encrypted and kept secure.
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| | <ul style="list-style-type: none">○ One-to-one participants can use and save information directly on their encrypted hard drive.○ Avoid saving any work-related information on a personal computer. |
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14. Other school-specific operational procedures or routines as authorized by school councils.

The K-12 School Guidelines 2021-22 from Yukon's Chief Medical Officer of Health released on August 4 (and amended on August 10) provide the minimum standard that all schools must adhere to. However, schools can exceed these standards using school rules or policies as authorized by school councils under their authorities outlined in the Education Act. Use this section to detail any additional school-specific operational procedures or routines as authorized by the school council.