

# Fawkes Academy & GABA Safety Procedures

All staff and clients will follow the guidelines below to prevent the spread of COVID-19.



## From home to the centre

- Both staff and clients will conduct a Daily Health Check Assessment before arriving
- Anyone taking transit will always wear a mask
- Hands will be sanitized before and after transiting (i.e. before entering Fawkes or GABA)
- There will be designated entrances for staff & clients



## Meetings outside the school

- Remote meetings are strongly encouraged
- For face-to-face meetings: no handshakes and physical distancing will always be maintained
- Masks will be worn when meeting outside of a cohort



## Arriving at the school

- Staff and clients will arrive for scheduled start times
- Upon entering the building, staff and clients will be asked about their Daily Health Check and then will be directed to wash hands if reported to be symptom free
- Pens will not be shared
- Staff will keep all coats, boots and personal belongings at their desk or classroom unless assigned a space



## Meetings in the school

- Meeting room capacities have been reduced and posted. Remote meetings are strongly encouraged
- Masks are not required during meetings within cohorts but will be with those outside of a cohort
- Social distancing must be maintained at all times during meetings
- Everyone is responsible for cleaning their own area before leaving a meeting room



## At the desk or in the classroom

- Masks aren't required while staff are in a cohort, but may be worn if it makes the person more comfortable
- Hands will be regularly washed and hand sanitizer will be applied throughout the day
- Desks and items like phones, keyboards, mice, etc. will be frequently cleaned
- Staff will sit at their desk and must clean sitting spaces before and after they are used
- Sharing office phones is discouraged, but if shared, they must be cleaned before and after use.



## Visitors

- Visitors are strongly discouraged and limited to clients and essential services
- Visits will be scheduled in advance in order to avoid gatherings in common areas
- If necessary, a meeting room will be booked
- Visitor approval must be gained from the Business Manager
- Visitors will be required to wear masks
- We will supply disposable masks, but encourage visitors to bring their own



## Around the school

- Masks must be worn when entering a location that is not a part of a cohort/learning group (e.g. admin).
- Sanitization stations are available around the school.
- Physical distancing will be respected in all spaces including hallways
- Masks will be worn in all common areas
- Hallway meetings will be avoided
- If socializing, staff or clients will maintain physical distance



## Leaving the school

- The work area will be wiped down and personal belongings must be taken with the person
- Masks should be brought home and regularly laundered
- Masks will be worn when going into another building (restaurant coffee shop) during work hours



## Coffee / Lunchtime

- Kitchen surfaces will be wiped down after use
- Fridges, microwaves and the Keurig coffee machine will be available to staff, but sanitized after every use
- Staff and clients will bring their own cutlery
- Staff will wash their own plates/cutlery
- No communal food orders or sharing. Seating capacity in the lunch rooms and kitchen have been reduced, social distancing will be respected at all times
- All staff have permission to eat at their desks or within their classrooms in order to maximize space
- Clients will bring a packaged lunch and will not have access to the microwave



## Additional Information:

### Outdoor Activities

- Masks will be worn during outings with students (for example going to the park)
- Portable first aid kits will be taken by staff during an outing



### Washrooms

- Washing hands and wiping down the areas touched is mandatory
- Please wait outside the washroom if it is occupied



### Cleaning

- Staff will consistently follow their daily scheduled cleaning duties
- Gloves and PPE will be used while cleaning

**And if you don't feel well, stay home.**

Additional questions or concerns? Please contact [dennis@abacentre.ca](mailto:dennis@abacentre.ca) or [jmcgregor@abacentre.ca](mailto:jmcgregor@abacentre.ca)

