

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, but are encouraged, during meetings within cohorts but will be required 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

- Students and staff are allowed to remove their masks when sitting or standing at their seat or workstation*
- 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 transitioning students in and out of the building by parents/guardians/staff or when going into another nearby building (restaurant coffee shop) during school hours



Coffee / Lunchtime

- Kitchen surfaces will be wiped down after use
- Fridges, microwaves and the Keurig coffee machine will be available but sanitized after every use
- Staff and clients will bring their own cutlery
- Staff will wash their own plates/cutlery
- Some communal food orders may be approved but no sharing of food. 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
- Visitors will bring a packaged lunch and will not have access to the microwave



Outdoor Activities

- Masks will be worn during outings with students (for example going to the park)
- Social distancing of 1m to 2m will be respected outside
- 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

*Pre K & Elementary students are not required to wear masks but masks are encouraged

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

Additional questions or concerns? Please contact dennis@abacentre.ca or jmcgregor@abacentre.ca

Third-party service providers will always be made aware of current rules

