

## Site-Specific Safety Plan Details

### Site name: Alex Aitken Elementary

1. Occupancy limits for any shared or common work areas:

All shared spaces (not cohort classrooms) are labelled with occupancy limits. A minimum of 5 square meters is required for each individual occupant; this space is greater when the belongings in the space obstruct occupancy area.

2. Directions for Student Pick-up, Drop-off and entry to reduce gathering and congregation:

Alex Aitken is a small Elementary school with a population of 207 students. Students are dropped off in the morning from 8:10 – 8:28. Students are picked up from 2:18 – 2:25. Entry and exit onto school grounds is dispersed through three gates. Only parents of Kindergarten students are permitted on school grounds. Two separate lunch times are utilized to decrease the number of students outside at one time. Lunch times are 10:30-11:20 and 11:25-12:15.

3. Indoor areas that lack capacity for distancing and that include interaction of staff with multiple cohorts:

All indoor spaces allow for physical distancing. Signage indicates occupancy limits and support the need to physical distance. Library utilizes a plexi-glass barrier, due to high traffic flow when books are signed out. This barrier is used in addition to physical distancing.

4. Separate supervised waiting area (indoor):

Room 1-20 is utilized as the separate waiting area. This area has a ventilation fan and a sink for handwashing. All surfaces are easily cleaned and it is cleaned after use.

5. Separate supervised waiting area (outdoor):

Outdoor waiting area is the bench outside the main entry. This area is easily supervised by office staff (principal and secretary).

6. Method for cleaning and disinfection of sports equipment and manipulatives:

All staff and students wash their hands prior to entering the gym and using gym equipment. At the end of each gym class (single cohort), used equipment is disinfected at the cleaning station, located at the west end of the gym. Disinfected equipment is put away and is ready for use. Equipment that is not cleaned is put in the "used equipment" bin. Equipment in this bin is cleaned at the end of each day and then put away in the equipment room. Only equipment in the equipment room can be utilized. Each class is to set aside time at the end of their gym time to disinfect equipment.