

STAFFING SERVICES

Adult School Crossing Guard Covid-19 Manual



COVID-19 Update for Crossing Guards - 2020

August 4, 2020

You, as Crossing Guards are the front line for the children of your great municipality. You are often the first person that they see in public in the morning and the last one before they get home. In these unsure times, they need to see the faces that they trust and know that their walk to school will be protected and safe.

We are in an environment of crisis with the COVID-19 pandemic. Because of this pandemic, the Ministry of Health has determined that strict guidelines need to be followed in order to allow for your return to work. This change is to ensure that children and their families enjoy safe and healthy travel to schools, with as little challenge to deal with the ongoing pandemic as possible, all the while ensuring safety at all times.

A professional epidemiologist consultation has determined that due to the swift nature of the crossing guards' interaction with the public, this position is classified as at low risk for infection from Covid-19. Factors supporting this determination include the fact that all guards already have a no touch policy to adhere to which can be expanded to a 6 foot radius, and that the interaction between pedestrians from a safe physical distance should not occur for more than a few seconds as they pass by to cross the guards intersection. There is no final conclusive answer on how Covid-19 is spread. Using the information we have been provided with by the Government of Canada, we have chosen to be extremely cautious and therefore are mandating that all of our guards must wear PPE masks as a part of their general equipment until further notice. Following this document and wearing your mask at all times will greatly reduce any risk of infection.

These are challenging and difficult times, but difficult times call for you as the 'eyes' and 'ears' of the community to step up and meet this challenge by demonstrating leadership in the fight against this disease.

Keeping our workers safe is our priority. Here is a document that will provide you with all of the most up-to-date information available. Please make sure you follow the guidelines for preventing the spread of the virus by washing your hands, using hand sanitizer, social distancing, and staying out of crowds or social circles of 10 or more until otherwise notified.

We will be providing our guards with a supply of masks to handle the constant need for protection in public. These are expected to be used every time you work your shift, at no other times, and worn correctly at all times.

This document will provide you with all of the information you that may require to perform your duty in the safest and healthiest of manners. It also provides general information about safe health practices. We urge you to please adhere to these guidelines for yours and everyone's safety.

We ask for your understanding and flexibility in this difficult time. Thank you for doing your part to serve our communities, for taking care of our children and helping all of us to stay safe on the roads. I wish you every bit of health and happiness as schools reopen, and welcome you back joyfully to your job!

Please contact me should you have any questions or concerns.
Sincerely,



Anthony Kagan
Assistant Vice-President, Operations.

COVID-19 Screening Tool

PLEASE READ THIS SELF-SCREENING FORM EVERY DAY TO DETERMINE YOUR
HEALTH BEFORE GOING TO WORK

Do you have any of the following:

1. Fever / chills	Yes	No
2. New cough or a cough that is getting worse	Yes	No
3. Difficulty breathing	Yes	No
4. Shortness of breath (even when sitting or walking regularly)	Yes	No
5. Sore throat (not due to allergies)	Yes	No
6. A runny or congested nose (not due to allergies)	Yes	No
7. Unusual level of fatigue	Yes	No
8. Unusual headache	Yes	No
9. Nausea / vomiting, diarrhea, or loss of appetite	Yes	No
10. Feeling unwell for an unknown reason	Yes	No

Have you been in close contact with someone who is either sick, sent for testing, or has confirmed COVID-19 in the past 14 days?

Yes No

Have you returned from travel outside Canada in the past 14 days?

Yes No

If you answered **YES** to any of these questions, notify your workplace, go home and self-isolate right away. Call your health care provider or please contact **York Region Public Health** at **1-800-361-5653** and a public health professional will give you detailed instructions to follow to protect you, your family and members of the public.

FACE MASK POLICY

This Policy has been developed further to the instructions of the Region's Medical Officer of Health issued on July 10, 2020 which requires businesses and organizations to develop a policy requiring anyone entering their premises to be wearing a Face Covering. A full copy of these instructions can be found at york.ca/mandatorymasks. This has been adopted as policy for Staffing Services.

The Policy applies in any enclosed spaces which are open to the public and where customers interact with one another or staff members. It does not apply to outdoor areas such as patios, whether or not the area is covered.

For the purpose of this Policy, a "Face Covering" means a non-medical mask or face covering such as a bandana, scarf or cloth (including a hijab and niqab) that covers the mouth and nose.

The following individuals are exempt from the requirement of wearing a Face Covering:

- Children under 5 years of age
- Anyone who cannot wear a Face Covering because of a medical condition
- Anyone who cannot place or remove a Face Covering without assistance
- Anyone who refuses to wear a Face Covering based on any ground in the *Human Rights Code*.

Note that Face Coverings may be removed temporarily for the following purposes:

- receiving services that would require temporary removal;
- consuming food or drink;
- for any emergency or medical purpose;
- while actively engaging in an athletic or fitness activity including water-based activities.

Should you require additional information, please contact York Region Public Health at 1-800-361-5653). Visit york.ca/covid19 for additional information and resources.

NOTE: ONLY SCHEDULED APPOINTMENTS TO THE OFFICE WILL BE PERMITTED. PLEASE CALL 905-737-1600 IF YOU WISH TO SCHEDULE A VISIT.

COVID-19 GUIDANCE FOR PEOPLE OVER 70

- **York Region Public Health urges residents over the age of 70 to self-isolate at home.**
- The risk of severe illness from COVID-19 is greater in older adults, individuals with a weakened immune system and individuals with a medical condition.

STAY HOME

- Avoid family visits – stay connected with loved ones by phone, email or video chats
- Stay social while maintaining your distance – community resources and supports are available in the community by phone. Call 2-1-1 to be connected with local supports
- Ask for help from family, friends or neighbours for essentials such as groceries or medications
 - If help is not available, look for shopping times that are reserved for older adults at your local store
- Exercise indoors
- Open windows – sunlight and fresh air can improve mood

WASH YOUR HANDS AND COUGH INTO A TISSUE

- Wash your hands often with soap and water
- Avoid touching your face
- Cover your cough or sneeze with a tissue, then immediately discard the tissue
- If you don't have a tissue, sneeze or cough into your sleeve or arm
- Clean and disinfect surfaces frequently

IF YOU ARE RECEIVING CARE IN YOUR HOME

- Keep a distance of six feet from others as much as possible
- Stay in a separate room when your support person is putting away groceries, preparing meals or cleaning
- Tell your support person not to come if they are sick, and to send someone else
- Tell your support person ahead of time if you are sick, so they can be prepared

IF YOU DEVELOP SYMPTOMS OF COVID-19

- Symptoms include: fever, new or worsening cough, shortness of breath, muscle aches, fatigue, headache, sore throat, runny nose, diarrhea
- Immediately self-isolate in your home
- Call your healthcare provider, York Region Public Health at 1-800-361-5653 or Telehealth Ontario at 1-866-797-0000
- Seek assessment at a COVID-19 Assessment Centre (Markham-Stouffville Hospital, Mackenzie Health or Southlake Regional Health Centre)

- Get in touch with everyone you have been in close contact with two days before your symptoms started and when you had symptoms. Ask them to immediately self-isolate for 14 days.
- Close contacts are people you live with, have had intimate relationships with, people who have cared for you or that you have cared for (for example, with bathing, feeding or dressing) and people that you have visited with, spent time with at work or that have come to your home

WARNING

If you are over 70 years of age or immunocompromised

Self-isolate until further notice. Ask for help from family, friends or neighbours with essential errands or seek services over the phone or internet.

If you have returned from international travel, including the United States

Self-isolate for 14 days. Stay home and only leave your house if you need urgent medical attention. This means go straight home, do not stop for groceries and avoid close contact with others, even in your home.

This is a **mandatory** order from the Government of Canada. The Government of Canada has amended the emergency order under the Quarantine Act to mandate all who arrive in Canada by land sea or air, whether or not they have symptoms, to self-isolate or quarantine for 14 days. Returning travellers must demonstrate that they have an appropriate self-isolation plan with access to food and medication. People without an appropriate plan will have to self-isolate in a location selected by the Chief Public Health Officer, such as a hotel room, until their quarantine period is over. For more information, visit the [Government of Canada COVID-19 webpage](#)

If you have returned from travel and you are experiencing symptoms of COVID-19, have been exposed to a close contact with COVID-19, or are concerned about your own health, please visit the [Government of Canada COVID-19 webpage](#) to learn about next steps.

Canada's Chief Public Health Officer and Ontario's Chief Medical Officer of Health have advised against **all non-essential travel**. Visit travel.gc.ca for the latest travel advice.

Guidelines for traffic returning to school

(An Ontario Traffic Council Document)

The Ontario Traffic Council has released these guidelines for traffic returning around school areas. Please read this carefully, as it directly applies to the School Crossing Guard Program.

General principles:

- **Stay at least 2 meters (or 6 feet) away from other people whenever possible.**
- **If physical distancing measures are difficult to maintain, consider wearing a cloth mask.**
- **Travel on foot or by bike rather than by car if you are not on the bus.**
- **Time outdoors is recommended as part of a recovery strategy.**

Adults:

- Stay at least 2 meters away from other families, school staff, Crossing Guards and foot patrollers.
- Parents stay away from the school as much as possible, especially if your child can travel to school independently.
- For children who must be supervised, pool resources and have one parent from the neighborhood lead a group of children single file to and from school. Consider the Walking School Bus and Walking Buddy models.
- As you return back home, leave space where passages are narrow to maintain physical distance and give children still arriving priority on the sidewalk.

All:

- Greet neighbours and friends with a smile, wave, bow or nod.
- Walk, cycle, or scooter because it takes up less space on the sidewalks and roads, allows for physical distancing, and offers safety from vehicle congestion for children on foot.
- Keep in mind that bike racks and scooter racks at schools are tightly spaced and could easily tempt children to be closer than 2 meters away from each other. Have your child wait their turn to store their bike or scooter. Walking is preferred.
- Remember to maintain physical distance when waiting to cross the road.
- Cycling on shared routes like multi use trails and sidewalks can be risky for pedestrians. If you cycle, dismount and walk near schools and in other areas where more pedestrians are present.
- Walk or cycle in single file, keeping 2 meters apart; step to the side to allow physical distance when passing someone going in the opposite direction, and near Crossing Guards or foot patrollers.
- If possible avoid busy routes so you can maintain 2 meters distance from other people or leave home earlier to avoid congestion on your routes
- If you choose to drive your child to school, park your car a few blocks away and walk the rest of the way to school to allow safe physical distancing for all and to reduce congestion.

- Let children who are capable, walk or ride the last block or two alone. This way, as few adults as possible enter the high-density school zone.
- Help children cross busy streets safely and let them walk or cycle from there. This is a good way to gradually practice pedestrian skills and grow the distance your child can travel independently.

People who live and / or work near a school:

- Try to stay indoors around school commute times so that traffic doesn't get even busier in the area.

Schools:

Each school is encouraged to make its own plan to ensure that the children are brought and picked up according to these guidelines, and to set rules specific to their school situation including usage of bike/scooter racks, Kindergarten hand-off procedures, staggered entrance and dismissals, and bus waiting areas. Schools must inform parents about their individual plan.

Coronavirus Disease 2019 (COVID-19)

Physical Distancing

What is physical distancing?

- Physical distancing means keeping our distance from one another and limiting activities outside the home.
- When outside your home, it means **staying at least 2 metres (or 6 feet) away from other people** whenever possible.



Staying connected from home

- Work from home, if possible.
- Stay in touch with friends and family through phone, instant messaging or video chat.
- Host virtual playdates or take your children on a virtual museum tour.
- Spend time reading, playing board games and watching movies.
- Support neighbours who may feel anxious or isolated at this time by connecting virtually or at a distance.



If you must leave your home

- Travel to the grocery store, pharmacy and bank only when essential and limit the frequency.
- Use delivery services where possible. When picking up food or a prescription, call ahead so it is ready when you arrive. Use tap to pay, if possible.
- Greet neighbours and friends with a smile, wave, bow or nod.
- If you are working, discuss any concerns about physical distancing with your employer or supervisor.
- Travel by car, bike or walk, where possible. If you need to take public transit, try to travel during non-peak hours and take shorter trips.
- Limit the number of people on an elevator.
- Exercise at home or outdoors, but not with a group.
- Go for an on-leash walk with your pet or take your child for a neighbourhood walk, while maintaining distance from other people.
- Always clean hands with alcohol-based hand sanitizer, or soap and water when you return home.

Things to avoid



Non-essential trips outside your home



Hugging or shaking hands



Crowds or gatherings



Visiting friends



Sharing food or utensils



Engaging in group activities or sports



Visiting popular destinations



Play dates, parties or sleepovers

Physical distancing and your mental health

Physical distancing disrupts our normal social routines. During times of uncertainty and change, it is normal for people to worry. If you begin to notice signs of depression or hopelessness in yourself or a loved one, please seek help. Get support if you need to talk. For more information see:

- [Take Care of Yourself and Each Other](#)
- [Resources for Ontarians Experiencing Mental Health and Addictions Issues during the Pandemic](#)

Physical distancing, when combined with proper hand hygiene and cough etiquette, has been shown to limit the spread of COVID-19. If you are self-isolating because you have symptoms of COVID-19 or you may have been exposed to COVID-19, see [How to Self-Isolate](#).

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

The information in this document is current as of April 2, 2020

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HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada



REDUCE THE SPREAD OF COVID-19.

WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

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