

# ST. PATRICK'S ELEMENTARY SCHOOL

## SAFETY PLAN FOR STUDENTS AND STAFF FOR IN-CLASS LEARNING

SAFETY PLAN FOR IN-CLASS LEARNING

ST. PATRICK'S ELEMENTARY SCHOOL 2850 Quebec St. Vancouver, B.C. V5T 3A9

Version 1.0

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# SAFETY PLAN

## DESCRIPTION

St. Patrick's Elementary School is part of the Catholic Independent Schools Vancouver Archdiocese (CISVA) and is the immediate responsibility of St. Patrick's Parish in Vancouver, under the auspices of the pastor who is immediately responsible to the Archbishop.

There are 27 employees on site each day and 205 students in grades kindergarten to grade 7 totalling **232 personnel**.

Class break down

Grade	Students	Teachers	SEA	Total
Kindergarten	18	1	1	20
Grade 1	27	1		28
Grade 2	27	1	2	30
Grade 3	21	1	4	26
Grade 4	27	1		28
Grade 5	30	1	1	32
Grade 6	25	1	2	28
Grade 7	31	1		32
Specialists			4	4
Administration/Offices			4	4

## IMPORTANT DATES

- May 14, 2020, Thursday  
Announcement of BC K-12 Education Restart Plan
- May 19, Tuesday  
Continue on-line learning and begin planning restart
- **May 25, Monday**  
**School Safety Plan posted**
- May 25, Monday  
Staff in school, setup school, training
- **May 25-29**  
**Up to 2 non-instruction days for Restart preparation**
- June 1, Monday  
Restart in-class and continue on-line instruction
- June 12, Friday  
Planning Day, No in-class or on-line instruction
- June 25, Thursday  
Last day of school for students in elementary schools
- June 26, Friday  
Schools close

## ASSESS THE RISKS

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

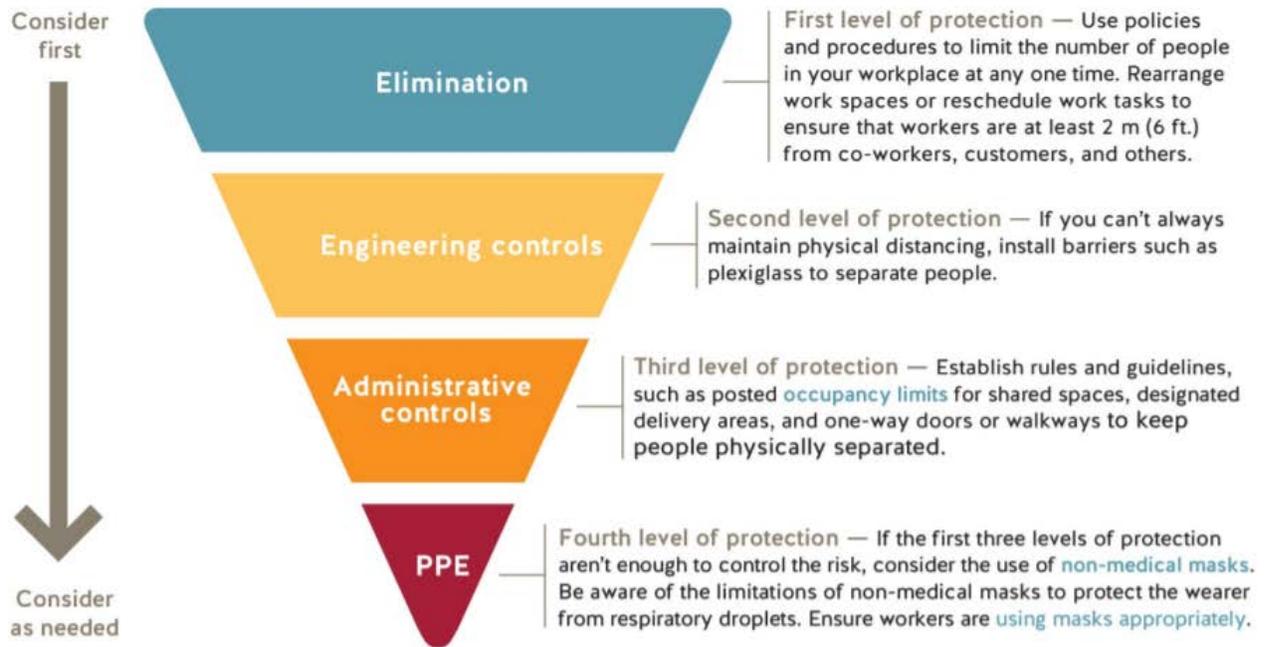
- We have involved supervisors, the JOH&S Committee and staff to identify areas where there may be risks, either through close physical proximity or through contaminated surfaces.
  - Classrooms
  - desks, tables, chairs, shelves
  - supplies (scissors, sharpeners, staplers, tape, pencils, etc.)
  - Washrooms
  - Taps
  - Communal areas – staffroom, library,
  - School devices
- We have identified areas where people gather, such as break rooms, staffroom, classrooms, hallways, ramps, foyer, washrooms, playground
- We have identified job tasks and processes where workers are close to one another or members of the public
  - Greeting and daily student health check-ins
  - When teaching/directing students in classrooms
  - First aid to students
  - Communicating in person with parents – all attempts will be made to minimize this (email and phone calls only)
- We have identified the tools, machinery, and equipment that workers share while working
  - Photocopier – sanitizer available at the photocopier, staff are advised to use before and after they photocopy
  - Kitchen (refrigerator, microwave, cups, etc.) staff have been advised to not use the kitchen items
  - Washroom – spray bottle and paper towels available to wipe down door etc.
- We have identified surfaces that people touch often, such as doorknobs, elevators, and light switches.
  - Signage available how to open doors
  - Doors will be propped open at certain times of the day
  - Light switches will be left on throughout the day and doors unlocked in the morning
  - Classroom and cloak room doors are to remain open at all times
  - Disinfectant solution, paper towels and gloves will be provided to staff for wiping down surfaces

## Step 2: Implement protocols to reduce the risks (WorkSafeBC)

### REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION

To reduce the risk of the virus spreading through droplets in the air, we have implemented various protocols to protect against the identified risks. Different protocols offer different levels of protection.

All levels have been incorporated in the following pages to address the risks at St. Patrick's Elementary School.



**First Level of Protection (Elimination):** Limit the number of people at St. Patrick's Elementary School and ensure physical distance whenever possible.

- ☑ Return to in-class learning is on a voluntary basis for students.
- ☑ We have established and posted occupancy limits for classrooms and common rooms.
- ☑ We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. This includes staggered entry, recess, lunch and staff breaks, working offsite, changes to work schedules, changes to how things are done, occupancy limits, and prohibiting visitors.

**Second level protection (engineering):** Barriers and partitions

- ☑ We have installed barriers where workers and students can't keep physically distant from others (ramps, hallways, classrooms, etc.).
- ☑ We have included barrier cleaning in our cleaning protocols.
- ☑ We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

**Third level protection (administrative):** Rules and guidelines

- ☑ We have identified rules and guidelines for how workers should conduct themselves.

- ☑ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☑ We have reviewed the information on cleaning and disinfecting surfaces.
- ☑ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☑ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. Signage is visible.
- ☑ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☑ Workers who are cleaning have adequate training and materials.
- ☑ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

**Fourth level protection:** Using masks (optional measure in addition to other control measures)

- ☑ We have reviewed the information on selecting and using masks and gloves and instructions on how to use a mask and gloves.
- ☑ We understand the limitations of masks and gloves to protect the wearer from respiratory droplets.
- ☑ We understand that masks and gloves should only be considered when other control measures cannot be implemented.
- ☑ We have trained workers in the proper use of masks and gloves.

## RESTRICTING ACCESS TO THE SCHOOL

The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large assemblies of staff and students should not and will not be held.

- Access inside the school will only be permitted to staff, students and emergency personnel.
- **Parents and or visitors will not be permitted inside the school.** Parents wishing to speak with staff will be advised to do so via email or telephone. For the health and safety of all, no one will be granted entry unless deemed reasonable by the administration team.
- **All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control.**

### ADMINISTRATIVE AREAS

- Limit the public coming into the office. **Parents and others are advised to call or email, instead of visiting the school as they will not be granted entry.**
- Plexiglass may be used to separate administrative workers from the public if two meters of separation cannot be maintained. Tape or other floor markers will be used to designate where people can stand and line up (if required).
- No one is permitted to pass the office desk unless it is for administrative duties.
- **Communication with staff is to be conducted via email, zoom or phone.** Staff are encouraged to use their own cell phones rather than the school wall phone.
- Student attendance will continue to be completed electronically.

### STAFFROOM

- Access to the staffroom for staff will be restricted to the use of the washroom and access to the photocopier only.
- The staff room will be closed for socializing and staff meetings. Staff prayer, meetings and socializing will continue on Zoom.
- Staff are advised not to use the kitchen including utensils, cups and dishes at this time.

### RAMPS

- To manage the flow in these common areas, **the NORTH side is assigned for walking UP while the SOUTH side is designated for walking DOWN.** Follow the signs and arrows.
- Walking will be in a **single file** with 2 meters between each person. There will be markers taped to the wall and signage.
- Students are to be reminded to not touch the barriers or the railings.

### WASHROOMS

- Only one student will be permitted in the washroom at all times.
- A schedule will be made for staff to assist in washroom supervision and clean up throughout the day.

## CLASSROOMS

- Classrooms will have a **maximum of 7 students** and one staff member.
- Staff and students are asked to enter and exit the classroom one at a time from the cloakroom door following the floor markings after washing their hands.
- Only approved staff or students are permitted in the assigned classrooms. Refer to the signage on the wall.
- Students will be assigned a table once they have entered the classroom safely.

## OUTSIDE TIME

- **Physical distancing for all students while outside is mandatory.**
- A timetable for outside time will be available once final numbers are available. This schedule must be followed.
- For the health and safety of staff and students, **Parents, family of visitors will not be permitted to enter the play area.** They will be asked to leave the property.
- Pick-up/drop-off, recess/snack, lunch, class transition times and staff breaks will be staggered to provide a greater amount of space for everyone. Schedule to come.
- Outside time will be assigned to limit the number of students gathering. The playground is off limits.

## ARRIVAL AND DEPARTURE

### FOR STUDENTS ENTERING SCHOOL

- Parents and caregivers: It is your responsibility to assess your children daily before sending them to school for symptoms of common cold, influenza, COVID-19, or other infectious respiratory.
- If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to confirm that COVID-19 or other infectious diseases and their symptoms have eliminated and a clean bill of health has been obtained.
- Those unsure of if they or a student should self-isolate should be directed to use the BC COVID-19 Self-Assessment Tool.
- If concerned, they can be advised to **contact 8-1-1** or the local public health unit to seek further input. They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- **Entry into the school will take place at the front door only.** Parents are advised to drop their child off in front of the school on Quebec St. Parents are advised to not get out from their car as they will not be permitted inside the building. Once the health check has been completed, parents will be asked to leave the site immediately.
- **A daily health check at drop-off will be conducted** on each student or person entering the school. Parents, caregivers and students will be asked simple questions to confirm that their child does not have symptoms of the common cold, influenza, COVID-19, or other respiratory disease. **See Appendix A: STUDENT DAILY HEALTH CHECK RESOURCE.** This health check will be completed outside of the school by the front door.
- Once the student has passed the health check, they will proceed to enter the grade 6 classroom through the cloak room. Here they will meet a second staff member who will assist in the hand washing station. After the student has completed this station, they will exit through the grade six classroom, walk up the ramps to their assigned classroom.

### FOR STUDENTS EXITING THE SCHOOL

- Students will exit the school using the **SOUTH** side door only.
- Parents are advised to **stay in their car until it is time for their child to exit.**
- **Families are advised to leave the premises immediately.**

### FOR STAFF ENTERING AND EXITING THE SCHOOL

- Staff will be informed that it is their responsibility to assess themselves daily before coming in to work for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory. If a staff member develops symptoms while at home, then they must stay at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- A daily health check will be conducted to confirm that staff do not have symptoms of the common cold, influenza, COVID-19, or other respiratory disease. **See Appendix B: COVID-19 WORKPLACE HEALTH AND SCREENING FORM.** This form must be submitted to the office by 9:00 a.m. daily.
- Following the health check, staff are to wash their hands.
- Entry and exit into the school will take place at the **NORTH** side door only.

# STUDENT MANAGEMENT AND HYGIENE

## STUDENT HYGIENE

- Students will wash their hands throughout the day by following **Appendix C: HAND WASHING**
- This should include, at minimum:
  - When they arrive at school and before they go home
  - Before eating and drinking
  - After using the washroom
  - After sneezing or coughing into hands or tissue
  - Whenever hands are visibly dirty
  - When moving between different learning environments (e.g., outdoor-indoor transitions etc.)
  - If a sink is not available use alcohol-based hand sanitizer. Antiseptic agents are to be used as a last line of defense only.
- Food is not permitted to be shared by students.
- Students will be asked to wipe down their desks before and after they enter, leave, eat and as needed throughout the day.

## STUDENT PHYSICAL DISTANCING

Physical distancing means making changes in your everyday routines in order to minimize close contact with others. Keeping about two meters apart when we are outside our homes is something, we can all do to help stop the spread of COVID-19.

- **Parents and caregivers are to remain in their cars or outside of the school to drop off and pick up their children.**
- Students are to avoid close greetings like hugs or handshakes and be reminded to keep their hands to themselves when possible.
- Weather dependant, staff may bring their classes outside when practicable following the expectations of physical distancing.
- Students will be assigned their own desk while they are taking part in the in-class learning.
- Pick-up/drop-off, recess/snack, lunch, class transition times and staff breaks will be staggered to provide a greater amount of space for everyone. Schedule to come.

## STUDENT USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Students may wear gloves and or masks if they choose to however, this is not required and will not be provided.

## MOVEMENT

- All staff and students will move around the school leaving a minimum of 2-meter distance between each other, practicing Physical Distancing.
- Visual markings will be taped on the walls as well as clear signage.
- Ramps are designated as either up or down. All staff and students must adhere to this new route.
- Staff and students will enter and exit classrooms through the cloakroom one at a time completing the hand washing station.

- If students or staff must line up then they will do so with a 2-meter distance between them.
- Some areas and rooms will be taped off restricting access.
- Students will enter the school through the front door and leave from the south door.
- Staff will enter and exit the school through the north door.
- Students will line up with a 2-meter distance at the front door waiting to be permitted into the school.
- Movement around the school will be minimal. Students will not be permitted to wander the hallways. If they must leave the classroom then they will do so with a staff member only.

## SEATING

- Students will be assigned a classroom and their own table/desk. Movement will be minimal and swapping spots is not permitted.
- Student bags, coats and supplies will be neatly placed under their chair or table not in the cloak room.

## SUPPLIES

- Students will store their bags and personal belongings under their desk in their assigned classroom.
- Students must bring their own personal electronic device as on-line learning will continue while they are at school. If this is not possible then the school will try to make some arrangements.
- To minimize contact and shared items, students must bring in their own resources (pencil case, book to read, small plastic toys)
- Snack and Lunch must be brought with the students, **parents will not be permitted to drop off any food.**
- All student's personal items are not to be left at school, everything brought in to the school must go home the same day for cleaning.

## RECESS AND LUNCH

- Recess and Lunch will be staggered. A schedule will be made available and must be followed.
- Weather permitting, recess will be outside but not on the big toy.
- Students must wipe their tables/desks down before and after they have eaten.
- Students must wash their hands before and after they eat.
- Students must wash their hands before and after they leave the classroom for recess or any other reason.
- **Students WILL practice the 2-meter physical distancing while having recess.**

## SAFETY FOR STAFF

### STAFF PHYSICAL DISTANCING

- Staff occupancy limits will be posted by rooms which will be made available for shared spaces such as the staff room, library, and other designated rooms. Please do not exceed these limits. Staff should also consider having breaks outside. **See Appendix D: Occupancy Limits.**
- Break times will be staggered to prevent crowding when entering and leaving the workplace.
- Maintain 2-meter physical distancing whenever possible between workers and students.
- Staff are to avoid close greetings like hugs or handshakes and be reminded to keep their hands to themselves when possible.
- Staff will continue to meet for prayer, meetings and social times using Zoom.
- Staff are to follow the directional signs on ramps, hallways etc.
- If workers need to meet in person, ensure there is a 2-meter space between each worker.
- Should we need to hold an assembly and other school-wide events they will be held virtually to avoid a large number of people gathered in one space.
- If staff need to travel between worksites, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people.

### STAFF HYGIENE

- Workers are encouraged to remain on site and not to leave during lunch or at break times.
- Hand washing supplies will be available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- Follow the handwashing procedures **See Appendix G: Handwashing.** See signage around the school which is provided to communicate good handwashing practices. These will be posted near all sinks. Workers, including teachers, administrators and support workers should wash their hands frequently to reduce the risk of transmission.
- A hand hygiene station is set up at the Staff North door and other locations as appropriate.

### STAFF USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- BC Centre for Disease Control (BCCDC) guidance for K-12 school settings is that personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
- Gloves will be available to staff at the front office and one reusable visor. Staff will be required to sanitize their own mask following the instructions by the supplier.
- Wash hands before and after you put on or remove gloves. **See Appendix E: Gloves and Face Shield Removal**
- The First Aid attendant will be supplied with PPE. Notify Diane Sorochuk immediately if any first aid (including minor incidents) is required for all students or staff.

## CLEANING AND SANITIZING

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

- The schools is cleaned and disinfected in accordance with the BC CDC’s Cleaning and Disinfectants for Public Settings. **See Appendix J: Cleaning and Disinfectants for Public Settings.**
- Cleaning practices should be in line with the provincial health officer’s COVID-19 Public Health Guidance for Childcare Settings. **See Appendix K: COVID-19 Public Health Guidance for K-12 School Settings.**
- All shared items where cross-contamination is possible will be removed or taped off (e.g., shared school supplies, coffee and water stations, and snack bins).
- Staff will receive instruction, training, and supplies on the cleaning protocols developed for the workplace.
- Staff will receive a cleaning and disinfecting schedule so that they can sanitize high-traffic areas and high-contact surfaces in their classrooms such as doors and cabinet handles, student desks, keyboards, light switches, and communications devices.
- While there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products we will continue to limit student use by continuing with on-line learning.
- Students will be asked to wipe down their desks before and after they enter, leave, eat and as needed throughout the day.
- A cleaning schedule will be developed for staff that that focuses on cleaning areas such as stair railings, washrooms, shared office spaces.
  
- Staff will be required to wipe down their assigned classroom at the beginning, middle and end of each workday.
  - Start of the day – wipe tabletops and doorknobs and other high traffic areas
  - Mid-day – wipe tabletops and doorknobs and other high traffic areas
  - End of the day – wipe tabletops and doorknobs and other high traffic areas
- Each class will be equipped with one disinfectant spray bottle and a roll of paper towels.
- Wash your hands after disinfecting areas.
- Store the disinfectant spray and paper towel rolls in a safe location away from the reach of students.
- ***Spray disinfectant on the surfaces wait for at least 30 seconds to 2 minutes before wiping.***
- ***For IT equipment such as a keyboard, spray a paper towel with disinfectant to wipe down surface, or use alcohol wipes if available.***
- Keep track of items you touch that are communal. Clean it after you touch it: light switch, stapler, tape dispenser, door knob, etc. To avoid multiple cleanings a day, refrain from lending out supplies or having communal supplies available.
- There is to be no sharing of toys, crayons, pencils, or any other supplies. Students must also remain in the same seat during the day.

TIP:

Declutter your classroom. Remove all items that you do not want touched or that you do not want to clean multiple times a day. Toys, communal supplies and other items that are typically shared should be stored away.

## SCHOOL TRANSPORTATION: BUS

- The bus will not be operational during this time.

## COMMUNICATION STRATEGIES

- All health and safety measures in place prior to the pandemic are still in place.
- This Safety Plan has been made available to all staff and families via email and is posted on the school website and Google Classrooms.
- All staff had an opportunity to attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them before they return to the workplace. Staff were given a reasonable amount of time to review this material, and to respond with questions.
  - May 20<sup>th</sup> 2020 Draft School Safety Plan created
  - May 21<sup>st</sup> 2020 Staff presented with first draft of School Safety Plan
  - May 22<sup>nd</sup> 2020 Staff Meeting to discuss draft School Safety Plan
  - May 25<sup>th</sup> 2020 School Safety Plan posted on school website and Google Classrooms. Sent via Remind to families, PEC and emailed to CISVA.
  - May 25<sup>th</sup>-26<sup>th</sup> 2020 Staff Safety Meeting
  - May 25<sup>th</sup>-26<sup>th</sup> No teaching or Zoom meetings for students, Staff in-class preparation
- Upon first return to the workplace, a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters was conducted. Additional communication may be required as new information is made available that may affect work practices.
- Daily check-in meetings with workers is scheduled with morning prayer via Zoom to provide them with new information and review any concerns.
- Parents and caregivers have received notice that their students must stay home if they are sick.
- The number of non-essential people coming into the school such as parents and caregivers and contractors has been minimized. People will be greeted at the door by a staff member. They will be refused entry.
- Parents and caregivers are informed about what we are doing in our educational setting regarding taking extra precautions.
- The Joint Occupational Health and Safety Committee will work with staff to ensure that workers know how to raise safety concerns.
- New information relating to COVID-19 in our workplace will be posted on the staff Google Classroom.

## DOCUMENTATION AND TRAINING

- Train your workers on:
  - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
  - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
  - How to report an exposure to or symptoms of COVID-19.
  - Changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
  - Document COVID-19 related meetings and post minutes at a central location.
- Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.
- Keep records of staff and student daily health checks.

*Step 5: Monitor your workplace and update your plans as necessary (WorkSafeBC)*

## MONITORING

Things may change as the school begins to re-open. If and when a new area of concern is addressed steps will be taken to update these policies and procedures.

**As this is a fluid situation, practices may constantly be updated and changes. Any changes that are required, will be communicated to all members as soon as possible.**

- All concerns must be made to administration, Diane Sorochuk in writing from staff, students or parents in a timely manner. These can be emailed to [dianesorochuk@spev.ca](mailto:dianesorochuk@spev.ca) with a subject line “Health and Safety Concerns”.
- Staff may ask their Joint Occupational Health and Safety representative for support if they feel this is needed.
- When resolving safety issues, after June 1<sup>st</sup>, the Joint Occupational Health and Safety Committee will be involved.

*Step 6: Assess and address risks from resuming operations (WorkSafeBC)*

## MANAGING RISKS

As the school has not been opened for a period of time during the COVID-19 pandemic the following risks have been managed.

- Safety Plan in place
- Training staff
- Training students
- Reviewed the policies and procedures
- Identified a safe process for cleaning
- Supplies available on site

## IF A STUDENT/STAFF DEVELOPS SYMPTOMS WHILE AT SCHOOL

- Immediately separate the symptomatic student/staff from others in a supervised area.
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Where possible, maintain a distance of 2-meters from the ill student/staff. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- Provide the student/staff with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's/staff's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student/staff is picked up, practice diligent hand hygiene.
- Workers responsible for facility cleaning must clean and disinfect the space where the student/staff was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child/staff as soon as possible if they are notified their child/staff is ill.

## STUDENT DAILY HEALTH CHECK RESOURCE

Week beginning: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Contact Number: \_\_\_\_\_

First name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Grade: \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>Is your child ill with?</i>				
<input type="checkbox"/> Fever (>37.5degC)	<input type="checkbox"/> Fever (>37.5degC)	<input type="checkbox"/> Fever (>37.5degC)	<input type="checkbox"/> Fever (>37.5degC)	<input type="checkbox"/> Fever (>37.5degC)
<input type="checkbox"/> Cold	<input type="checkbox"/> Cold	<input type="checkbox"/> Cold	<input type="checkbox"/> Cold	<input type="checkbox"/> Cold
<input type="checkbox"/> Influenza	<input type="checkbox"/> Influenza	<input type="checkbox"/> Influenza	<input type="checkbox"/> Influenza	<input type="checkbox"/> Influenza
<input type="checkbox"/> Infectious respiratory symptoms of any kind (eg chest infection)	<input type="checkbox"/> Infectious respiratory symptoms of any kind (eg chest infection)	<input type="checkbox"/> Infectious respiratory symptoms of any kind (eg chest infection)	<input type="checkbox"/> Infectious respiratory symptoms of any kind (eg chest infection)	<input type="checkbox"/> Infectious respiratory symptoms of any kind (eg chest infection)
<p><i>Then your child must stay at home for a period of 10 days after the onset of symptoms.</i></p> <ul style="list-style-type: none"> <li>Once symptoms have resolved fully your child may return to the child care centre.</li> <li>Call 8-1-1 or your health provider for more information</li> </ul>				

<i>Has your child, or anyone in your household, had close contact with someone who has had a possible exposure to the COVID-19 virus?</i>				
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
<i>Has your child travelled to any countries outside of Canada, including the US (United States), within the last 14 days?</i>				
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
Signed: _____	Signed: _____	Signed: _____	Signed: _____	Signed: _____

**If you answered "yes" to one or both of the questions above, but your child does not currently have any symptoms:**

The Ministry of Health and BCCDC state that your child should be quarantined (self-isolated) for **14 days**, and monitored for new symptoms.

**If you answered "yes" to one or both of the questions above, and your child has developed symptoms:**

The Ministry of Health and BCCDC state that you need to isolate your child, and avoid contact with others for at least **10 days** after the onset of symptoms.

- For any medical information please call 8-1-1 or your health provider.
- For any non-medical information about COVID-19 (including information related to travel) please call 1-888-COVID19 (1-888-268-4319). This service is available 7 days a week from 7:30am to 8:00pm

## COVID-19 WORKPLACE HEALTH & SCREENING FORM (staff)

Instructions: All employees, contractors, parents, and visitors must complete this Form before being admitted to St. Patrick's Elementary School facilities. St. Patrick's Elementary School reserves the right to refuse admittance to any person on the basis of their responses to the questions posed and information requested by this Form.

### Entrant's Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Company: \_\_\_\_\_

Date of Entry: \_\_\_\_\_ Time of Entry: \_\_\_\_\_

### Part A: In the past 24 hours, have you experienced:

	YES	NO
Sore throat		
New or worsening cough		
Shortness of breath or difficulty breathing		
Sudden loss of smell		

Instructions: If you answered YES to any of the symptoms listed above you will not be admitted to the facility. Self-isolate at home and contact your primary care doctor for directions. If you answered NO to all of the above complete the next part of the Form.

### Part B: In the past 14 days, have you:

	YES	NO
Had close contact, i.e., within 6 feet 2 meters, of a person diagnosed with COVID-19?		
Travelled internationally by plane?		

Instructions: If you answered YES to either of the above questions, please answer the following question:

Have you been designated as either a health care or critical infrastructure worker		
--	--	--

Instructions: If you answered NO, that you are NOT a health care or critical infrastructure worker, you are NOT permitted to enter this facility and should self-quarantine at home for 14 days.

If you answered YES that you are a health care or critical infrastructure worker, you will be permitted to enter the facility and continue to work if you do not have symptoms.

However, you MUST:

- Wear a face mask at all times while in the workplace for 14 days after your last exposure to the COVID-19 positive person or return from the international travel;
- Adhere to all St. Patrick's Elementary School's social distancing protocols and requirements; and
- Self-monitor while you are in the workplace in accordance with St. Patrick's Elementary School's medical procedures.

## CISVA STAFFING CONSIDERATIONS

As CISVA schools we are preparing to restart In-class delivery of instruction for Kindergarten to Grade 12 students commencing the week of June 1, 2020. Part of this preparation is working with our school-based task force the week of May 19th to develop our local school's Safety Plan, Screening Protocols and Parent Survey.

Staff are expected to return to the school building on Monday May 25, 2020. Monday May 25<sup>th</sup> and Tuesday May 26<sup>th</sup> will be non-instructional days to review the Safety Plan, protocols, and plan for in-class delivery of instruction. You likely will have many questions that we hope to be able to address on these two days. However, we will be developing an FAQ and encourage you to send any questions you have at this time directly to the Principal.

If you have reasons that prevent you from attending the school-site, please take a moment to complete the following information.

Please select the reason for your inability to work at your regular worksite from the list below:

- I have a compromised immune status that identifies me as being a vulnerable person
- I live with someone who has a compromised immune status that identifies them as being a vulnerable person
- My childcare is closed due to COVID 19
- I am providing care for someone who is identified as a vulnerable person
- I am isolating/under mandatory quarantine because of recent travel
- I am isolating/under mandatory quarantine because someone I live with has recently travelled
- A physician/medical professional has required me to isolate because of symptoms of COVID, or because I live with someone with symptoms of COVID or because I had contact with someone who has symptoms of COVID 19.
- Other: \_\_\_\_\_

You will be contacted as a follow up to discuss your situation, possible work alternative and/or options that may be available to you in the event that the school is unable to provide you with remote work.

**PLEASE SUBMIT THIS TO THE PRINCIPAL NO LATER THAN SUNDAY MAY 24, 2020.**

Staff Member Name: \_\_\_\_\_

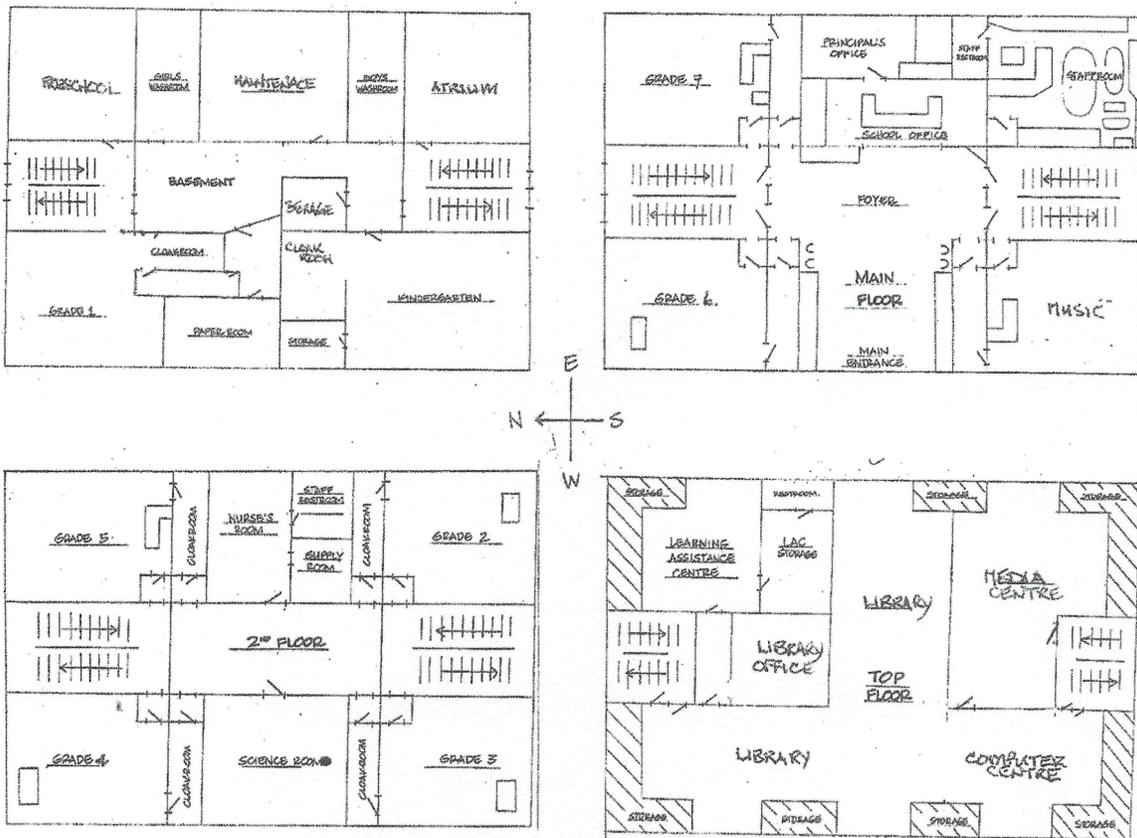
Date: \_\_\_\_\_

Official Use Only:

Received on: \_\_\_\_\_

## OCCUPANCY LIMITS

ROOM	OCCUPANCY LIMIT
Classrooms	Up to 8 people (7 students + 1 staff)
Student washrooms	1 student
Front Office	1 person
Offices	2 people
Staffroom	Up to 5 people
Foyer	Up to 4 people
Library	Up to 10 people
Bookkeeper	2 people
Science Room	Do not enter (construction in progress)
Multipurpose Room	Do not enter (construction in progress)
Ramps	Up to 3 people (single file)



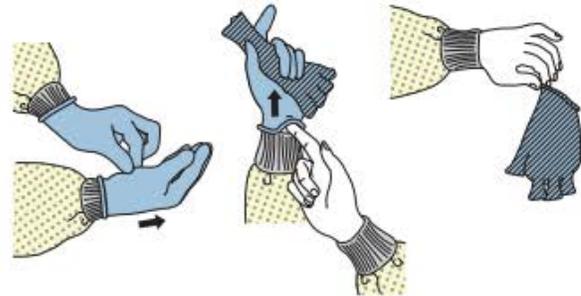
## GLOVES AND FACE SHIELD REMOVAL

## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in an infectious\* waste container



### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in an infectious\* waste container



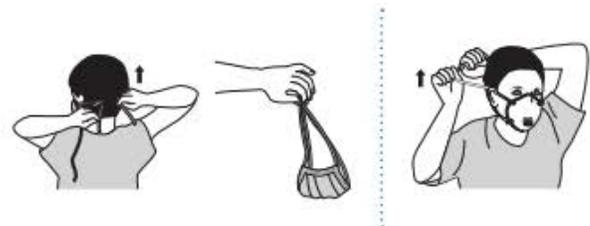
### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in an infectious\* waste container

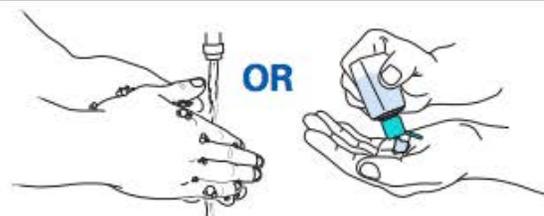


### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — **DO NOT TOUCH!**
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in an infectious\* waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



\* An infectious waste container is used to dispose of PPE that is potentially contaminated with Ebola virus.

**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**



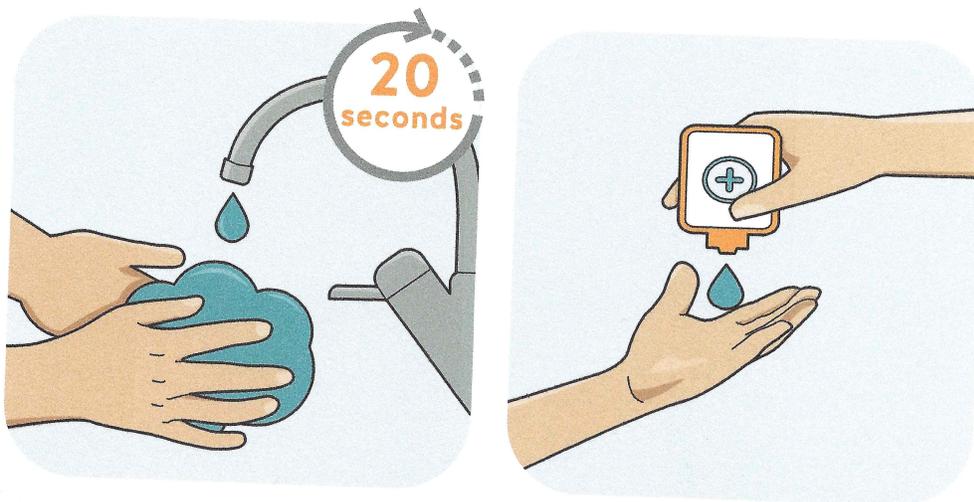
# Help prevent the spread of COVID-19

**Please do not enter this workplace if you:**

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

**If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.**

# Help prevent the spread of COVID-19



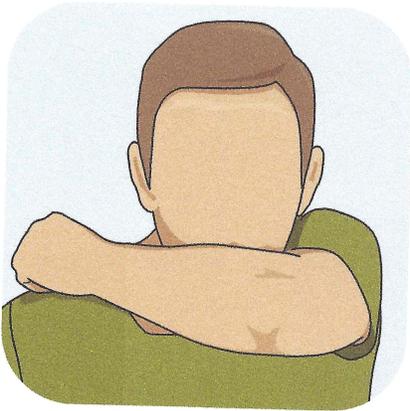
Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

## Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

# Help prevent the spread of COVID-19

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or

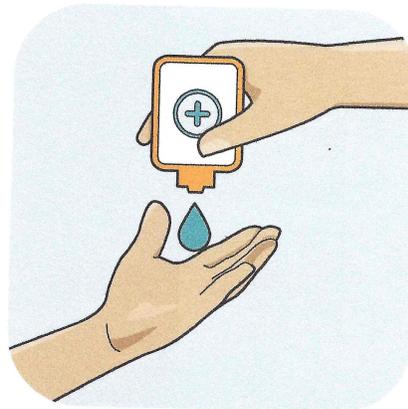


Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or

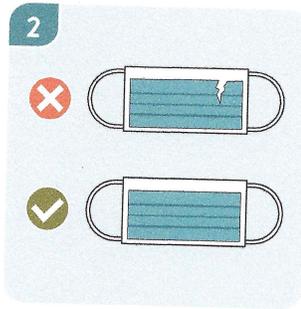


Clean hands with alcohol-based hand sanitizer.

# Help prevent the spread of COVID-19: How to use a mask



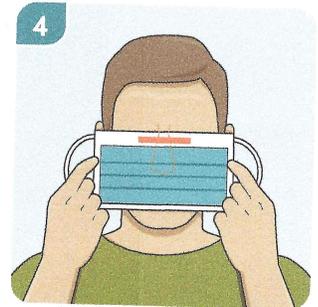
1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

## Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

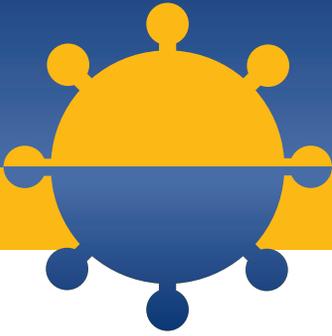


3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

**Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.**

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



**Cleaning:** the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

**Disinfection:** the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

**All visibly soiled surfaces should be cleaned before disinfection.**

**Cleaning for the COVID-19 virus is the same as for other common viruses.** Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

**Recommendations:**

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

**Cleaning** .....

For cleaning, water and detergent (e.g., liquid dishwashing soap), or common household cleaning wipes should be used, along with good physical cleaning practices (i.e., using strong action on surfaces).

**Disinfection** .....

For disinfection, common household disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.

IPC v2.0



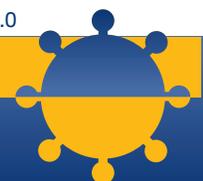
Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

**Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300**



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

### IMPORTANT NOTES:

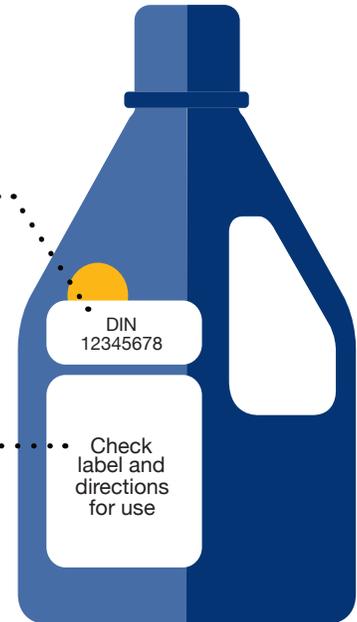
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

### Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

### Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl ammonium chlorides



### List of disinfecting agents and their working concentrations known to be effective against coronaviruses<sup>1,2</sup>:

Agent and concentration	Uses
1. <b>1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)*</b> 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. <b>1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)*</b> 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. <b>Hydrogen Peroxide 0.5%</b>	Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).
4. <b>Quaternary Ammonium Compounds (QUATs):</b> noted as 'alkyl dimethyl ammonium chlorides' on the product label	Used for disinfecting surfaces (e.g., floors, walls, furnishings).

<sup>1</sup> Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

<sup>2</sup> Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). [https://www.picnet.ca/wp-content/uploads/PICNet\\_Home\\_and\\_Community\\_Care\\_Guidelines\\_2014\\_.pdf](https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf)

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products. IPC v2.0



# COVID-19 health and safety

## Cleaning and disinfecting

The virus that causes COVID-19 is easily destroyed by mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

### How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

### Cleaning and disinfecting

Effective cleaning and disinfection involves a two-stage process.

#### Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.

#### Disinfection

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

### What surfaces you should clean and disinfect

Start by cleaning and disinfecting all the common surfaces that workers and customers touch. Examples include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets, gas pump handles, and ATM machines.

Conduct a survey of your workplace to determine if there are other surfaces that workers, customers, or children touch regularly. A workplace where the public can come and go will need a more thorough assessment and plan than a small shop where there are normally just a few workers.

Clean and disinfect common high-contact surfaces inside and outside to limit the chance of the virus spreading through touching contaminated surfaces.

## What you can use to clean and disinfect

For cleaning, you can use regular soap and water or another cleaning solution. Depending on how many people are in the space and how it's used, you may need to clean some spaces more frequently.

There are a number of products you can use for disinfection. Health Canada has a [list of disinfectants for use against COVID-19](#). They all have an assigned drug identification number. These are consumer products that don't require a safety data sheet, like some controlled products you may be familiar with. However, it's still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid introducing other hazards into your workplace.

One of the most common disinfectant solutions is water and bleach. You can make a 500 ppm bleach solution by adding 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. For other quantities, use this [bleach calculator](#). Never mix bleach with other disinfecting products. This can result in dangerous fumes. For more information, visit the BC Centre for Disease Control's [Cleaning and Disinfecting](#) webpage.

Some sanitizing solutions contain up to 70 percent alcohol and will release flammable vapours. Use these with caution, and don't use them if there are ignition sources nearby.

## Make a plan for cleaning and disinfecting your workplace

Ask the following questions when making your plan:

- What surfaces and objects are workers likely to touch? Do they share any tools or equipment?
- What cleaning materials and supplies will you need? Buy a reasonable supply.
- How often will you need to clean? Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Consider how many workers are in the space; whether customers, children, or other members of the public are in the space; how long they're in the space; and how they use the space.
- When is the best time to clean? Consider cleaning before or after shifts, or before opening or after closing. Allow enough time for a thorough cleaning. Time the cleaning so it limits worker and customer exposure to cleaning and disinfecting odours.
- Who will do the cleaning? You may need to limit the number of cleaners and ensure they have time to clean effectively. Make sure workers who are cleaning have been trained to use the cleaning products safely.
- What personal protective equipment (PPE) will the cleaners need to protect against the cleaning chemicals?

There may be some machinery or equipment in your workplace that isn't used often. To reduce the amount of cleaning you have to do, consider cleaning these items and then boxing them or covering them with plastic drop sheets or tarps until you need them.

## Handwashing

Regular handwashing is an important part of maintaining clean surfaces. Establish handwashing procedures and communicate them to workers. Establish policies to ensure that workers are washing their hands regularly: at a minimum, when they arrive, immediately before any breaks, and just before leaving. This may be the most important infection control for your workplace.

Ensure workers have access to handwashing facilities. If none are available, set up handwashing stations or provide alcohol-based hand sanitizer.

## Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit [worksafebc.com](https://www.worksafebc.com).



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## HOW YOU CAN SLOW THE SPREAD OF COVID-19

### Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

### Stay at Home and Physically Distance

Stay at home whenever you can. Maintain 2 meters distance from those outside of your household.

## COVID 19: Public Health Guidance for K-12 School Settings

Updated April 3, 2020

Educators, administrators and support staff play a key role in protecting students and their families from, and minimizing the impact of, infection and illness. This is especially important at this time as we work to prevent and minimize the spread of the novel COVID-19 virus.

On advice from the Provincial Health Officer, in-person instruction in K-12 schools was suspended effective March 17, 2020. Beginning March 30, 2020, school districts and independent school authorities were asked to ensure on-going school care and learning opportunities for children of essential service workers.

School districts and independent school authorities should explore remote and online learning options, and in-person instruction within the guidelines established by the BC Centre for Disease Control and the Ministry of Health.

It is anticipated that most children requiring in-person instruction in K-12 school settings will be the children of essential service workers requiring school care, those in remote locations, vulnerable students requiring in person support, and learners with diverse needs.

It is up to individual school districts and independent school authorities through their local planning processes to determine the optimal balance between virtual and face-to-face opportunities for students.

***These guidelines are intended to assist school districts and independent school authorities maintain safe and healthy work environments for children and adults in K-12 school settings during the COVID-19 pandemic.***

### What we know about COVID-19 in children.

- COVID-19 virus has a very low infection rate in children estimated at 1-5% worldwide.
- The majority of cases in children are the result of a household transmission by droplet spread from another family member with symptoms of COVID-19.
- Children who are infected with the virus and develop COVID-19 have milder symptoms if any, and very few become critically ill.



Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



- Children with COVID-19 illness typically have a fever, dry cough and fatigue. Some may also experience nausea, vomiting, abdominal pain and diarrhea.
- Unlike adults the rates of transmission are unknown. There is currently no documented evidence of child-to-adult transmission. There are no documented cases of children bringing an infection into the home, from school or otherwise. This is likely the result of the limited number of cases and the mild symptoms in those children who do have COVID illness.
- There is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- There is no evidence indicating children of health care workers (HCW) are at increased risk of COVID-19 infection than children of non-HCW. This is likely due to the careful monitoring of HCW for symptoms and follow-up of their household contacts.
- Like adults, children with any common cold, influenza or COVID-19 like symptoms should stay home and isolate for 10 days following onset of symptoms and until symptoms resolve.
- More research is needed to fully characterize infection, transmission, and COVID-19 disease in children.

### If you're ill – stay at home.

Within normal educational settings, children and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19. For this reason, all children and staff who are ill with fever or infectious respiratory symptoms of any kind need to stay home. This includes children of essential service workers who are ill. If you are at all unsure of your status, the [COVID-19 Symptom Self-Assessment Tool](#) is a valuable resource to help assess whether you should be staying home or not.

### Encouraging hand hygiene

Both students and staff can pick up germs easily, from anything they touch, and can spread those germs to objects, surfaces, food and people. Thorough hand washing with plain soap and water is still the single most effective way to reduce the spread of illness.

Children forget about proper hand washing so staff and students should practice often and staff should model washing hands properly in a fun and relaxed way. Everyone should wash their hands more often!

When sinks for hand washing are simply not available in close proximity (i.e. if students and staff are participating in activities outside), you may use alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol. Know that this method is not very effective when a child's hands are quite soiled, when coming in from outside, for example, so be sure to wash hands with soap and water as soon as practically possible. Read labels and wash hands with sanitizer the same way you would wash with soap and water.

### Six steps to proper handwashing

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together **for at least 20 seconds** (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.



4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

#### *Children should wash their hands...*

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

#### *Teachers, administrators and support staff should wash hands...*

- When they arrive at school and before they go home
- Before handling food or assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks (staff)
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty

#### *Cough/sneeze etiquette:*

- Cough and sneeze into the crease of the elbow or tissue

#### *Fever or coughing*

If a child or staff member starts showing symptoms of what could be influenza or COVID-19, it is important to:

- Contact the child's parent or caregiver to come and pick them up right away.
- Have a separate and supervised area where you can promptly separate a child from others until their parent or caregiver can come and pick them up. Staff who display symptoms should go home right away.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing or sneezing into the creases of elbows and throwing tissues out immediately after use.
- Do a thorough cleaning of the space once the child has been picked up and ensure that everyone who may have had contact with the child washes their hands thoroughly.



## The use of personal protective equipment

- Personal protective equipment such as masks, gloves, and gowns are not recommended for staff who work in the education sector. It is only recommended for healthcare workers, and those with other non-infectious occupational health exposures.
- There is no benefit from wearing masks in public settings or in schools, however a mask may be given to a person who is experiencing respiratory symptoms such as a sneeze or cough on the advice of a health care provider.
- Masks are not recommended for use by children unless advised to do so by a health care provider. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.

## Maintain cleaning and disinfecting policies

We don't yet know how long the virus causing COVID-19 lives on surfaces, but early evidence suggests it can live on objects and surfaces from a few hours to days. Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help to prevent the transmission of viruses from contaminated objects and surfaces.

- Make sure you are well-stocked with hand washing supplies at all times including soap, clean towels, paper towels and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- Use space strategically and consolidate cleaning efforts accordingly. This means considering where students and staff will be present and focusing cleaning efforts on those locations (as opposed to the entire school). This will help maximize cleaning supplies and focus cleaning efforts.
- Increase how often you clean the premises and any toys or items used, and clean and disinfect high-touch surfaces regularly. Stay on top of waste management. Empty garbage containers often.
- Clean high-touch electronic devices such as keyboards, tablets, and smartboards with minimum 60% alcohol (i.e., alcohol prep wipes) making sure your wipe makes contact with the surface for 1 minute for disinfection.
- Use water, household detergents and common disinfectant products as this should be sufficient for cleaning and disinfection in an educational setting.
- The Public Health Agency of Canada has also posted [guidance](#) on cleaning and disinfecting public spaces, including recommendations regarding cleaning procedures and protocols.

## What about toys and other items?

- Keep enough toys out to encourage individual play. Items that may encourage group play in close proximity or increase the risk of hand-to-hand contact such as playdough should be avoided. Try to limit toys and other items to those that can be easily cleaned.
- Like other respiratory viruses, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper products. As such, there is no need to limit the distribution of books or paper based educational resources to students due to concerns about virus transmission.



## Physical Distancing Ideas

Many school districts and independent school authorities have asked how the Provincial Health Officer's order prohibiting mass gatherings of more than 50 people applies in a K-12 school setting. The PHO order is primarily intended to prevent large groups of people from gathering in close quarters with one another at organized events. The order is not intended for schools, businesses, or living spaces.

The PHO recognizes that schools will require flexibility when it comes to providing school care and learning opportunities. This means that there can be more than 50 students and staff in a school at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.

Understandably, physical distancing is challenging in a K-12 educational setting, particularly with younger children. At the same time, it is important that we do what we can to try to assist children and staff understand the importance of minimizing the frequency of physical contact with one another. From a public health perspective, there are no set ratios that prescribe the number of adults and children that can be present in the same space at any given time following ideas should be taken into consideration during planning:

- Avoiding close greetings like hugs or handshakes and remind children to keep their hands to themselves when possible.
- Help younger children learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Take children outside more often, perhaps breaking children into smaller groups to maintain a degree of distance.
- Organize learning activities outside including snack time, play based learning, and play time.
- Integrate cross-curricular learning activities in outdoor settings into your lesson plans, and encourage younger children in play outside.
- Regularly clean and sanitize items that are designed to be shared such as manipulatives and digital devices
- Set up mini environments within the school to reduce number of children in a group, i.e., set up 2 or 3 learning areas for numeracy and literacy activities.
- Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym or library, outside).
- Increase the space between children and staff during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- When children want to use the same activity or redirect some children to another area.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up and ensure these areas are sanitized regularly.
- Consider staggering snack and lunch time so you can accommodate smaller groups with more space. Discourage any food or drink sharing.
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.



## Provide reassurance, good listening and maintain routines

Children hear and take in a lot of the talk that is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build physical distancing strategies into your learning activities.

## Keeping parents/caregivers informed

- Keep parents and caregivers informed about what you are doing in your educational setting to take extra precautions, be responsive to children.
- Be clear about your policy that children need to stay home if they are sick.

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UPDATED April 3, 2020

Parts of this document have been developed based on the Preventing and Managing Illnesses in Child Care Centres Peel Region <https://www.peelregion.ca/health/infectioncontrol/pdf/ENV-0227.pdf>



## Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<p><b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b></p> <p><b>Parents or caregivers must keep their child at home.</b></p> <p>The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact 811 or the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p><b>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</b></p>	<p><b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b></p> <p><b>Staff must be excluded from work and stay home.</b></p> <p>Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further input.</li> </ol>
<p><b>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</b></p>	

# St. Patrick's Elementary School Restart Plan

Dear Parents/Guardians,

On June 1st, like all other schools in the province, we will move from the Stage 4 approach for resuming in-class instruction to Stage 3, to increase in-class instruction in a gradual and controlled manner. We will follow the guidelines for days of in-class instruction that have been established by the Ministry of Education for each stage of the K-12 Education Restart Plan.

This return to partial in-class learning (grades K-5: 2-3 days per week and grades 6-7: 1 day per week) begins on June 1st. For the health and safety of our students and staff, at this time we can only offer two days of in-class learning for our K-5 students. If and when this changes you will be notified. Depending on our numbers, we may be able to offer grades 6-7 two days of in-class learning to be with their siblings. Again, if this is possible, those families will be notified.

Stage 3 of the BC's Plan is giving parents the choice to send their children back to school on a gradual and part-time voluntary basis. To help us with this implementation, I ask parents or guardians to complete this survey FORM and submit it by 9:00 a.m. on Friday, May 22nd to ensure adequate time for the planning process.

I understand that throughout the month your work schedules may be constantly changing therefore making it somewhat difficult to complete the form accurately at this time. Please note, we will try to work with you throughout this process, but that being said, it will require parents/guardians to inform us daily, prior to your needs so that we can be fully prepared to ensure that health and safety measures are in place. At this time, drop-ins will not be permitted.

What to expect for in-class learning.

Detailed information will be provided about what to expect for in-class learning and our safety plan early next week. Here is a brief summary

- Smaller classes (for the health and safety of our students and staff, at this time we can only accommodate a maximum of 8 students per class).
- Students may be assigned different rooms, supervised by different staff and not with their peers.
- Staggered entry, recess, lunch and dismissal.
- Visitors and Parents will not be permitted into the school.
- For health and safety, physical distancing and hand washing will be practiced at all times this includes no sharing of toys, items etc. and no 'big toy' playground.
- On-line learning (Google classroom, Zoom etc.) will continue for ALL students. This includes students who take part in the in-class learning. Therefore, Personal Electronic Devices will be required to be brought to school.

More information and a detailed plan will be provided by next week. Please complete this survey promptly before 9:00 a.m. on Friday, May 22nd.

Thank you and God Bless,

Mrs. Sorochuk, Principal

\* Required

1. Email address \*

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2. Last Name of child/ren \*

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3. Child 1 (First name and Grade) \*

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4. Child 2 (First name and Grade)

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5. Child 3 (First name and Grade)

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6. Child 4 (First name and Grade)

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## 7. Options to attend in-class learning? \*

Mark only one oval.

- My child/ren will not attend in-class learning but will continue with on-line learning at home.
- My child/ren will attend in-class learning
- Other: \_\_\_\_\_

## Attend in-class learning

## 8. My child/ren will attend in-class learning \*

Mark only one oval.

- Two days per week (MONDAY & WEDNESDAY) 8:40 a.m. - 3:00 p.m.
- Two days per week (MONDAY & WEDNESDAY) 9:00 a.m. - 12:00 p.m.
- Two days per week (TUESDAY & THURSDAY) 8:40 a.m. - 3:00 p.m.
- Two days per week (TUESDAY & THURSDAY) 9:00 a.m. - 12:00 p.m.
- One day per week (Friday 8:40 a.m. - 3:00 p.m.)
- One day per week (any day) 10:00 a.m. - 2:00 p.m.
- I am an Essential Service Worker and require additional services.
- Other: \_\_\_\_\_

## I am an Essential Service Worker

## 9. I am an Essential Service Worker and require my child/ren to attend the childcare service (in-class learning)... \*

Mark only one oval.

- Yes
- No

10. FOR Essential Service Workers

Mark only one oval.

- I will email weekly/daily as my schedule often changes
- Possibly 5 days 8:30 a.m. - 3:30 p.m.
- Other: \_\_\_\_\_

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May 21, 2020

Dear School Administrators, Teachers, Staff, Parents and Students,

**Re: Safety of the school environment in the Vancouver Coastal Health region during the COVID-19 pandemic**

As part of BC's Restart Plan schools are expected to gradually resume regular operations and return to in-class instruction using a staged approach.

Although children are often at increased risk for viral respiratory illnesses, that is not the case with COVID-19. Compared to adults, children are less likely to become infected with COVID-19, less likely to develop severe illness as a result of infection and less likely to transmit the infection to others. Children who have developed COVID-19 have mostly acquired it from adults in the household setting.

Additionally, COVID-19 activity in the Vancouver Coastal Health region has decreased significantly and there is currently very little evidence of community transmission. As a result, Vancouver Coastal Health believes that the risk of COVID-19 in the school environment is low and that students and staff can safely return to in-class learning as per BC's plan.

**Most important measures to decrease the risk of COVID-19 at school:**

**1. Stay home when sick.** Children and staff with symptoms consistent with COVID-19 should not come to school and should be tested for COVID-19. Those who test negative can attend school once their symptoms resolve. Those that test positive will be advised by public health to stay home for at least 10 days. Children and staff who have been in close contact with a COVID-19 case should follow directions from public health and self-isolate.

There is no public health restriction on students or staff with medical conditions or age over 65 or who live with somebody who is elderly or has medical conditions from working in the school environment in the context of the COVID-19 pandemic. As always, individual students and staff should follow the advice of their physicians.

**2. Wash hands frequently and practice respiratory etiquette.** Hand hygiene using soap and water or alcohol based hand sanitizer regularly through the day is recommended. Non-medical masks are not needed or recommended but wearing a mask by personal choice should be permitted. Personal protective equipment such as medical masks and gloves are not recommended in the school environment unless they are part of the regular precautions staff use for their role.

**3. Support physical distancing where possible.** The Provincial Health Officer's recommendation to stay 2 metres apart is important and should be followed as much as possible but it may not be feasible and is not expected at all times in the school setting. Physical distancing can be supported through a combination of classroom design, scheduling, monitoring and supervision. Outdoor play and learning is recommended as COVID transmission in outdoor settings is less likely.

**4. Perform routine cleaning with enhanced cleaning of high touch surfaces.** Schools should continue using their usual commercially-available cleaning products. Items that cannot be easily cleaned should be limited.

COVID-19 Public Health Guidance for the K-12 School Settings is available here:  
[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19\\_k-12\\_school\\_guidance\\_-\\_2020\\_may\\_15\\_-\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_k-12_school_guidance_-_2020_may_15_-_final.pdf)

For further advice regarding COVID-19 in the school setting, contact your school Public Health Nurse or School Medical Officer. School administrators may also consult with a VCH Environmental Health Officer ([ehvc@vch.ca](mailto:ehvc@vch.ca)) regarding their school safety plans.

Sincerely,



Mark Lysyshyn MD MPH FRCPC  
Deputy Chief Medical Health Officer  
Vancouver Coastal Health

# St. Patrick's Elementary School SAFETY PLAN for in-class learning.

Dear Parents/Guardians,

On June 1st, like all other schools in the province, we will move from the Stage 4 approach for resuming in-class instruction to Stage 3. This is to increase in-class instruction in a gradual and controlled manner. At this time, we have been given a special allowance from CISVA to increase in-class learning for grades 6 and 7 to two days per week like grades K-5.

Thank you for completing the survey regarding the voluntary return to in-class learning. As this survey is now closed, if there are any changes or requests for students to return to in-class learning, parents must email [dianesorochuk@spev.ca](mailto:dianesorochuk@spev.ca) in advance. For the health and safety of students and staff, students who are not on the return to in-class learning list, will not be permitted inside the building. By this Wednesday, the families who did request an in-class learning return, will be notified by email to confirm their space.

To assist with this full implementation, I ask parents or guardians to read the SAFETY PLAN FOR STUDENTS AND STAFF FOR IN-CLASS LEARNING Version 1.0, which was attached to the REMIND message and will be uploaded to the school website and your child's Google Classroom. Once you are familiar with these policies and practices, please complete this form. The form must be submitted prior to June 1st, before students proceed to in-class learning.

Thank you and God Bless,

Mrs. Sorochuk, Principal

\* Required

1. Email address \*

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2. Parent First Name: \*

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3. Parent Last Name: \*

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4. I have read and understand the document ST. PATRICK'S ELEMENTARY SCHOOL SAFETY PLAN FOR STUDENTS AND STAFF FOR IN-CLASS LEARNING. \*

*Mark only one oval.*

Yes

No

5. I understand and agree that as a parent/guardian it is my responsibility to assess my child/ren daily before sending them to school for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory symptoms of any kind. \*

*Mark only one oval.*

Yes

No

6. I understand and agree that if my child/ren develops symptoms while at home, I must keep my child/ren at home until they have been assessed by a health care provider to confirm that COVID-19 or other infectious diseases and their symptoms have been eliminated and a clean bill of health has been obtained. \*

*Mark only one oval.*

Yes

No

7. I understand and agree that if my child/ren have symptoms of COVID-19 or have traveled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 they must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control. \*

*Mark only one oval.*

Yes

No

8. I understand and agree that a daily health check at drop-off will be conducted on my child/ren, this may include a temperature check. \*

*Mark only one oval.*

Yes

No

9. I understand and agree that access inside the school will only be permitted to staff, students and emergency personnel. For the health and safety of all, no one will be granted entry unless the administration team has agreed to it. \*

*Mark only one oval.*

Yes

No

10. I understand and agree that my child/ren will maintain physical distancing, and practice hand washing and table top surface cleaning throughout the day. \*

*Mark only one oval.*

Yes

No

11. I understand and agree that for the health and safety of students and staff, parents, family of visitors will not be permitted to enter the play area. \*

Mark only one oval.

Yes

No

12. I understand and agree that my child must bring their snacks, lunch, personal electronic device, chargers and supplies when participating in the in-class learning. (Please make sure the device has a full battery charge before coming to school). \*

Mark only one oval.

Yes

No

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