

# ST. PATRICK'S ELEMENTARY SCHOOL

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

### STAGE 2

SAFETY PLAN FOR IN-CLASS LEARNING

ST. PATRICK'S ELEMENTARY SCHOOL AUGUST 2020 2850 Quebec St. Vancouver, B.C. V5T 3A9

Version 1.1 September 7 2020

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# SAFETY PLAN FOR STUDENTS AND STAFF

## IN-CLASS LEARNING – STAGE 2

The purpose of this handbook is to inform the St. Patrick's Elementary School staff, students, parents and community of the Operations and Health and Safety.

This document is a fluid document based on the current Stage 2 Framework for K-12 Education. This document will be updated and revised as needed based on recommendations and guidelines from WorkSafeBC, the Ministry of Education, Ministry of Health, the CISVA and FISA.

### 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.

Currently there are 27 employees on site each day and 192 students in grades kindergarten to grade 7 totalling **218 personnel**. This is subject to change.

The school also offers a licenced Preschool and After-School Care Program.

### IMPORTANT DATES

- August 10 Release of Return to School Planning and Reporting Template
- August 21 Template submitted to CISVA
- **August 24** **School Safety Plan – STAGE 2 – posted on school website**
- August 31 Ministry staff have reviewed the documents provided by your member association and have confirmed their alignment with the requirements set out in the COVID-19 Operational Guidelines and the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings.
- **September 7** **Updated Safety Plan posted**
- September 8-9 Staff training and orientation
- September 10 Restart in-class instruction/orientation for students
  - Doors open at **8:30 a.m.** for staggered entry – **11:00 a.m. early dismissal**
- September 11 In-class instruction
  - Kindergarten gradual entry - doors open at 8:30 a.m. for staggered entry - 11:00 a.m. early dismissal
  - Grades 1-7, doors open at 8:30 a.m. for staggered entry 3:00 p.m. dismissal
- Refer to updated School Calendar for other dates. The calendar is subject to change and will be re-evaluated throughout the year.

## 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
  - ☒ Hallways
  - ☒ desks, tables, chairs, shelves
  - ☒ supplies (scissors, sharpeners, staplers, tape, pencils, etc.)
  - ☒ Washrooms
  - ☒ Taps/water fountains
  - ☒ Communal areas – staffroom, library, gym
  - ☒ School devices including technology
- ☒ 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 health check-ins
  - ☒ When teaching/directing students in classrooms, playground, hallways etc.
  - ☒ First aid to students
  - ☒ Communicating in person with parents
- ☒ We have identified the tools, machinery, and equipment that workers share while working.
  - ☒ Photocopier, paper cutter
  - ☒ Kitchen
  - ☒ Washroom
- ☒ 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 will remain open
  - ☒ Classroom and cloak room doors are to remain locked but open at all times
  - ☒ Disinfectant solution, paper towels and gloves will be provided to staff for wiping down surfaces

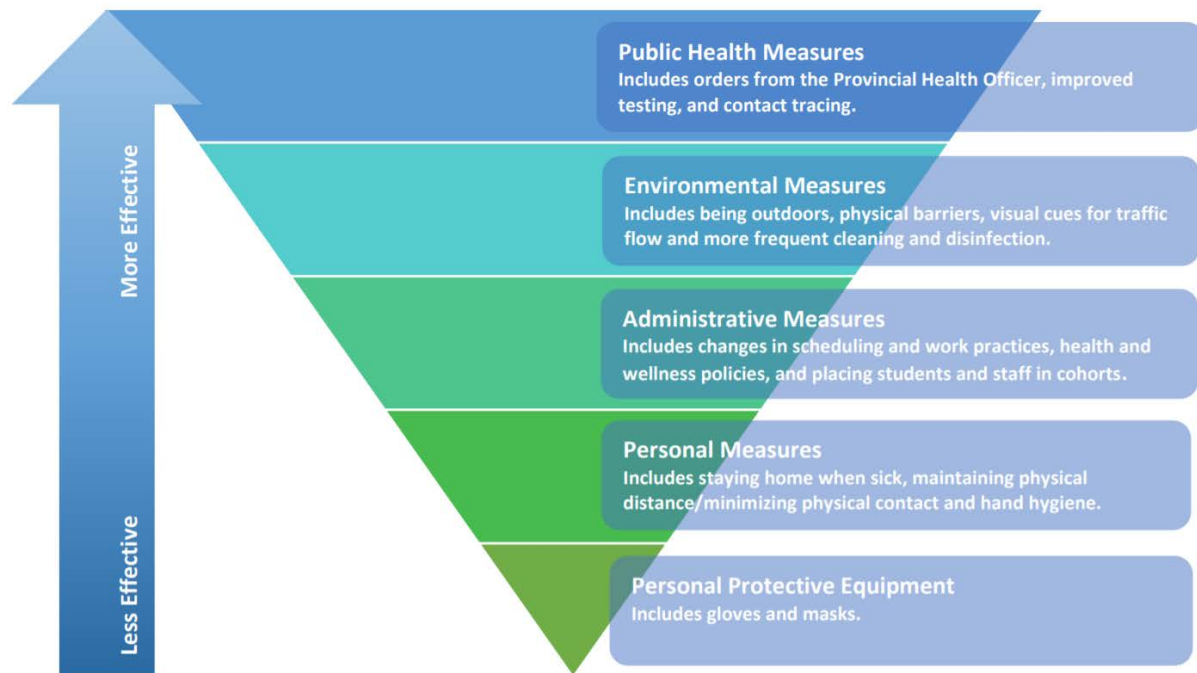
## Step 2: Implement protocols to reduce the risks (WorkSafeBC)

### 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.

#### The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease.



**Public Health Measures:** Limit the number of people's interaction at St. Patrick's Elementary School and ensure physical distance whenever possible.

- ☑ Return to in-class learning in Learning Groups.
- ☑ Established and posted occupancy limits for classrooms, common rooms and Learning Groups.
- ☑ Implemented measures to keep workers and others at least 2-meters apart, wherever possible. If this is not possible than wearing PPE is recommended. This includes staggered entry, recess, lunch and staff breaks, changes to work schedules, changes to how things are done, occupancy limits, and prohibiting visitors.
- ☑ Daily Health Checks for staff and visitors who enters the building.
- ☑ Communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.

**Environmental Measures:** Barriers and partitions

- ☑ Installed barriers where workers and students can't keep physically distant from others (ramps, hallways, classrooms, etc.).
- ☑ Included barrier cleaning in our cleaning protocols.
- ☑ Visual directional posters.
- ☑ Records for cleaning checks.
- ☑ Cleaning of plexiglass partitions
- ☑ Water Fountain signage
- ☑ Classroom Phones not recommended to be used or disinfected before and after each use

- ☑ Couches and cloth upholstered chairs will be placed in storage and replaced with plastic chairs for ease of cleaning in common rooms.

#### **Administrative Measures:** Rules and guidelines

- ☑ Posted guidelines for how workers should conduct themselves.
- ☑ Communicated these rules and guidelines to workers through a combination of training and signage.
- ☑ Posted Safety Plan for parents and students.
- ☑ Communicate the rules and guidelines to students as the new norm through a combination of training and signage.

#### **Personal Measures:** Actions individuals can take to protect themselves

- ☑ Self monitoring of staff and students (daily health checks)
- ☑ Physical distancing or wear masks if this is not possible
- ☑ Frequent hand washing
- ☑ Staying home when sick

#### 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. Hand sanitizing stations are visible and easily accessed. Cleaning supplies are 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

#### **Personal Protective Equipment:** 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.
- ☑ Gloves and masks are available upon requests and recommended for use when physical distancing is not possible.
- ☑ Staff have all received a face shield and face masks to use when in hallways etc.
- ☑ Students in grades 6-7 will receive a face mask to use when in hallways etc.
- ☑ Cohorts/Learning Groups for students and staff have been created.

## RESTRICTING ACCESS

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.

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.

- ☑ We are temporarily suspending all extra-curricular activities including sports, arts and special interest clubs as physical distancing can not be maintained between members of different learning groups.
- ☑ Inter-school events including competitions, tournaments and festivals will not occur at this time. This will all be re-evaluated later in the year.
- ☑ Assemblies and School Masses will be reduced to Learning Groups only.
- ☑ Access inside the school will only be permitted to staff, students, emergency personnel and minimal visitors.
  - Parents wishing to speak with staff will be advised to do so via email, zoom or telephone. For the health and safety of all, no one will be granted entry unless deemed reasonable by the administration team or have a scheduled appointment.
  - Visitors including parents are not permitted to come to the school to drop off lunches, supplies, etc.
  - Visitor access during school hours will be prioritised to those entering to support activities that benefit student learning and well-being. Records will be kept (date, name, contact information) for all people entering the school.

### STAFFROOM

- Access to the staffroom for staff will be restricted to the use of the washroom and photocopier. During breaks, staff must stay in their Learning Groups only. Parents or volunteers will not be permitted in the staffroom.
- Staff prayer, meetings and socializing etc. will continue on Zoom or in a designated area with PPE.
- Staff are advised to wipe all surfaces with disinfected wipes prior and after use while in the staffroom, for example Microwave, refrigerator, etc.

### 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 and signage.
- Students are to be reminded to not touch the barriers or the railings.
- Students may wear masks while walking throughout the school as interactions outside of Learning Groups may occur.
- Staff and students in grades 6-7 **must** wear masks when outside of their classrooms/offices this includes hallways. This may change at a moment notice for other grades.
- Staff (Teachers) must lead their class while any SEAs follow from behind.

## WASHROOMS

- Washrooms (doors, sinks) will be sanitized once throughout the day or as needed. Regular janitorial cleaning and disinfecting will occur at the end of each day.
- Students will go by themselves to the washroom.
- Signage

## CLASSROOMS

- Staff and students are asked to enter the classroom one at a time from the cloakroom door and exit from the classroom door. They will be required to wash their hands.
- Only approved staff/students/Learning Groups 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. Teachers must provide a classroom seating chart to the office. **This will be shared with public health should contact tracing need to occur.**
- Increase air flow and ventilation where climate allows (ie. windows and doors must be opened throughout the day).
- Air purification systems have been purchased and will be located in classrooms.
- Touchless soap and paper towel dispensers have been installed in all cloak rooms.

## OUTSIDE TIME

- Classes have been assigned to Learning Groups and are assigned a time and space for recess breaks, DPA and gym usage. 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 immediately.
- 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. Schedules to come.
- Hand hygiene will be enforced upon entry and before and after breaks and eating, using washroom and using gym/playground equipment.



## 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.** See Appendix B: DAILY HEALTH CHECK RESOURCE.
- 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 for students will take place at the SOUTH SIDE door only.**

To avoid creating a “bottle-neck” or a large gathering of students, we have expanded the entry time that the doors to the school will be open, 8:30 am – 8:50 am. Once students arrive, they are to go directly to their classroom. Students will sanitize prior to entry at the south door and proceed to their classroom. They will enter through the cloak room, wash their hands, unpack their bag and sit quietly in their designated area.

Students who arrive after 8:50 a.m. must enter the school through the front door where they will sanitize and then be escorted to their classroom.

It is strongly advised and expected that your child will NOT arrive before 8:30 a.m. as there will be NO supervision and there will be NO access to the church as entry is not permitted at this time.

### FOR STUDENTS EXITING THE SCHOOL

At the end of the school day, there will be staggered dismissal times to again avoid a “bottle-neck” or large gatherings of students/people. Hand sanitizing stations will be accessible and required when leaving the school. Students will be dismissed for pickup based on the first letter of their last name. Last name beginning with;

- A-F will be dismissed at 2:50 pm till 3:05pm.
- G-Z dismissing at 3:05 pm till 3:20 pm.

As siblings are dismissed, they will wait in a designated holding location until their parents/guardians arrive. Parents are asked to stay in their vehicles until their designated time slots for pickup and are advised to leave the premises immediately once their children have been collected. I feel the need to key on the importance of the pickup times. Adhering to your family’s pickup time will aid in making this process seamless and safer for everyone.

### 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.
- Entry and exit into the school for staff will take place at the **NORTH** side door only. Sanitizing stations will be available.

# STUDENT and STAFF MANAGEMENT AND HYGIENE

## HYGIENE

- Students and staff will diligently wash their hands throughout the day by following **Appendix E: Etiquette**
- 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
  - After handling garbage
  - After removing gloves (staff)
  - After cleaning tables
  - After contact with bodily fluids
  - Before and after handling food or assisting students with eating
  - Before and after administering medication (staff)
  - After administering First Aid (staff)
  - 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.
- Contactless 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 or signage around the school so to reduce the risk of transmission.
- Food is not permitted to be shared by students.
- At this time, sharing food (ie. cakes etc.) for birthdays is not permitted. This will be re-evaluated throughout the year.
- Students will be asked to wipe down their desks before and after they enter, leave, eat and as needed throughout the day.

## 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.

When staff are in close proximity with a student within their Learning Group, personal protective equipment, such as masks and gloves, is not required beyond that used as part of the personal care routine normally encountered in their regular course of work (e.g., gloves for first aid).

Non-medical masks are required in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their Learning Group. As such, staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) when outside of their Learning Group, and when physical distancing cannot be maintained.

- It is recommended for **Parents and caregivers to remain in their cars or outside of the school to drop off and pick up their children.**
- Students and staff are to avoid close greetings like hugs or handshakes and be reminded to keep their hands to themselves when possible.

- Weather dependant, staff are asked to use the outside space as much as possible for learning 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 in the assigned Learning Group. Schedule to come.
- Maintain 2-meter physical distancing whenever possible between workers and students.
- Students and 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 or in Learning Groups.
- 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.

## COHORTS/LEARNING GROUPS

A Learning Group is a group of students and staff who remain together throughout a school term during the school day. Learning Groups reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced. As well as facilitate an effective and efficient rapid-response contact tracing protocol.

- ☑ Learning Groups will go outside whenever possible for lessons and/or play-exercise and recess times.
- ☑ There will be a five-minute transition time between classes for the teacher to disinfect surfaces/equipment. Please allow for shorter classes/recess due to cleaning.

- In elementary and middle schools, a Learning Group can be composed of up to 60 people (students and staff).

Learning Group A – Kindergarten and Grade 1 (Recess on the Big toy 10:05-10:20, 12:00-12:30, Lunch 12:30-1:00)

Learning Group B – Grades 2 and 3 (Recess on the Big toy 10:20-10:35, 12:30-1:00, Lunch 12:00-12:30)

Learning Group C – Grades 4 and 5 (Recess basketball parking area 10:05-10:20, 12:00-12:30, Lunch 12:30-1:00)

Learning Group D – Grades 6 and 7 (Recess basketball parking area 10:20-10:35, 12:30-1:00, Lunch 12:00-12:30)

## 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.
- The First Aid attendant will be supplied with PPE. Notify administration immediately if any first aid (including minor incidents) is required for all students or staff.

- Students may wear gloves and or masks in the classrooms if they choose to. Masks may be recommended if physical distancing outside of learning groups is not possible.
- Staff and students in grades 6-7 are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as busses and in common areas such as hallways, or anytime outside of their Learning Group whenever physical distancing cannot be maintained. Staff can also wear a mask, a face covering or a face shield within their classroom or Learning Group if that is their personal preference.

## MOVEMENT

- All staff and students, not in their Learning Groups, will move around the school leaving a minimum of 2-meter distance between each other, practicing Physical Distancing.
- Ramps are designated as either up or down. All staff and students must adhere to this new route and follow the signs and visual markings.
- Staff and students will enter and exit classrooms through the cloakroom one at a time completing the hand washing station.
- Students will enter and exit from the south door.
- Staff will enter and exit the school through the north door.
- 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 quickly.
- Students will be assigned their own table/desk. Movement will be minimal and swapping spots is not permitted.

## SUPPLIES

- Students will store their bags and personal belongings in an assigned space.
- To minimize contact and shared items, students must bring in their own resources (pencil case, book to read, small plastic toys etc.).
- Snack and Lunch must be brought with the students in the morning, **parents will not be permitted to drop off any food.**
- Sharing classroom resources or supplies between Learning Groups is not permitted.

## RECESS AND LUNCH

- Recess and Lunch will be staggered. A schedule will be made available and must be followed. Students will stay in their Learning Groups.
- Weather permitting, recess will be outside.
- 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.

## 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. Cleaning practices should be in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings.

- Staff will receive instruction, training, and supplies on the cleaning protocols developed for the workplace.
- High-traffic areas and high-contact surfaces in their classrooms such as doors and cabinet handles, student desks, keyboards, light switches, and communications devices will be sanitized by the staff and or students. Staff are to also keep track of any communal items in the classroom that will require cleaning.
- Students will be asked to wipe down their desks before and after they enter, leave, eat and as needed throughout the day.
- Washroom doors, sinks, stair railings and other high contact areas will be sanitized once throughout the day or as needed.
- Each class will be equipped with a disinfectant spray bottle and paper towels etc. These must be stored 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.*

## 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, is posted on the school website and Google Classrooms as well as in the front office.
- 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.
- 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.
- The Joint Occupational Health and Safety Committee will work with staff to ensure that workers know how to raise safety concerns.
- Parents and caregivers have received notice that their children 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 may be refused entry. If they must enter then they will complete a daily health check and leave their name and phone number.
- Parents and caregivers are informed about what we are doing in our educational setting regarding taking extra precautions.
- Any new information relating to COVID-19 in our workplace will be made available to staff, students and parents using email, REMIND, school website or Google Classroom.

The Following Documents/websites are to be reviewed regularly.

COVID 19 Operational Guidelines for School Districts and Independent School Authorities Supporting the K-12 Education Response to COVID-19 in B.C. <https://www.openschool.bc.ca/covidguidelines/>

Provincial COVID-19 Health & Safety Guidelines for K-12 Settings Updated August 28, 2020 – Updates are highlighted in yellow <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

CISVA <https://cisva.bc.ca/>

## DOCUMENTATION AND TRAINING

- Staff will or have received training 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.

## 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 Sorochnik 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, the Joint Occupational Health and Safety Committee will be involved.

## MANAGING RISKS

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

- Safety Plan in place
- Training staff
- Orientation with students (September 10<sup>th</sup>)
- 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 where they can wait comfortably. The student is to be supervised and cared for, when separated.
- Provide the student/staff with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. Provide a non-medical mask to the student/staff (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Contact the student's parent or caregiver to pick them up as soon as possible. Make arrangements for ill staff or student to immediately go home.
- Parents or caregivers must pick up their child/staff as soon as possible if they are notified their child/staff is ill.
- 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.
- Once the student/staff is picked up, practice diligent hand hygiene.
- Encourage the student/staff to seek assessment by a health-care provider. Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.
- 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.
- Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- 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).

# FIVE STAGES FRAMEWORK FOR K-12 EDUCATION



<p><b>STAGE 1</b> IN-CLASS</p>	<p><b>COHORT SIZE</b></p> <ul style="list-style-type: none"> <li>• Elementary: No limit</li> <li>• Middle: No limit</li> <li>• Secondary: No limit</li> </ul>	<p><b>DENSITY TARGETS</b></p> <p>Not applicable</p>	<p><b>IN-CLASS INSTRUCTION:</b></p> <p>Full-time all students, all grades.</p>
<p><b>STAGE 2</b> IN-CLASS</p>	<p><b>COHORT SIZE</b></p> <ul style="list-style-type: none"> <li>• Elementary: 60</li> <li>• Middle: 60</li> <li>• Secondary: 120</li> </ul>	<p><b>DENSITY TARGETS</b></p> <p>Not applicable</p>	<p><b>IN-CLASS INSTRUCTION:</b></p> <p>Full-time instruction for all students for the maximum instructional time possible within cohort limits.</p> <p>Self-directed learning supplements in-class instruction, if required.</p>
<p><b>STAGE 3</b> HYBRID</p>	<p><b>COHORT SIZE</b></p> <ul style="list-style-type: none"> <li>• Elementary: 30</li> <li>• Middle: 30</li> <li>• Secondary: 60</li> </ul>	<p><b>DENSITY TARGETS</b></p> <p>50% for all schools</p>	<p><b>IN-CLASS INSTRUCTION:</b></p> <p>Full-time instruction for:</p> <ul style="list-style-type: none"> <li>• children of essential service workers</li> <li>• students with disabilities/diverse abilities</li> <li>• students who require additional supports</li> </ul> <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>
<p><b>STAGE 4</b> HYBRID</p>	<p><b>COHORT SIZE</b></p> <ul style="list-style-type: none"> <li>• Elementary: 30</li> <li>• Middle: 30</li> <li>• Secondary: 30</li> </ul>	<p><b>DENSITY TARGETS</b></p> <p>25% for all schools</p>	<p><b>IN-CLASS INSTRUCTION:</b></p> <p>Full-time instruction for:</p> <ul style="list-style-type: none"> <li>• children of essential service workers</li> <li>• students with disabilities/diverse abilities</li> <li>• students who require additional supports</li> </ul> <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>
<p><b>STAGE 5</b> REMOTE</p>	<p><b>COHORT SIZE</b></p> <ul style="list-style-type: none"> <li>• Elementary: 0</li> <li>• Middle: 0</li> <li>• Secondary: 0</li> </ul>	<p><b>DENSITY TARGETS</b></p> <p>0% for all schools</p>	<p><b>IN-CLASS INSTRUCTION:</b></p> <p>Suspend in-class instruction for all students</p> <p>Self-directed and remote learning in place of in-class instruction.</p>



## Daily Health Check Resource

# 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

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

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

worksafebc.com

**WORK SAFE BC**

Does your child have any of the following symptoms?

- ☐ Fever (>37.5degC)
- ☐ Chills or sweats
- ☐ Headache
- ☐ Running or stuffy nose
- ☐ Sore throat
- ☐ Aching muscles
- ☐ Cough or worsening cough
- ☐ Body ache
- ☐ Fatigue
- ☐ Shortness of breath
- ☐ Chest infection
- ☐ Loss of sense of smell or taste

*If yes, then your child must stay at home for a period of 10 days after the onset of symptoms.*

- *Once symptoms have resolved fully your child may return to the child care centre.*

*Call 8-1-1 or your health provider for more information*

*Has your child, or anyone in your household, had close contact with someone who has had a possible exposure to the COVID-19 virus?*

- ☐ Yes  
☐ No

*Has your child travelled to any countries outside of Canada, including the US (United States), within the last 14 days?*

- ☐ Yes  
☐ No

**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 health and safety

## Selecting and using masks in non-health care settings

The most effective ways to prevent the spread of COVID-19 infection include having sick workers stay at home, physical distancing, handwashing, and cleaning and disinfecting work areas. Employers should only consider using masks as an additional control measure if physical distancing is not possible and workers are in close, prolonged contact with others.

This document provides guidance on using masks and single-use respirators in non-health care settings. For health care settings, refer to the [BC Centre for Disease Control](#).

### How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads between humans through direct contact with an infected person or 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.

### Should your workers use masks in the workplace?

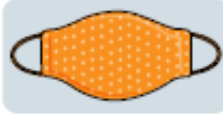
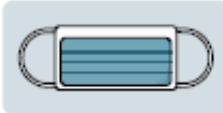
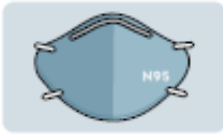
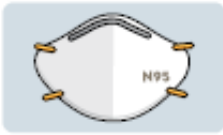
Some regulated industries or industry associations may recommend or require the use of certified medical masks or single-use respirators to protect workers against chemical, physical, or biological hazards, including COVID-19.

As an employer, you need to understand the limitations of masks as a protective measure. If masks are recommended, you must ensure

they are selected and used appropriately. If your workers are wearing masks, ensure they are aware of the following:

- Make sure you know how to wear your mask. Follow manufacturer or industry specifications and directions.
- Don't wear masks below the nose or chin. This can increase the risk of exposure.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination. Disposable masks cannot be laundered.
- Practise good hygiene even if you're wearing a mask. Don't remove your mask to cough or sneeze. After coughing or sneezing, wash your hands. Don't touch your eyes, nose, or mouth.

## Types of masks and their use in non-health care settings

Type	Use
<b>Cloth or non-medical masks</b> 	<ul style="list-style-type: none"> <li>• May offer some level of protection by preventing the spread of droplets from the wearer to others around them.</li> <li>• Not a proven method of protection for the wearer because they may not prevent the inhalation of droplets.</li> <li>• May be considered by employers for use by workers or customers as a protective measure when physical distancing is not practical or feasible.</li> <li>• Should never be relied upon as a sole protective measure.</li> </ul>
<b>Medical masks</b> 	<ul style="list-style-type: none"> <li>• Medical masks (also known as procedure or surgical masks) are used by health care workers for direct patient care where physical distancing can't be maintained.</li> <li>• May be used in other jobs where there's a risk of exposure to blood or bodily fluids.</li> <li>• When worn properly, can protect the wearer and others around them against droplets.</li> <li>• Are single-use items that are not designed to be cleaned and reused.</li> <li>• There is a variety of certified medical mask types, some of which may be difficult to source because of supply limitations.</li> </ul>
<b>Medical N95 respirators</b> 	<ul style="list-style-type: none"> <li>• Used primarily by health care workers where there is significant risk of exposure to very small airborne particles and aerosols.</li> <li>• Offer protection from droplets and splashes.</li> <li>• Most often used during and after aerosol-generating procedures performed on patients infected with COVID-19 or other infectious agents.</li> <li>• Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the Occupational Health and Safety (OHS) Regulation.</li> <li>• Should not be used by non-health care workers.</li> </ul>
<b>Industrial N95 respirators</b> 	<ul style="list-style-type: none"> <li>• Used primarily in non-medical settings to protect workers from inhaling dust, fumes, and other hazardous aerosols.</li> <li>• When worn properly, can protect the wearer against droplets. If the respirator has a valve, droplets could be spread through the valve, so may not protect others.</li> <li>• Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the OHS Regulation.</li> </ul>

### Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a healthy and safe province. As COVID-19 restrictions are lifted and more

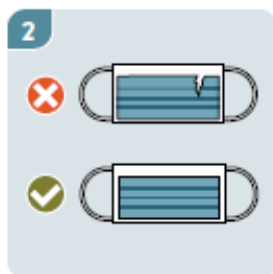
businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit [worksafebc.com](https://worksafebc.com).

Revised June 2020

## 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.

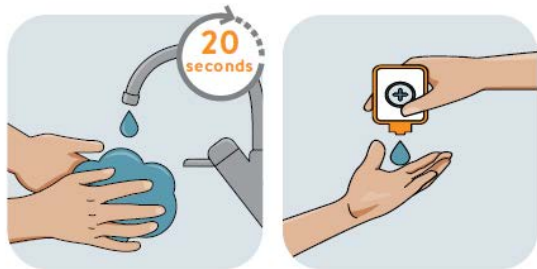


4  
Wash your hands. If required, follow the procedure for putting on a new mask.

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



## 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.



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

Or



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



Clean hands with alcohol-based hand sanitizer.

Or

## Coronavirus COVID-19



# Play safe!

## It's ok to play on playgrounds



**Wash hands with soap and water before and after playing (or using the playground) or use hand sanitizer**



**Don't share toys or equipment with other kids outside your family**

**Avoid crowded playgrounds and minimize physical contact between kids**

**Adults should keep 2 metres apart**

**2m**



**Playgrounds may not be cleaned or disinfected**

Learn more at [bccdc.ca/COVID19](https://bccdc.ca/COVID19)

June 1, 2020

# Roles and Responsibilities

## Employer (CISVA)

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

## Supervisors (principals and vice principals)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

## Workers (teachers, education assistants, support staff and outside contractors)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.