

# St. Joseph's School Safety Plan

Stage 2 Restart

August 26, 2020

Revised March 30, 2021



### **Step 1: Assess the Risks in the Workplace**

- We have identified locations in the school where people gather for diverse purposes
  - Classrooms
  - Staff room
  - Photocopy room
  - School office
  - Student washrooms
  - Gymnasium
- We have identified situations in which people may be closer together and for which modifications will be made
  - School office
  - Photocopy room
  - Individualized support from an Education Assistant
- We have identified common tools that are shared among people
  - Photocopier
  - Laminator
  - staff room items: kettle, coffee maker, utensils, refrigerator, dishwasher
  - classroom supplies for student use
  - classroom toys/games
  - gym equipment
  - outdoor play equipment/toys
  - classroom manipulatives touched by multiple students
- We have identified high-touch surfaces in the school
  - Photocopier
  - Door handles
  - Handrails
  - Toilet flushers
  - Toilet stall doors/locks
  - Faucets
  - Staff room items: microwave, toaster, refrigerator, dishwasher handle, door handles, cupboard door pulls
  - Water fountains
  - Playground structure

### **Step 2: Implement Protocols to Reduce the Risks**

Protocols pertaining directly to K-12 schools:

#### Restricting Access to Schools

- 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.

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. 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 exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Parents and caregivers will be supplied with a checklist (Appendix B from the BCCDC) which they will use on a daily basis to assess their children before bringing them to school.
- Parents and caregivers have been informed of the Healthcheck App and the “When to get tested for COVID” information sheet
- Parents/caregivers need to maintain physical distance and avoid crowding while on school grounds, including outside
- All visitors must wear a mask when they are inside the school. Parents/caregivers are asked only to come into the school for office business (e.g. tuition payments)
- Visitors entering the school will be prioritized to those supporting activities that are of benefit to student learning and wellbeing.
- Visitors will follow the protocols established by the school. (e.g., maintaining physical distance, requirement to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways, or whenever physical distancing cannot be maintained.)
- All visitors will confirm in writing that they have completed the requirements of a daily health check before entering. They are reminded that they must: stay home and self-isolate if they have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak. They must seek assessment by a health-care provider and self-isolate while they await the results if they have cold, influenza, or COVID-19-like symptoms. Appropriate signage is posted on the front door.
- The school office will keep a list of the date, names, and contact information for all visitors who enter the school.
- The school will not provide notification to staff or students’ families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.
- The school will notify the local medical health officer if student/staff absenteeism exceeds 10% of regular attendance

#### Administrative Areas

- Parents and guardians are not permitted to enter the school unless they are doing business at the school office (tuition payment, etc.)
- Parent inquiries need to be made via telephone or email.
- Stop signs are posted at the door of the office so that parents/caregivers will wait for admittance to the office area; only one person will be permitted in the office area at one time
- The hallway outside the office is marked off at two-metre intervals to indicate physical distancing requirements (for lining up).
- A plastic barrier has been installed at the front office desk for the safety of the office staff

- There are markings on the floor in the office to indicate appropriate physical distances

## Student Management and Hygiene

### Hygiene

- Hand sanitizing stations are located throughout the school, including the front hall and in common areas.
- Portable hand washing stations are available in addition to existing sinks.
- Students must wash their hands or use hand sanitizer at regular intervals. At a minimum, students must clean their hands:
  - When they arrive at school and before they go home
  - Before and after any breaks (e.g. recess, lunch)
  - Before and after eating and drinking
  - After using the toilet
  - After sneezing or coughing into hands or tissue
  - After handling any common resources
  - Whenever hands are visibly dirty
  - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Teachers will instruct students on the proper hand-washing techniques and the procedures for using hand sanitizer correctly. Staff will support younger students.
- Students will use proper cough and sneeze etiquette:
  - Cough or sneeze into elbow or sleeve, not hands. Avoid touching the face with hands.  
OR
  - Cover mouth and nose with a tissue. Put the used tissue in the wastebasket
  - Wash hands with soap and warm water for 20 seconds OR
  - Clean hands with an alcohol-based hand sanitizer.
- Students will not share food. No prepared food will be provided for students by staff members.
- Students are encouraged to bring their own lunches to school. Any parent-provided food (for individual students) will be placed on a designated table that has been freshly sanitized and labelled "Incoming Food"
- No outside food may be brought in to be given to students (e.g. for birthdays, etc.)
- No food or utensils will be given to the students. In the event that a student does not have lunch, a staff member will sanitize the outside of a pre-packaged item and give it to the student.
- Drinking fountains will be closed; water bottle re-filling stations will be accessible to students and staff. Students will use taps that are generally designated for drinking water use (e.g. not washroom sinks).
- Students and staff will be encouraged to bring only necessary items to school; items may not be shared between students; student belongings must be labelled
- Students are not required to wear masks. It is a choice made by the parents/caregivers and their choice will be respected.
- Students will have access to the school playground. They will practice hand hygiene before and after play. Contact between students will be minimized on the playground. Students will be on playground in their learning groups.

- There will be no crowding or congregating of people, including when masks are in use
- Classroom windows and doors will remain open as much as possible to support air circulation
- Field trips will be suspended at this time
- Students in the afterschool club will not have access to the shared items. They will need to bring their own playthings to use. Individual activities and games that can be played with physical distance will be employed. Students may interact within their cohorts.
- If a student develops symptoms while at school:
  - The student will be removed to the front hall of the school under supervision
  - Student and the supervising staff member will put on a mask and maintain physical distance
  - School secretary or bookkeeper will contact the student's parent or caregiver to notify them that their child has shown symptoms of illness and must be picked up from school immediately. Office staff will encourage the student/staff to seek assessment by a health-care provider and request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.
  - Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
  - School principal will contact 811 to inform public health and request guidance for follow-up procedures
  - Avoid touching the student's body fluids (mucous, saliva). If this occurs, staff member practices diligent hand hygiene immediately
  - Once the student is picked up from the school, all staff members who came into contact with the student (even at appropriate physical distance) must practice diligent hand hygiene
  - Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by him or her (e.g., classroom, bathroom, common areas).
  - Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

### Physical distancing

- Students will be divided into learning groups which will not exceed 60 people. Staff members will be assigned to learning groups as well, including classroom teachers and Education Assistants.
- People within a learning group will refrain from touching one another
- People who are interacting with those outside of their learning groups will maintain a 2metre distance; these interactions will be kept to an absolute minimum
- Specialist/itinerant teachers will maintain 2 metre distance from students as they teach across learning groups. Masks are to be worn by specialist teachers in the classrooms. Face shields may be worn as well.
- Parents and caregivers need to remain outside of the school to drop off and pick up their children. Parents are requested to pick up their children promptly after school and to leave the school grounds. Parents must maintain physical distance outside.

- All will avoid close greetings such as hugs or handshakes
- Staff members will remind students to keep their hands to themselves
- Staff members will teach students in such a way as to keep them physically distanced from one another
- Staff members will teach outside whenever possible
- Extraneous furniture has been removed from classrooms and desks have been re-configured to maximize the distances between students; students will not be placed face-to-face
- Teachers will incorporate more individualized activities or activities that encourage more space between students
- Students will be offered items to encourage individual play and that can be easily cleaned and reduce hand to hand contact and cross-contamination
- “teacher zones” have been marked off in each classroom with tape on the floor and signage
- Students will not have access to soft items that cannot be disinfected (carpet, cushions, soft chairs, etc.)
- Hallways are marked off at two metre intervals with tape to facilitate physical distancing
- Hallways are marked with arrows to facilitate physical distancing.
- Stairways are uni-directional indicated by signage and arrows
- Physical distancing reminders are posted throughout the school.
- When the students are transitioning between learning areas throughout the school, there are directional arrows and enough room for the students to pass in the hallways without physical contact.
- Drop-off and pick-up of students will be staggered and will occur during specific windows of time. The front door will be propped open and a supervisor will be on duty. Students will proceed directly to their classrooms upon arrival at school and will go directly home after school. Parents are reminded to take their children home as soon as they pick them up.
- Pick-up will occur at designated doors, according to the proximity to classrooms.
- Recess and lunch breaks will be staggered to allow wider play areas in the playground and division according to learning groups.
- Line-up “wait” signs are posted on the floor to line up for student washrooms
- “wait” signs are posted on the stairways to indicate physical distancing
- Weekly assemblies will take place virtually; all other gatherings will be suspended; parent meetings, including meet the teacher night, will be virtual
- Extracurricular activities including sports, arts, or special interest clubs will only occur if physical distance can be maintained between members of different cohorts and reduced physical contact will be practiced by those within the same cohort.
- Inter-school events including competitions, tournaments and festivals, will not occur at this time.

### Cohorts

- A cohort is a group of students and staff who remain together throughout a school term. Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

- Students will be divided into cohorts that will not exceed 60 people; teachers/staff will be divided between cohorts. Learning cohorts do not interact indoors.
- The principal will determine the composition of the cohorts, which will remain consistent for all the activities of the school day, including but not limited to learning and breaks
- Within the cohort, minimized physical contact will be encouraged but a 2 metre physical distance does not need to be maintained. Students will be reminded regularly to avoid physical contact.
- Cohort composition will remain static throughout each term, with the view to maintaining the cohorts for the entire school year. A cohort may be changed outside of that only where it is required to support optimal school function, which may include learning, operational, or student health and safety considerations.
- Classroom seating arrangements will remain constant throughout each term.
- Principal will maintain updated lists and contact information of all members of a cohort to share with public health should contact tracing need to occur. Itinerant teachers who have contact with different cohorts are included on these lists.
- Before and after school, students may want to socialize with peers in different cohorts. Students may socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance. These interactions will be kept to a minimum.
- Students from different cohorts may be required to be together to receive beneficial social supports, programs, or services (e.g., after school club). Cohorts and physical distances will be maintained as much as possible in these situations while still ensuring the support, program, or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.
- In afterschool club, students will be grouped according to their cohorts and a 2 metre distance between cohorts will be maintained.

### Safety for Staff

#### PPE

All K-7 staff are required to wear a mask or a face shield (with a mask) in schools – both within and outside of their learning group, except when:

- Sitting in (or standing at) their seat or desk/workstation in a classroom or learning space
- There is a barrier in place
- Eating or drinking
- Outdoors
- All students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group. Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
- EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS: The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances: • to a person who cannot tolerate wearing a mask for health or behavioural reasons; • to a person who is unable to put on or remove a mask without the assistance of another person; • if the

mask is removed temporarily for the purposes of identifying the person wearing it; • if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.); • if a person is eating or drinking; • if a person is behind a barrier; or • while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important. Schools must not require a health- staff, students or visitors cannot wear a mask. No student should be prevented from attending or fully participating at school if they do not wear a mask. See the Supportive School Environments section for more information.

### Physical distancing

- Occupancy signs mark the number of occupants allowed in different areas at one time. These include: photocopy room, staff room, student washrooms. Staff may eat outdoors if they so choose.
- Breaks will be staggered for the students and staff in order to facilitate the safe use of the staff room.
- Appropriate distances are marked on the floor of the staff room and office area. Staff will seek to reduce the number of close, face-to-face interactions with one another, even if wearing a non-medical mask.
- Staff are instructed through the training session and the safety plan that they need to refrain from close contact (within two metres) of one another and of students who are outside of their learning groups and may not greet others by hugging or shaking hands.
- Staff members will be trained on the protocols and will be given a checklist (Appendix B from the BCCDC) which they will use to assess themselves before entering the school each day.
- Staff members will initial the form to indicate that they have completed their personal health assessment each day.
- Extraneous furniture has been removed from classrooms and desks have been re-configured to maximize the distances between students and teacher
- Hallways are marked off at two metre intervals with tape.
- Hallways are marked off with arrows to facilitate physical distancing.
- Stairways are uni-directional
- Physical distancing reminders are posted throughout the school.
- “teacher zones” are marked off in each classroom with tape on the floor and signage
- Specialist/itinerant teachers will maintain 2 metre distance from students as they teach across learning groups. Masks are to be worn by specialist teachers in the classrooms. Face shields may be worn as well.
- School gatherings will occur only within individual learning groups. Learning groups do not interact indoors.
- Line-up “wait” signs are posted on the floor to line up for student washrooms
- “wait” signs are posted on the stairways to indicate physical distancing
- Staff are trained on the protocols and will receive the safety plan. A health and safety meeting will be held on the first day the staff members return to the school

## School Gatherings and Events

School gatherings, such as weekly assemblies, will be held virtually. Separate learning groups will not gather indoors together. Staff meetings will be held in the school gym with the doors open and with two-metre distances between participants. The length of the meeting will be minimized. Professional development opportunities will be held virtually whenever possible.

Staff will practice physical distancing of two metres wherever possible. All staff members are required to wear masks throughout the school, unless eating or drinking.

## Hygiene

- Staff members need to remain on-site for breaks
- Hand sanitizer is available at the front door and throughout the school (classrooms, common areas)
- Soap and paper towels are available at each sink.
- Additional handwashing stations have been provided.
- Handwashing policies will be reviewed at health and safety meeting
- Handwashing and hygiene signage is posted at each sink and throughout the school.
- Staff members are expected to wash their hands regularly. At the very least, they must wash hands:
  - When they arrive at school and before they go home
  - Before and after any breaks (e.g. recess, lunch)
  - Before handling food or assisting children with eating
  - Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom)
  - Before and after eating and drinking
  - 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
  - After removing gloves
  - After handling garbage
  - Whenever hands are visibly dirty
- Staff members will use proper cough and sneeze etiquette:
  - Cough or sneeze into elbow or sleeve, not hands. Avoid touching the face with hands.  
OR
  - Cover mouth and nose with a tissue. Put the used tissue in the wastebasket
  - Wash hands with soap and warm water for 20 seconds OR
  - Clean hands with an alcohol-based hand sanitizer.

## Use of personal protective equipment (PPE)

- All students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group. Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
- Non-medical masks are required for staff in high traffic areas and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.
- Each staff member will be given two re-useable masks for his or her own use. Worksafe BC procedure for the safe use of a mask will be distributed to each staff member. Face shields will be provided for staff members.
- Students and staff will be required to wear face masks if they use public transit to get to and from school
- Staff members will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). They will wash hands before wearing and after removing gloves.
- Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer. Face shields should not be worn in place of non-medical masks.
- When staff are working with a student indoors, staff are required to wear a non-medical mask, a face covering or a face shield.
- In situations in which physical distancing cannot be maintained, the staff will work with the parent/caregiver to determine the need for the student to wear PPE
- **EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS:** The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances: • to a person who cannot tolerate wearing a mask for health or behavioural reasons; • to a person who is unable to put on or remove a mask without the assistance of another person; • if the mask is removed temporarily for the purposes of identifying the person wearing it; • if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.); • if a person is eating or drinking; • if a person is behind a barrier; or • while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important. Schools must not require a health- staff, students or visitors cannot wear a mask. No student should be prevented from attending or fully participating at school if they do not wear a mask. See the Supportive School Environments section for more information.

## Students with medical complexity, immune suppression and/or receiving delegated care

- Managing students with medical complexities, immune suppression, or who are receiving delegated care may require those providing health services (e.g., staff providing delegated care or other health

care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. In community-based clinical settings where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for routine practices is not required. The same guidance is applicable to those providing health services in schools.

- If a person providing health services determines the need for additional PPE following a point-of-care risk assessment, it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g., children with immune suppression), particularly those who work at multiple sites.
- Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. They are encouraged to work with those organizations directly to confirm what PPE is recommended for the services they provide in school settings.
- No health services will be provided to a student in school who is exhibiting any symptoms of COVID-19 (beyond those detailed if a student develops symptoms at school in [BC CDC guidelines](#)).
- Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk.
- Students who have immune suppression issues will consult with their medical professional to discern the safety of the child's in-school attendance. With the guidance of health care professionals and the BCCDC guidelines, the school will address these issues on a case by case basis.

### Cleaning and Sanitizing

- The school is cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings. Cleaning practices are in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings
- The school's cleaning policy focusses on high-traffic areas and high-contact surfaces such as doors, cabinet handles, stair railings, washrooms, school office, photocopy room, staff room, light switches, common telephones, water bottle filling station
- High-touch surfaces will be cleaned a minimum of twice each day (after recess breaks and after lunch breaks), with extra cleanings as necessary throughout the day. Disinfectant and paper towels are available in the photocopy room and staff room for individuals to use after they have used the equipment.
- General cleaning and disinfecting of the school will take place once each day, in the evening, after students and staff have left the building.
- Disinfectant and single-use paper towels are located in the following areas: photocopy room, staff room, school office, staff washroom, individual classrooms, gymnasium, Learning Commons.
- Staff are trained on the procedure for disinfecting the surfaces that they have touched in the staff room after use.
- The students will not share school supplies. Individual manipulatives or items that have been touched will be disinfected before being stored away
- Students are required to practice hand hygiene before and after using shared objects and upon changing learning areas (e.g. gym, learning commons, etc.)

- Shared equipment in the staff room, such as coffee maker and kettle, are used at the discretion of staff members. They must be sanitized after each use. Appropriate signage is posted in the staff room.
- Garbage bins will be emptied daily. Kitchen waste will be put into the garbage and not the compost bins. Recyclables will be taken home for disposal.
- Cot will be used only in a dire emergency and will be supplied with single-use sheets and pillow cases. These will be disposed of after each person.
- Our school custodian has been informed of the Worksafe BC protocols and is trained in cleaning and disinfecting practices.
- No additional cleaning and disinfecting procedures are required when different learning groups use the same space or when the composition of a learning group changes at the end of a school term, beyond the cleaning and disinfecting procedures that are normally implemented, and the guidelines outlined above

#### Interacting with cohorts

- The school will minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy, and safe environment.
- Those outside of a cohort must practice physical distance when interacting with the cohort. Teachers may teach more than one cohort, but must wear a face covering and maintain physical distance of 2metres
- Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.
- Staff not assigned to a single cohort will practice physical distancing as much as possible when interacting with each cohort. Specialist staff will wear face masks when interacting with each cohort.

#### Food Services

- Food will not be prepared within the school for consumption by staff or students.
- The hot lunch program will be suspended until further notice.
- Homemade food items or other food items will not be permitted for distribution to the students (e.g. for birthdays, etc.)
- Staff members will continue to emphasize that food and beverages must not be shared.

#### Emergency and Evacuation Drills

The school will continue to practice emergency and evacuation drills, including the six required annual fire drills. We have modified the current drill procedures to adhere to health and safety guidelines. The classes will spread out at the muster point (Clark Park). Lockdown drills are practiced in the classrooms if appropriate distancing can be accomplished in the classroom. Otherwise, the procedure is reviewed and the drill is conducted without having the students break the distancing requirement.

In the event of an actual emergency, emergency procedures will take precedence over COVID-19 preventive measures.

### Music

Music classes continue to be held. The music teacher wears a mask at all times and maintains a distance of 2m between herself and the students. The students are appropriately spaced when singing. There is an emphasis on instruments (percussion; not wind) in lieu of singing. Singing will take place outside as much as possible. Shared equipment (such as Orff instruments, mallets, etc.) is sanitized after every use. Students are assigned an instrument to use repeatedly where possible (e.g. ukuleles).

K-12 staff and students in Grades 4 to 12 must wear masks when indoors. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.

### Physical and Health Education

PE classes take place outside whenever possible. When students are in the gym, the outside doors are open. The PE teacher wears a mask during class in addition to maintaining a 2m distance from the students as much as possible. Activities are structured to promote distancing; those which do not involve prolonged physical contact are used. Only one class attends PE at a time. Shared equipment is sanitized after use. Students engage in hand hygiene before and after class.

K-12 staff are required to wear masks during PHE/outdoor program classes when they are indoors and a barrier is not present.

For students in Grades 4 to 12, PHE and outdoor programs can proceed in alignment with the guidance above and the following additional requirements:

#### **HIGH INTENSITY PHYSICAL ACTIVITIES**

- For high intensity stationary physical activities (e.g. exercise bike, weightlifting), people and equipment need to be spaced 2 metres apart if indoors, including for those within the same learning group. If 2 metre spacing is not available, and the activity cannot be moved outdoors, then the activity must not take place and a different activity should be selected.
- Masks cannot replace the need for 2 metres between students and/or fitness equipment during high intensity stationary activities indoors.
- For high intensity physical activities that involve movement (e.g. basketball, soccer), indoors or outdoors: ▪ Students within the same learning group are not required to maintain physical distancing, but the activity must be delivered in a way that reduces the likelihood of physical contact beyond a brief moment.
- Students from different learning groups are required to maintain physical distancing (2M).

Wearing masks during high-intensity physical activity (stationary or with movement, indoor or LOW INTENSITY PHYSICAL ACTIVITIES) o For low intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors and a barrier is not present.

### Extra-curricular activities

Athletic activities are maintained within learning groups only. High intensity sports with high potential for physical contact do not take place. Other clubs/activities take place within the learning groups and students gather with appropriate distances.

### **Step 3: Develop Policies**

#### COVID-19 Sick Policy:

As part of the infection prevention and exposure control measures to create a safe environment for staff and students, the following measures are in place to reduce the transmission of COVID-19:

Students and staff must stay at home when they are required to self-isolate.

The following students, staff or other adults **must stay home and self-isolate**:

- A person confirmed by the health authority as testing positive for COVID-19; or
- A person confirmed by the health authority as a close contact of a confirmed case of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test result.

Staff and other adults can refer to the BCCDC's 'When to get tested for COVID-19'

Parents and caregivers must use the BCCDC checklist or the HealthCheck app to assess their children daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.

Parents and caregivers must pick up their child as soon as possible if they are notified their child is ill.

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school using the BCCDC checklist
- School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
- Students or staff may still attend school if a member of their household has cold, influenza or COVID-10-like symptoms provided that student or staff member is asymptomatic. It is expected that the symptomatic household member is seeking assessment by a health care provider in this case.
- Students or staff who experience seasonal allergies or other COVID-19-like symptoms related to an existing condition can attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health care provider.

School Administrators must:

- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school using the BCCDC checklist provided
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
- Prevent staff and students who are ill, including children of essential service workers, from being permitted to attend school.
- Advise parents to contact 8-1-1 or the local public health unit to seek further input, as necessary.
- Advise parents whose children exhibit symptoms of COVID-19 to seek the support of a medical professional

*Note: There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.*

If a student develops symptoms at home:

- Parents or caregivers must keep their child at home.
- The student must self-isolate for 14 days from the onset of symptoms AND until symptoms resolve, whichever is longer.

If a student develops symptoms at school, staff must take the following steps:

- Immediately separate the symptomatic student from others in a supervised area and place a mask on the student (if tolerated).
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Advise parents whose children exhibit symptoms of COVID-19 to seek the support of a medical professional to ascertain the next steps to follow
- 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.
- Provide the student 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 body fluids (e.g. mucous, saliva). If this occurs, staff member must practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (classroom, washroom, common areas).
- If the student is severely ill (e.g. difficulty breathing, chest pain), 911 is called.

*\*\*\*Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.*

If staff develops symptoms at home:

- Staff must be excluded from work and stay home.
- Staff must self-isolate for 14 days from the onset of symptoms AND until symptoms resolve, whichever is longer.

If staff develops symptoms at work, staff should go home as soon as possible.

- Symptomatic staff should separate themselves into an area away from others.
- Maintain a distance of 2 metres from others.
- Use a mask to cover their nose and mouth while they wait to be picked up.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (classroom, washroom, common areas)
- If concerned, contact 811 or the local public health unit to seek further input.
- If the staff member is severely ill (e.g. difficulty breathing, chest pain), 911 is called.

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have improved (i.e. only mild symptoms remain like a sustained cough or an occasionally runny nose). A doctor's note is not required for students or staff to return to school.

If a health assessment recommends testing to exclude COVID-19, students and staff who have been tested must stay home while awaiting their test results.

Students and staff with symptoms who have had COVID-19 excluded should not return to school until their symptoms have improved and they feel well enough.

If a student or staff member tests positive for COVID-19, the health authority will provide further instructions to the student or staff member on when they can return to school.

Individuals who have travelled out of the country must self-isolate for 14 days.

Protocol in the Event of a Confirmed COVID-19 Case in a School (*COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases - BC Ministry of Education, Updated September 11, 2020*)

If a student, staff or other individual who has been in a school is a confirmed case of COVID-19 through testing or investigation (i.e. case finding), the local health authority will initiate contact tracing to determine how they were infected and who else may have been at risk of infection.

If there was a potential exposure at a school (i.e. the confirmed case attended school when they may have been potentially infectious), the health authority will work with the school administrator to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed and should monitor for symptoms or self-isolate.

If there was no potential exposure at the school (i.e. the confirmed case did not attend school when they may have been potentially infectious), the health authority will not notify the school administrator.

Self-isolation and Additional Measures

Students and staff must stay at home when they are required to self-isolate.

The following students, staff or other adults **must stay home and self-isolate**:

- A person confirmed by the health authority as testing positive for COVID-19; or
  - A person confirmed by the health authority as a close contact of a confirmed case of COVID-19;
- or

- A person who has travelled outside of Canada in the last 14 days

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test result.

An exposure occurs when a person attends school when they may have been potentially infectious with COVID-19 and there is a risk of transmission to others. If there was a potential exposure at a school, public health will work with the school to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed.

Public health will notify by phone or letter everyone who they determine may have been exposed, including if any follow-up actions are recommended. Those who public health determines are close contacts will be advised to self-isolate. Those who public health determines are not close contact but may still have been exposed may be advised to self-monitor for symptoms.

Once those who may have been exposed have been directly notified, regional health authorities post a notification on their website that details the school and dates a person attended when they may have been infectious. In some regions, this exposure notification is also provided by letter to the school community; this is determined at a regional level.

School administrators or staff should not provide notifications to staff or students' families about potential or confirmed COVID-19 cases unless the school administrator is directed to do so by the school medical health officer.

Health authority staff will identify and directly notify close contacts of a confirmed case who are required to self-isolate. Health authorities ensure those required to self-isolate have access to health-care providers and that other appropriate supports are in place.

Students and staff are only required to self-isolate if directed to do so by health authority staff – this includes members of the learning group of the confirmed case.

School administrators should ensure the necessary plans are in place to support continuity of learning for students who are required to self-isolate. School authorities should also have contingency plans in place to arrange coverage for staff who are required to self-isolate.

Other people who are not identified as close contacts of a confirmed case, but who may have interacted with the confirmed case while they were infectious, may be advised by health authority staff to self-monitor for symptoms but can still attend school.

School medical officers may require additional measures to be taken which may include:

- Requesting students and staff to stay home until contact tracing has been completed
- Self-isolation of a learning group
- Additional cleaning/disinfecting requirements
- Temporary restrictions or modifications of certain school activities

School medical officers will consider similar measures, as outlined above, in the event of a school cluster. Only in exceptional circumstances would a school medical officer consider a school closure.

## Close Contacts of a Confirmed Case of COVID-19

If a health authority determines that a student or staff is a close contact of a confirmed case of COVID-19, they will be required to self-isolate. Only health authorities can determine who is a close contact.

School administrators will not be notified by the school medical officer if a student or staff is identified as a close contact of a confirmed case.

School administrators should ensure the necessary plans are in place to support continuity of learning for students who are required to self-isolate.

Depending on the circumstances, public health may determine that someone who was in contact with a confirmed case while they were infectious is at low risk of developing COVID-19. In this situation, the person may be asked to self-monitor for symptoms but will not be required to self-isolate. Individuals asked to self-monitor for symptoms may continue to attend school.

### Returning to School after Sickness

When a staff, student or other persons entering the school can return to school depends on the type of symptoms they experienced as outlined in the 'When to get tested for COVID-19' resource.

If based on their symptoms a test was not recommended, the person can return to school when their symptoms improve and they feel well enough.

If based on their symptoms a test is recommended, the person must stay home until they receive their test result.

- If the test is negative, they can return to school when symptoms improve and they feel well enough.
- If the test is positive, they must follow direction from public health on when they can return to school

Staff, students and parents/caregivers can also use the BC Self-Assessment Tool app, call 811 or their health-care provider for guidance.

## **Step 4: Develop Communication Plans and Training**

### Communication Strategies

- Staff are reminded that all health and safety measures that were in place prior to the pandemic remain in place.
- The school safety plan will be shared with the staff. Each staff member will receive a copy and the plan will be reviewed fully with a health and safety meeting on the first day they return to school. The staff will be able to ask questions throughout the meeting.
- A shared online document will be set up for staff to post questions that can be answered by the principal. All staff will have access to the document for their information.
- New information regarding the pandemic will be posted to the shared online document and on the common bulletin board in the staff room.
- At morning prayer, staff members will have the opportunity to hear new information and to raise questions or concerns.

- Parents have been informed in writing that they must keep their children at home if they are sick in any way. This information is posted on the front door and at the front office.
- Parents and caregivers are not permitted to enter the school unless they have specific business in the school office. They must wait outside for pick-up and drop-off.
- Parents will receive an electronic copy of the school safety plan. It will be posted on the school website. A hard copy of the school safety plan will be posted inside the front door of the school.
- Updates to the safety plan or the protocols will be posted on the school website.
- The school will provide consistent messages of reassurance to parents/caregivers to allay their fears and convey the ongoing safety measures that the school carries out on a daily basis
- Communication with parents and students will take place in a variety of forms: email, postings to the school website, video postings, etc.
- Dedicated COVID-19 sections will be placed on the school website, including Q&A.

Communications and Protecting Personal Privacy (*COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases - BC Ministry of Education, Updated September 11, 2020*)

School medical officers will play the lead role in determining if, when and how to communicate out information regarding a confirmed case to the school community. To protect personal privacy rights, health authorities will not disclose that a student or staff member is a confirmed case of COVID-19 unless there is reason to believe they may have been infectious when they attended school. In this case, the health authority will provide only the information required to support effective contact tracing and only to the school administrator or delegate.

Health authority staff will notify everyone who they determine may have been exposed, including if any follow-up actions are recommended. School medical officers will also work with the school administrator to determine if additional notifications are warranted.

To ensure personal privacy rights are maintained and that information provided is complete and correct, schools and school authorities should not provide any public statements or communications to staff or students' families about potential or confirmed COVID-19 cases unless they are directed to do so by the school medical officer or delegate. In these circumstances, communications must be reviewed by the school medical officer or delegate prior to release.

#### Documentation and Training

- staff members have been trained on:
  - The risk of exposure to COVID-19 and the signs and symptoms of the disease. Signage indicating the signs and symptoms are posted throughout the school.
  - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette. The safety plan has been communicated to staff members through a health and safety meeting and with a hard copy of the plan.
  - The staff member will report an exposure or symptoms directly to the principal, who will contact 811 and follow the procedures.
- Minutes of all meetings are emailed to staff members and are posted in the staff room.
- Exposure reports or first aid records are completed and filed in the school office.

- The dissemination of information regarding possible cases of COVID-19 will be done under the direction of the PHO.
- After the training session, staff members will sign off that they have received the training and understand the requirements of working at the school

#### **Step 5: Monitor the Workplace and Update Plans as Necessary**

- Principal monitors procedures on a daily basis by moving about the school regularly throughout the day.
- Staff members address concerns at morning prayer or at any time throughout the day with the principal.
- Concerns are addressed at staff meetings (regular or ad hoc) in order to update the necessary procedures to address changes in the daily routine, numbers of students, issues that arise, etc.
- Changes to procedures or protocols will be communicated in written form and electronic form, and addressed in additional training sessions.
- Parents will be updated in writing with changes to procedures or protocols that directly affect them or their children.

Records Management and Contact Tracing (*COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases - BC Ministry of Education, Updated September 11, 2020*)

In the event of a confirmed case of COVID-19 in the school, the health authority may request contact information for students, staff, volunteers and visitors to the school in order to support contact tracing activities. This information will be easily accessible by school administrators and able to be quickly provided to the health authority upon request.

The following records will be maintained for a period of at least 30 consecutive days:

- Student and staff attendance
- Class, learning group and seating assignments
- Current contact information for students, parents/caregivers and staff (names, emails, phone numbers)
- Attendance lists for onsite programs (e.g. Afterschool club)
- Visitor logs

#### **Safety Responsibilities by Role**

The principal will:

- Complete and submit the school safety plan; distribute it to staff and parents; post it on the school website
- Review the school safety plan in full at the training session
- Have the employees sign off that they have attended the training session and are aware of the policies/practices contained therein
- Ensure that minutes of this and all training sessions are kept and distributed accordingly to staff members
- Conduct observations to ensure that the policies and procedures of the safety plan are put into practice

- Ensure adequate sanitizing procedures are carried out twice each day with a general cleaning in the evenings
- Update the safety plan policies and procedures as directed by the Ministry of Health and the Ministry of Education
- Discern tasks that are non-essential to the students' education and defer them
- 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.
- Work with school medical officers to support contact tracing and additional measures required in the event of a confirmed cases/s of COVID-19 in the school community.
- Inform CISVA Superintendent's Office and the Ministry of Education in the event of a confirmed cases/s of COVID-19 in the school in a timely manner
- Continue to implement COVID-19 health and safety policies and procedures, including managing symptoms of illness among students and staff.

Teachers, Education Assistants, Support Staff will:

- Attend the training session at the beginning of September and all subsequent required training sessions
- Know the controls required to minimize their risk of exposure to COVID-19.
- 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.

The school custodian will:

- Maintain an inventory of cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to other custodial workers on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Direct the work in a manner that ensures the risk is minimized and adequately controlled.
- Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.
- Maintain communication and address concerns with school principal