



SAINT MARY'S ELEMENTARY SCHOOL

NURTURING THE HEART, MIND & SPIRIT

Health and Safety Plan

Updated: August 25, 2020

Introduction:

In accordance with the Ministry of Education's K-12 Restart Plan, beginning on **Thursday September 10**, St. Mary's School will be resuming K-7 in-class instruction. The 2020/21 school year will begin in Stage 2 of the K-12 Restart Plan with the goal of maximizing in-class instruction for all students within the revised public health guidelines.

Whenever possible, feasible and practical control measures in accordance with the order of the Provincial Health Officer, have been selected to provide the best/widest protection to all staff and students within the school community.

At present, symptoms currently associated with COVID-19 are similar to many common respiratory illnesses that may be circulating through schools. Key strategies to prevent and control respiratory viruses, including COVID-19, in schools and childcare settings are:

- For students and staff who are ill with fever and/or infectious respiratory symptoms to stay home from school/childcare
- The consistent practice of good respiratory etiquette and hand hygiene
- To ensure regular and routine environmental cleaning of the facility

This plan is posted at the school and also on the St. Mary's school website, and it has been communicated to parents. This information is based on the best evidence currently available and will be updated as new information becomes available.

I. Key Messages and Actions:

- An assessment of the risk at St. Mary's School (places people congregate, identifying jobs where people are in close proximity with one another, materials and equipment exchanged, surfaces often touched) completed by the Health and Safety Committee at school. There will be regular bi-monthly assessments by this team after school re-opens.

- Protocols addressing who can be at the school, how to address illness that arise at school and how staff and students can be kept safe in adjusted working conditions will be communicated.
- Protocols for maintaining physical distancing will be expected and monitored. When physical distancing cannot be maintained, staff and students would be expected to wear a mask and if needed gloves.
- The school will address cleaning and hygiene. This will include providing adequate hand-washing facilities, a policy for staff and students addressing hand-washing and cleaning protocols for all common areas and surfaces in the school.
- Communication plans and training to ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at St. Mary's.

1. Physical Building

- Signage to reinforce self-screening, hand hygiene, distancing and use of hallways, adjustments to entrance and exit practices, adjustments to the use of playgrounds and school grounds, signage in bathrooms and availability of hand sanitizer will be clearly posted within the school building.
- Ensure assigned washrooms for Learning Groups. An example would be lower washrooms designated for primary grades (K-3).
- Increase airflow and ventilation where climate allows (open windows and doors). Additional air purification systems will be installed in classrooms with few windows.

2. Recordkeeping

Classroom Teachers

- Prepare and submit to the office a list of students in each Learning Group along with a classroom seating chart. This will be shared with public health should contact tracing need to occur.

Office Staff

- Keep a list of the date, names and contact information for all visitors who enter the school.
- Keep a list of students who travel outside Canada during the 2020-21 school year.
- Monitoring school attendance to track student and/or staff absence and compare against usual absenteeism patterns at school.

3. Access to School Site

- Visitors, including parents will be limited or even prohibited from entering the school. Parents are not permitted to come during the school day to drop off lunches, supplies, etc., If parents/caregivers need to contact the school principal or their student's teachers, they will be directed to do so by phone or email. In-person visits should be for essential purposes and arranged in advance by appointment. Virtual appointments can be arranged in advance.

- Visitors must be aware of, and follow safety protocols; limited in their access to necessary spaces only; and will be asked to confirm they have completed the requirements of a daily health check before entering the school building.

4. Arrival Time and Procedure

- All staff will enter the building only through the main front doors of the school. Staff are to report to the office and sign in.
- Student drop-off times will be as follows: Students are to arrive beginning at 8:30 to 8:50 am. If students arrive earlier before the staff is present at the arrival locations, they are to remain in the car. The playground is closed, as we do not want children and parents socializing before or after school.

Please take note of the following **arrival locations** for grades:

Kindergarten, Grade 1 Der and Grade 2 can be brought to the gym doors at the front of the school with the remaining grades

Grade 1 Marino/Bevacqua students will go to their classroom door located outside their classroom (outside classroom door facing the cul-de-sac on Austrey St.)

Grades 3 will arrive through the Austrey Gate.

Grades 4M & Gr.4S will arrive through the Public Walkway Gate (East side of school)

Grades 6M & Gr.6P will arrive through the Main Gate (sliding gate) in the back playground

Grades 5 & 7 will arrive through the Main Gate (sliding gate) in the back playground

Before School Club arrivals will ring the bell for the LIBRARY at the main school door and a staff member will come down to escort your child up to the library.

A health screening will be conducted by staff at all arrival locations for students.

Students will wash/sanitize their hands before class begins.

5. Dismissal Time and Procedure

- Students will be dismissed at 3:00 p.m. Teachers will accompany their students to the assigned locations below. There will be pylons or markings indicating where grades will wait. Please take note of the following **locations for dismissal** of grades:

Kindergarten will leave at the front parking lot from the side doors beside the large tree

Grades 1 (Mrs Der) will leave at the front gym doors

Grade 1 (Mrs. Marino/Mrs. Bevacqua) will leave their classroom from the outside door facing the cul-de-sac on Austrey St. (same door as the one for arrival).

Grades 2 will leave from the front gym doors.

Grades 3 will leave the school going down the primary stairwell and out through the Austrey Gate.

Grades 4M & Gr.4S will come down the intermediate stairwell and line up outside the Public Walkway Gate.

Grades 6M & Gr.6P will come down the intermediate stairwell and line up by the Main Gate in the back playground, next to the new Annex Building.

Grades 5 & 7 will come down the intermediate stairwell and line up by the Main Gate (sliding gate) in the back playground, beside the benches and recycling bins.

After School Club students will wait at a designated spot beside the new Annex Building in the back playground for pick up with Ms.Olesiak.

- Student's classroom teacher or EA will escort the class back to the waiting area where parents will be waiting to pick up their child(ren). Parents will be waiting outside by the gates nearest to their child's departure location
- Parents are to arrive punctually to pick up their children after school
- Children are not to play after school but are to go straight home.

6. Recess & Lunch

- Times will be at the teachers' discretion. Limit numbers of students outdoors to take physical distancing into account.

II Learning Groups

Public Health guidelines for the K-12 school setting recognize that physical distancing is challenging. Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19. Students will be placed in Learning Groups or cohorts with no more than 60 people. A Learning Group is a group of students and staff who remain together throughout a school term or year, and who primarily interact with each other. The principle of Learning Groups is used to limit the number of interactions among students and staff, as well as facilitate an effective and efficient rapid-response contact tracing protocol

- A cohort is a group of students and staff who remain together throughout a school term. The use of cohorts in schools allows for a significant reduction in the number of individual interactions, while allowing most students to receive in-person learning in a close-to-normal

school environment.

- Students will remain in an established cohort during the school day. The composition of the Learning Group will remain consistent for all activities that occur in the school day including but not limited to learning and breaks (lunch, recess, classroom changes, etc.,)
- At any given time, the size of a student's cohort will be limited to approximately 60 students. The Learning Groups will be the same as Teacher Professional Learning Pairs. These are the Learning Groups/Cohorts at St. Mary's:

Kindergarten (on its own)

Gr.1 Der & Gr.1 Marino/Bevacqua

Gr. 2 & 3

Gr.4 Mogatas & Gr.4 Simmons

Gr.6 Maier & Gr.6 Pascua

Gr.5 & Gr.7

- Occupancy limits will be posted in certain areas (e.g. staffroom, LRC, Learning Resource Room, Sensory Room, etc.,)
- The number of adults (teachers/EAs) interacting with groups of students throughout the day will be minimized. Students will stay in assigned cohorts to receive beneficial supports or services (e.g. resource). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do while still ensuring the support, program or service continues.
- Learning Groups will go outside when possible for lessons and/or play-exercise times.
- Seating arrangements will be more fixed where relevant. Students' seats should be facing in the same direction whenever possible.
- A 5-7 minute transition time between itinerant classes will allow for the teacher to clean all surfaces/equipment. Please allow for sanitization/cleaning in your class time.
- Playground to be divided to accommodate Learning Groups. Considerations will be made for these areas to rotate (not between recess and lunch of the same day) to allow for students to be able to play in a variety of areas.

III Exposure Control Measures

Exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. Multiple protection strategies, informed by public health advice, will be implemented to ensure that St. Mary's School is a safe environment and will include:

Staff

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Should symptoms be present, staff must not report for work.
- Staff members are to sign in at the office each day and complete a form provided by CISVA to indicate they are healthy and have not been exposed to COVID-19.
- Through observations, school staff will monitor daily health of students for symptoms of common cold, influenza, COVID-19, or other respiratory disease upon entry to their school/classroom. Health screening will be conducted by staff at all arrival locations for students.

Students/Parents/Families

- Parents/caregivers will be expected to check their children daily for signs and symptoms of illness prior to school arrival. Parents will refer to the parent health self-assessment sheet from the school to guide their at home screening. Upon arrival at school gates/doors, screening questions from staff will include:

1. Have you completed/done the health screening questions before coming to school today?
2. Is your child healthy and ready to be at school today?

Children who appear to be ill will NOT be allowed in the school building. If a student is late, the parent would notify the school before arrival and report to the main door for check-in. A Health Assessment will be conducted to ensure safe access to the school. The student would be picked up and escorted to his or her classroom.

IV. Case Finding, Contact Tracing and Outbreak Management

At the School Level

- The office will call the parent to arrive as soon as possible when notified their child is ill. Parent(s) will need to have a plan in place.
- The office will contact 811 or the local public health unit to notify them of a potential case and seek further input.
- The office will record illness in First Aid records in the event this information is later needed.
- Staff member is to put on a mask and immediately separate the sick child from others and put him/her into a supervised area until the parent/guardian arrives. Apply physical distancing, respiratory etiquette, and hand hygiene principles while waiting for pick up. Avoid touching a student's body fluids (mucous/saliva). Wash hands thoroughly.
- Staff member to clean/disinfect the area where the child was relocated.

At the Public Health Level

- If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if

other staff and students' families should be notified.

- If a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, St. Mary's will provide notification as directed by public health.

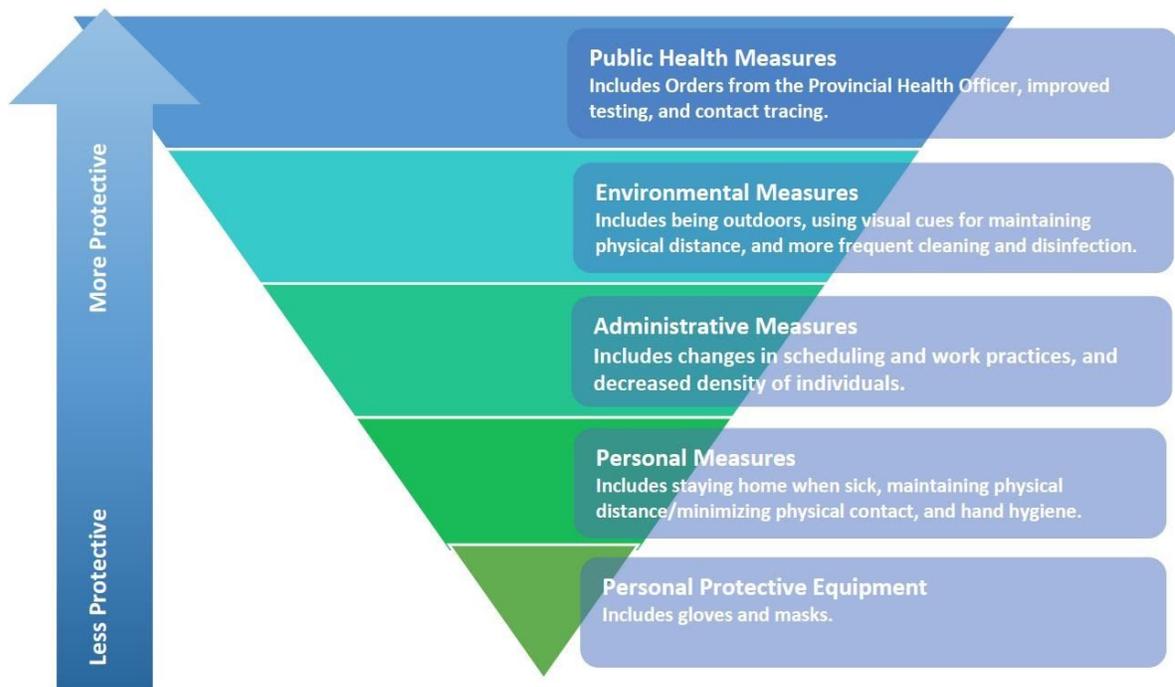
At the Home Level

- Children with common cold, influenza or COVID-19 like symptoms must stay home, be assessed by their health care provider and tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness
- If concerned, parents 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.

Infection Prevention & Exposure Control Measures:

Infection prevention and exposure control measures help create a safe environment for students and staff. Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level the risk of COVID-19 is substantially reduced.

Infection Prevention and Exposure Control Measures for Communicable Disease



Public Health Measures:

1. Mass Gatherings:

- The PHO order for mass gatherings prohibits gatherings and events of no more than 50 people.
- In a school environment, there can be more than 50 people (students & staff) in a school at a given time if they are not all in one area and are actively engaged in physical distancing to the greatest extent possible.
- No large assemblies of staff or students to be held.

Protocols for staff and students who may start to feel ill while at school:

Staff will immediately report to Administration/Office staff that they are feeling ill who will make the necessary accommodations for the staff member to leave the school grounds as soon as possible. A child would need to report to a staff member. If a staff member notices symptoms from a child, the staff member would report these observations immediately to Administration/Office staff.

The staff member would be asked to wait in the Meeting Room by the PE office (isolation room) or another appropriate space alone so that accommodations can be made for his/her replacement. The staff member/staff would wear a face mask and gloves. Tissues would be provided to ensure their use with respiratory etiquette. Proper disposal of the tissue and hand hygiene should be performed after coughing or sneezing.

Work (desk area) of a potentially ill staff member would be sanitized. Staff members replacing ill staff would wear a face mask and gloves. Further environmental cleaning will be conducted as deemed appropriate.

Should the ill staff member be able to drive home on their own, he/she is expected to go home directly and follow self-isolation protocol outlined above. Arrangements will be made for ill staff members who do not feel well enough to get home on their own (calling a family member, etc.)

Signage would be posted outside the room and there would be environmental cleaning of the space the staff/student was separated to. This would be conducted once the staff or student has left. The replacement teacher and class would move to another location so that the space can be fully cleaned.

Environmental Measures:

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

- Extra daytime cleaning help hired for 4 hours per day for frequently touched surfaces: to wipe down desk tops and tables during breaks and lunch, clean washrooms after breaks and during the day, wipe all light switches, door handles, handrails every hour, lunch rooms. Washroom and classroom doors will remain open to minimize touching of surfaces.
- Use of school-sanctioned and approved cleaning materials. General cleaning products will be available and accessible for staff in their classrooms and hallways. Staff will participate in some cleaning in their own work spaces. Specialized products will be used by janitorial staff and kept in the janitor's closets.
- Fixed playground equipment will be cleaned and sanitized daily.
- Disabling water fountains for personal drinking; but filling of water bottles permitted (touchless)
- Limit the use of not easily cleaned items (fabric, soft items, etc.)
- Garbage and paper recycling emptied daily.
- Wear protective gear (gloves, masks, etc.) when cleaning blood or bodily fluids (runny noses, vomit, etc.)
- Wash hands before and after removing gloves.
- Current recommendations say there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19.

Physical Distancing & Minimizing Physical Contact:

- A distance of 2 metres and above between 2 or more people is challenging in schools unless from the same household.
- Expectations will vary depending on age levels and activities.
- Younger students will need to be supported to minimize physical contact with one another.

Physical distance strategies at school:

- Physical distancing signage will be visible at all school entrances by posters, signboards and floor decals.
- Worksafe Occupancy Limit posters placed in common areas upon assessment.
- OFFA protocols followed as a guide for employers and occupational first aid attendee. (24 employees are certified)
- Plexi-glass shield installed at office and at group tables and student individual desks
- Pylons/markings will be placed outside for grades for departure times as well as zones in the playground

- Avoid close greetings (hugs, handshakes, etc.)
- Regular reminders of “keeping your hands to yourself”
- Spread out and consider a different learning environment - classroom desk/table formations, playground, etc. allowing for the distance between students and staff.
- Take students outside as often as possible.
- Organize learning activities and unstructure time outside. School playgrounds can be used keeping the required distance and cleaned daily.
- Students will be asked to wear masks for group activities and common areas
- Use activities that involve movement, group sports activities can be done but in an organized and thoughtful manner.
- Implement appropriate hand hygiene practices, before, during and after outdoor play.
- Organize students into smaller groups that can stay together throughout the day.
- Minimize the number of different teachers and educational assistants that will interact with the groups of students throughout the day.

Visitors to the School:

- Signage, including sandwich boards and posters, will clearly indicate physical distancing is in effect at St. Mary’s and be in place at all entrances.
- All visitors will be reminded to avoid entering if they have any symptoms of COVID-19.
- A telecommunication system is available at the front door for visitors to communicate with the front office. Postal carriers and delivery drivers will be directed to enter the building and drop off mail or parcels at a designated location.
- We kindly ask all visitors to use an alcohol-based hand sanitizer upon entrance to the school.
- Masks are available for visitors at the main door.
- Parents will not enter the school without permission or an appointment. Parents with permission or appointments will be asked to identify themselves at the intercom and report to the office on the second floor once let in the building. Parents should wait outside the office as indicated by the floor decal 2m apart. If drop off of paperwork is necessary, there will be a bin outside the school to leave any items and an office staff member will retrieve it.

Recess & Lunch Breaks:

- Classes will have staggered recess and lunch breaks according to a schedule to limit numbers outside.
- All staff will be assigned supervision throughout the week from 8:30-3:30 and recess and lunch breaks will be provided as usual.
- Students will be expected to have their own lunch and snacks packed in their school bags for the day. There will be no lunch drop off outside the office or at the front door.

- Students are not allowed to share food.
- For staff, coffee stations will be available in the staff room and downstairs kitchen area following protocols of handwashing/sanitization before using the station. Gym kitchen will be used by K-2 staff only. There are two microwaves available in each area for warming up food. A refrigerator is available in both kitchens.

School Bus:

- Bus will be cleaned and disinfected according to the BCCDC's standards.
- Bus will be cleaned and sanitized before and after use
- A physical barrier will be used between driver and passengers.
- Bus is used for field trips only.
- If space is available, students should have their own seat
- One class traveling per trip unless in the same cohort
- Students, staff and driver to wear masks during the trip
- Masks should be put on before loading and taken off after offloading
- Staff and students will wash hands before they leave the school prior to taking the bus and when they get back to school
- Students can use hand sanitizer during trips
- Students will be loaded from the back to the front of the bus and offloaded from front to back
- Students can share a seat with a member of their household or cohort
- Passengers lists will be kept up-to-date should contact tracing need to occur
- During Stage 2, supervision on field trips will be provided by staff only

Buildings and Classrooms:

- Students & Staff are to wash their hands/sanitize prior to and after entering or leaving the building. Follow distinct markings and signs in the hallways for proper hallway flow. Keeping a distance of 2m apart and hands to ourselves

Entering Classes:

- Try to refrain from touching doorknobs and light switches.
- Upon entering the classrooms, staff & students must wash/sanitize their hands.
- Maintain 2m distance.
- Put away their coat, all supplies, backpacks and lunches in their cubby or locker.
- The number of students in the cubby/locker area at one time will be limited to distancing can be maintained.
- The use of washrooms is limited, so a designated bathroom period prior to "outside time", with EAs in every classroom (K-3)

- Students may enter one door and exit from the other as determined by the classroom teacher.
- After completing these tasks go to their desk area to complete activities as designated by the teacher.

Office:

- Upon entering the office, please ensure your hands have been washed/sanitized.
- Maintain 2m distance and respect the shields on the desks.

Staff washrooms:

- Wash hands before and after entering and exiting the washrooms.
- Lunches and drinks are consumed in the classrooms.

Meeting Rooms (upstairs and downstairs)

- Wash hands prior to entry
- Follow posted occupancy limits

Learning Resource Centre (LRC):

- Students & Staff are to wash their hands/sanitize prior to and after entering or leaving the LRC.
- Try to refrain from touching doorknobs and light switches.
- Maintain 2m distance
- Students bring all of their own supplies needed for sessions; laptops disinfected after each use
- When more than one student or staff/student use the safety shield to separate.

Fine Arts Annex:

- Use the right door to enter and left to exit
- Staff and students are to sanitize their hands prior and after entering or leaving the building.
- Maintain 2m distance
- Sit in designated chairs or space on the carpet.
- Room specifics to be determined by Music Teacher adhering to work safe and provincial guidelines.

Library:

- Use the right door to enter and the left door to exit.
- Students & staff are to wash their hands/sanitize prior to and after entering or leaving the room.

- Maintain 2m distance
- Room specifics will be determined by the library teacher adhering to work safe and provincial guidelines.

Gym:

- The staff & students should wash/sanitize their hands prior to entering the gym.
- The use of equipment should be individual, minimal to no sharing.
- Maintain 2m distance.
- Washrooms: Two at a time.
- Rooms specifics will be determined by the PE teacher adhering to work safe and provincial guidelines.
- Utilize outside spaces and small groups as much as possible.

Use of Devices:

- Ensure school devices are up to date and have the necessary programs for remote learning.
- Students are to use school devices, please refrain from letting outside devices into the school and classrooms unless otherwise specified.
- Students and staff should have washed/sanitized hands when handling devices.
- Keep devices away from food or drink.
- Devices should be cleaned at the end of every usage or day.
- Students are encouraged to reuse the same device each day, minimizing contact with another person's device.

Personal Measures:

Stay home when sick.

- All students and staff who 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 must stay home and self-isolate, including children of essential service workers who are ill.
- 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.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- 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.
- School Administrators must:
 1. Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.

2. Alternatively, conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
3. Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
 - 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.
 - 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.

Appendix C: What to Do if a Student or Staff Member Develops Symptoms

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
Parents or caregivers must keep the student at home	Staff must stay home
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p>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</p>	

Anyone with symptoms of COVID-19 (BC Centre for Disease Control):

- Stay at home when sick. Do not go to work, school, or public areas, do not use public transport or taxis. Symptoms may include fever, chills, cough, shortness of breath, sore throat and painful swallowing.
- Wash your hands or use alcohol-based hand sanitizer often.

- Ask friends or relatives if you require help with buying groceries, other shopping or picking up medication. Alternatively, you can order groceries and medication by phone or online.
- Do not have visitors in your home except if they are providing care or delivering goods and supplies, and in that case, maintain a distance of 2 metres.
- Clean and disinfect high-touch surfaces.

Hand Hygiene:

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Everyone should practice diligent hand hygiene. Parents and staff can teach and reinforce these practices among students.

Please refer to the Hand Hygiene visual to practice diligent hand hygiene with your child.

Appendix D: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> • When they arrive at school. • Before and after any breaks (e.g., recess, lunch). • Before and after eating and drinking (excluding drinks kept at a student’s desk or locker). • Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.). • After using the toilet. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school. • Before and after any breaks (e.g. recess, lunch). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student 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.

Respiratory Etiquette:

Students & Staff should:

- Cover the mouth and nose during coughing or sneezing with a tissue or a flexed elbow.
- Disposing of used tissues in a plastic-lined waste container
- Perform proper hand hygiene.

- Refrain from sharing food, drinks, utensils, or water bottles or other resources.

Personal Protective Equipment:

Wearing a non-medical or cloth mask or face covering is a matter of personal choice, but can help to protect others. Some people can spread the virus when they have very mild symptoms or may be unaware they are infected. In this case, wearing a mask can help protect others by containing your own droplets from coughing, sneezing, speaking or laughing. Wearing a cloth mask will not protect you from COVID-19, but is a good option in situations where you cannot keep a safe distance from others for an extended period of time (transit, getting a haircut or visiting someone indoors). Any mask, no matter how efficient at filtration or how good the seal will have minimal effect if it is not used together with other preventative measures, such as frequent handwashing and physical distancing.

- Mask use is now **mandatory** for staff and students in common areas such as the hallways, Learning Resource, library and school bus. Students may also choose to wear a mask in class. Teachers may wear **face shields** if so determined.
- The Ministry of Education has provided funding for students and staff to receive two reusable masks. They will be distributed as soon as they are received. Students and staff in the Before and After School Club will wear masks for this program as students are not in the same cohort group.
- Parents play a key role in teaching young children to wear a mask.
- Our community is expected to treat those wearing masks with dignity and respect.
- **Desk and table barriers**: Available in learning spaces
- Managing students with complex behaviours or on a care plan/health emergency may require staff to work in close proximity with a focus on minimizing physical contact instead.

Masks:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

Cleaning and Disinfection:

- Administration and staff are reminded that Material Safety Data Sheets and product labels provide additional information regarding placement, storage and warnings associated with ABHS (alcohol-based hand sanitizers)

Supporting those self-monitoring for symptoms or self-isolating:

- Families are treated with respect, fairness and compassion with a focus on dignity and privacy protection
- Steps are taken to reduce the potential for stigma and discrimination

- If students are self-isolating at home, measures are in place to provide meaningful homework to students so they do not fall behind
- If students are self-monitoring for symptoms, measures are in place to recognize symptoms while in school/childcare and to separate sick students and staff from others if symptoms develop.

Immunocompromised Children in School (High Risk Assessment and Self Isolation Request):

Should a child present with a high level of identified risk (immunocompromised) that would prevent in person attendance at school, please communicate with Administration. A detailed form from CISVA will need to be reviewed and completed by parents and their child's specialist team to determine if the level of risk warrants an adapted home program. Please carefully read the attached form to determine your child's eligibility.

Appendix A: Summary of School-Based Control Measures



1. STAY HOME WHEN SICK

All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should wash their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread children out to different areas.

Take them outside more often.

Stagger lunch times. Incorporate individual activities.

Remind children, "Hands to Yourself!"



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice a day.

General cleaning of the centre should occur at least once a day.

Use common cleaning and disinfectant products.