



# SAINT MARY'S ELEMENTARY SCHOOL

NURTURING THE HEART, MIND & SPIRIT

## Health and Safety Plan

**Updated: February 16, 2021**

### Introduction:

In accordance with the Ministry of Education's K-12 Restart Plan, St. Mary's School resumed K-7 in-class instruction in Stage 2 of B.C.'s Five-Stage Framework on **Thursday, September 10**. The goal is to maximize in-class instruction for all students within current safety guidelines for schools and for staff to utilize positive and inclusive approaches to engage students in preventive practises. St. Mary's Health and Safety plan adheres to the guidance of the COVID-19 Public Health Guidance for K-12 School Settings.

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in school settings where there is relatively consistent grouping of people and multiple measures of various effectiveness can be routinely implemented, including

- Robust illness policies for students and staff
- Reinforcement and adoption of effective personal practices (e.g. diligent hand hygiene, respiratory etiquette)
- Various health and safety measures (e.g. enhanced cleaning and disinfecting practices, using outdoor space for learning activities, grouping students and staff into learning groups to limit in-person interactions, implementing staggered schedules, etc.)

Our Health & Safety Plan is available at the school, posted on the St. Mary's school website, and it has been communicated to staff and parents. This information is based on the best evidence currently available and will be reviewed and updated as new information becomes available. St. Mary's has the necessary plans in place to shift between stages if and when required.

## I Key Messages and Actions:

St. Mary's School will support students to practice personal preventative measures by:

- Having staff model these behaviours
- Sharing reliable information with parents from the BC Centre for Disease Control and the Office of the Provincial Health Officer, to parents and caregivers.
- Promoting required safety measures in the school through the use of visual floor markings and signage.

### 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. Merv 13 filters installed in furnaces.

### 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.
- All visitors should provide active confirmation (e.g. sign in at entry, e-mail **before** entry, etc.) that they have no symptoms of illness and are not required to self-isolate before entering.
- All visitors must wear a non-medical mask when they are inside the school.

#### 4. Arrival Time and Procedure

- Parents will be asked if they completed the Daily Health Check on their child prior to sending their child to school at arrival locations.
- Parents/caregivers and other visitors should maintain physical distance and avoid crowding while dropping off their child(ren) outside.
- 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.

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 Fine Arts Annex Building in the back playground for pick up with Ms.Olesiak.

- Student's classroom teacher 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/caregivers and other visitors should maintain physical distance and avoid crowding while picking up their child(ren) outside.**
- 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

Recess and Lunch breaks are staggered to accommodate for numbers of students outdoors to take physical distancing into account. The playground is divided into three zones for breaks. A schedule will determine time and location where learning groups will play. Students will rotate zones periodically.

## II Learning Groups and Physical Distancing

**Reducing the number of close, prolonged, face-to-face interactions an individual has in a day continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19. This can be accomplished in K-12 settings through two different but complementary approaches: learning groups (cohorts) and physical distancing.**

- **A learning group is a group of students and staff who remain together throughout a school term. A learning group could be made up of a single class of students with their teacher, or multiple classes that sometimes join for additional learning activities.** Organizing students and staff into learning groups helps to reduce the number of different interactions and potential exposure to COVID-19 and supports better contact tracing if there is a confirmed case in a school community.

**In Stage 2, members of the same learning group must minimize physical contact.**

- Students will remain in an established learning group 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 learning group will be limited to a maximum of 60 students (inclusive of students and staff)
- 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.

These are the learning groups 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, Copier Room, Learning Resource Room, Meeting rooms, etc.,)
  - Learning groups will go outside when possible for lessons and/or play-exercise times.
  - 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. Outdoors is a lower risk environment than indoors.

### Interacting With Learning Groups

St. Mary's will minimize the number of adults (staff and others) who interact with learning groups that are not part as much as possible while continuing to support learning and a positive, healthy and safe environment. Staff outside of a learning group must practice physical distancing (2m) when interacting with the learning group. For example, an itinerant teacher can teach/support multiple learning groups but must maintain physical distance from students and each other staff and avoid close face-to-face interactions.

Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another at all times. Masks are not a replacement for physical distancing between staff from different learning groups.

### Multi-Learning Group Services

Students from different learning groups may be required to be together to receive beneficial social supports, programs or services (e.g. before and after school clubs). Within these

supports students will stay within their learning groups and physical distancing will be practiced between learning groups as much as it is practical to do so while still ensuring the support, program or service continues.

### Physical Distancing

Physical distancing refers to a range of measures aimed at reducing the close contact with others. Physical distancing is used as a preventative measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.

Within learning groups, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.

- Young children may not be able to consistently reduce physical contact

Outside of learning groups, physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2m of space available between people from different learning groups.

For situations where members of different learning groups interact:

- If people will be in the same space for an extended period of time >15 min, the space should be sufficiently large, and/or should have limits on the number of people so that 2m of space is available between people from different learning groups.
- If people will be in the same space for transition purposes (e.g. changing between classes).

• Within and outside of learning groups, there should be no crowding.

• Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes break times and in meetings.

### 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.
  - Staff will teach and remind students to do their part to keep themselves and others safe and healthy by practising good hand hygiene.
  - To ensure physical distancing is practiced in staff only spaces, St. Mary's will implement the following: utilize floor markings and signage to direct traffic flow and prevent crowding (i.e. in the break room by the photocopier, etc. ); hold meetings virtually whenever possible, ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear face masks when indoors, unable to maintain physical distance, and a barrier is not present.
  - Staff meetings, in-service and professional development activities, and other staff only gatherings should be held virtually whenever possible.
  - Staff should practice physical distancing (2m) for face to face interaction, whenever possible.
  - If physical distancing cannot be maintained, and a barrier is not present, participants are required to wear masks.
  - The number of participants gathered, and the length of the gathering should be minimized as much as possible.

#### Personal Items:

Staff and students can continue to bring personal items, but they will be encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles, reusable food containers.).

If lockers have to be shared, teachers will assign shared lockers to students in the same learning group. Teachers will implement strategies to manage the flow of students around lockers to minimize crowding and allow for people passing through.

#### 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, staff will ask parents the following question:

1. Have you done the daily health check 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. Students must sanitize their hands at the door before proceeding to their 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 or custodian** 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

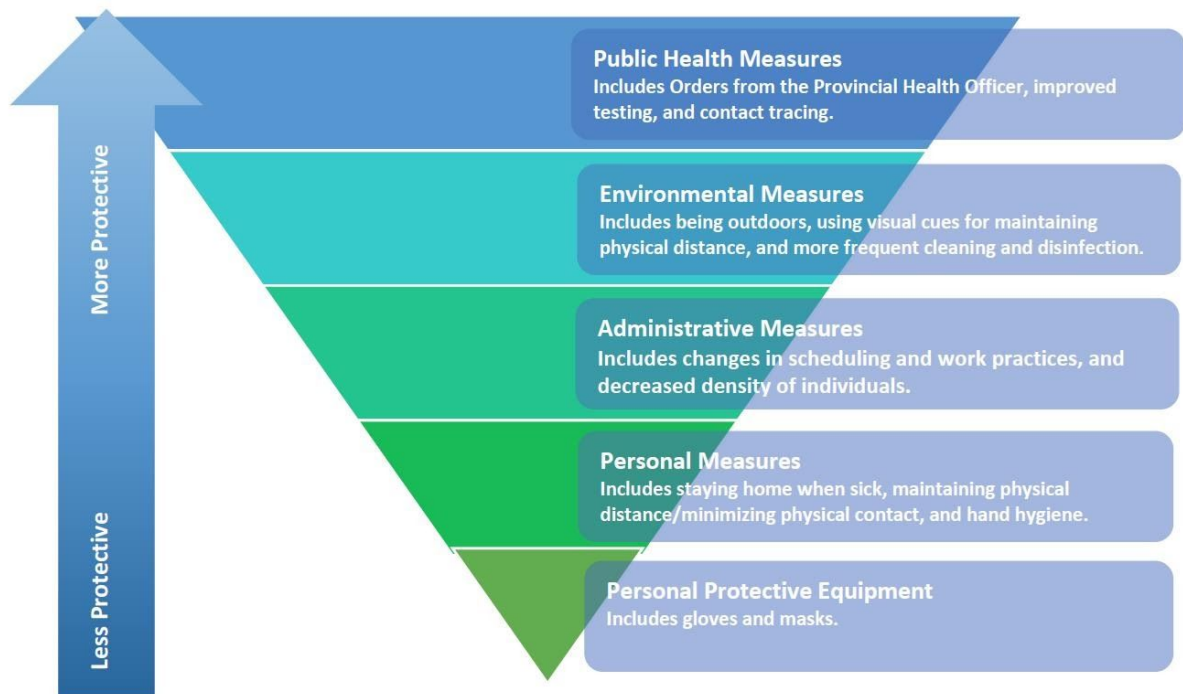
- Children with common cold, influenza or COVID-19 like symptoms must stay home, be assessed by their health care provider and tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness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



### Define cases, clusters, outbreak, difference between self isolation and quarantine

#### Public Health Measures:

##### 1. Mass Gatherings:

- The PHO suspends all social events and gatherings to significantly reduce COVID-19 transmission related to social interactions and travel. In a school environment, gatherings should not exceed the maximum learning group size in the setting. This includes students and staff who are part of the learning group. Additional people required should be minimized as much as practical to do so. Maintaining physical distance is required.
- In-person inter-school events should not occur at this time.

#### 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. This can include being in the same room as others, as long as the person experiencing illness is at least 2m away from others and wears a mask if they're able to. Supervision is provided for students. Accommodations will be made for staff 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.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on quarantine or self-isolation and when they may return to school. Most illnesses experienced in BC are not COVID-19, even if the symptoms are similar.

### **Environmental Measures:**

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

- Daytime custodian cleaning hired to sanitize and clean frequently touched surfaces throughout the day: 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; Re-filling water stations can be used to re-fill personal containers. (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:**

Please reference "Physical Distancing" p. 6 of this document.

#### Other 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 shields 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.
- When staff are working with a student indoors, physical distancing cannot be maintained, and the service cannot be provided from behind a barrier, staff are required to wear a non-medical mask, etc.
- Minimize the number of different teachers and educational assistants that will interact with the groups of students throughout the day.
- Fire drills will be conducted by individual classes or learning groups
- Extra curricular programs are being modified to adhere to guidelines regarding not visiting other schools. All programs will have enhanced safety and cleaning protocols and scheduled according to learning groups where possible.

### 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 **screened and** reminded to **not enter** 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.
- 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, sanitize their hands, 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 **8:30-3:10** 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. Microwaves are available in each area for warming up food. A refrigerator is available in both kitchens. **An additional microwave and fridge are available upstairs in the Learning Resource Room.**

### School Bus:

- **Open windows when the weather permits.**
- 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 learning group
- 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 learning group
- 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 use of washrooms is limited, so a designated bathroom period prior to “outside time”, may be appropriate K-3.
- Students may enter one door and exit from the other as determined by the classroom teacher.

#### Office:

- Please ensure your hands have been washed/sanitized before entering the office.
- Maintain 2m distance and respect the shields on the desks.
- Barriers are installed between employees.

#### Staff washrooms:

- Wash hands before and after entering and exiting the washrooms.

#### Meeting Rooms (upstairs and downstairs)

- Wash hands prior to entry and when leaving
- Follow posted occupancy limits

#### Learning Resource Centre (LRC):

- Students & Staff are to wash their hands/sanitize prior to and leaving LRC.

- Try to refrain from touching doorknobs and light switches.
- Maintain 2m distance.
- Students bring all of their own supplies needed for sessions; laptops, tables and chairs disinfected after each use.
- When more than one student or staff/student are working at a table, use the safety plexiglass barrier to separate.

#### Fine Arts Annex:

- Use the right door to enter and left to exit.
- Staff and students sanitize their hands prior and after entering or leaving the building.
- Maintain 2m distance.
- Sit in designated chairs or space on the carpet spaced as far apart as possible.
- Room specifics to be determined by Music Teacher adhering to work safe and provincial guidelines.
- Music education is delivered in line with the Guidance for Music Classes in BC During COVID-19.

#### School Library:

School libraries are open and book exchange can continue to occur during stages 1 to 4.

At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing/return of books or paper-based educational resources to students because of COVID-19.

- Use the right door to enter and the left door to exit.
- Students & staff wash their hands/sanitize prior to and after entering or leaving the library.
- Maintain 2m distance.
- Room specifics will be determined by the library teacher adhering to work safe and provincial guidelines.

#### Students and staff should practise diligent hand washing:

- o before and after handling shared equipment/resources;
- o whenever hands are visibly dirty.

Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.

For information on cleaning, including technological devices, see the guidelines in the Cleaning and Disinfecting section.

A barrier of transparent material at the library check out desk has been installed with guidance from WorkSafeBC on designing effective barriers.

#### Physical and Health Education (PHE)/Outdoor Programs:

- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines
- The staff & students should be encouraged to practice proper hand hygiene before and after participating in sport activities and equipment use.
- Disinfect teaching aids (e.g. clipboards, whiteboards, pens, plastic bins for transporting materials, etc.)
- Maintain 2m distance.
- Washrooms: Two at a time.
- Rooms specifics will be determined by the PE teacher adhering to work safe and provincial guidelines.
- Sports activities should be held outside whenever possible.
- No in-person inter-school competitions will occur at this time.

#### School Sports:

- Programs, activities (e.g. intramurals, sports team practices and games) and sports academies can occur if:
  - Activities do not involve prolonged physical contact (i.e. physical contact beyond a brief moment). For example, activities such as soccer and touch football are low-risk, whereas activities like wrestling should be avoided
  - Schools are encouraged to adapt activities/sports as needed to reduce physical contact
  - No spectators are in attendance - aside from participants, only the minimum number of individuals required to run the activity should be present
  - Masks are worn by K-12 staff and other adults when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
  - In elementary schools, physical distancing (2m) can be maintained between learning groups when indoors.

#### Church Basement:

- The staff & students should wash/sanitize their hands prior to entering the church basement **and when leaving.**
- 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 music teacher adhering to work safe and provincial guidelines.

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.

Extracurricular Activities:

Extracurricular activities and special interest clubs can occur if:

- Under Stages 2 to 4, physical distance can be maintained between members of different learning groups; and
- Under Stage 2, reduced physical contact is practiced by those within the same learning group, and adequate space is provided to avoid crowding.

**Personal Measures:**

Self Isolation and Illness:

The following students, staff and other persons must stay home and self-isolate as per public health direction:

- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

Anyone required to self isolate will be supported by public health. Additional information is available from BCCDC.

Stay Home When Sick:

Students, staff, and other persons in the school should stay home when they are sick.



### Daily Health Check:

- Staff and other adults entering the school are aware they should not come to school if they are sick or are required to self-isolate.
- Parents and caregivers are aware that their child should not come to school if they are sick or are required to self-isolate as per public health direction.

There is a requirement for everyone to do a daily health check.

- For school staff, an active daily health check must be completed in line with the requirements of the Provincial Officer's Order on Workplace Safety.
  - Other adults in the school should also complete an active daily health check.Personal information on daily health checks will not be collected.
- For students, Parents and caregivers must assess their child daily for common symptoms of COVID-19. This includes checking with their child daily to see if their child is experiencing any of these symptoms, as well as ensuring their child is not required to self-isolate.

The Ministry of Education's [K-12 Health Check](#) app and the [When To Get Tested for COVID-19](#) resource can be used to support daily health checks for students.

If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they can continue to come to school. No assessment or note should be required from a health provider.

Those experiencing symptoms of illness can also use the BC Self-Assessment Tool.

### What To Do When Sick:

Staff, students and other persons entering the school are expected to follow the guidance from the BCCDC. This is outlined in the When to Get tested for COVID-19 resources.

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.

### Returning to School After Sickness:

When a staff, student or other person entering the school can return to school depends on the type of symptoms they experienced as outlined in [When To Get Tested for COVID-19](#) resource.

If based on their symptoms a test is recommended (i.e. the guidance includes 'get tested'), 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 [K-12 Health Check](#) or call 8-1-1 or their health care provider for guidance.

### 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"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Before and after eating and drinking (excluding <u>drinks</u> kept at a student's desk or locker).</li><li>• Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li><li>• After using the toilet.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g. recess, lunch).</li><li>• Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>

### **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:**

#### **Non-medical Masks and Face Coverings (Masks):**

Although personal protective equipment (including masks) is low on the Hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Masks have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. The term 'mask' means non-medical mask or face covering. Medical grade masks are not recommended within school settings for general use.

Masks do not prevent the spread of COVID-19 on their own. They should not be used in place of physical distancing or any other measures. Masks can be safely worn by school-aged children.

Elementary students' mask use should be based on their personal or family/caregiver's choice. Parents play a key role in teaching young children to wear a mask.

K-12 staff and middle/secondary school students should wear a mask indoors at school except when:

- Sitting or standing at their seat or workstation in a classroom or learning space,
- There is a barrier in place,
- Eating or drinking

K-12 staff and students should wear a mask on buses.

Students and staff in the Before and After School Club will wear masks for this program as students are not in the same learning group.

Those wearing masks must still seek to practice physical distancing. There must be no crowding or congregating of people, even if masks are worn.

-K-12 staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield).

Masks should not be used in place of other measures detailed in the plan.

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 masks, except for those communicating using lip-reading, when visual facial cues are essential, or when people may be unable to wear a mask. Clear masks that cover the nose and mouth are another option when visual communication is necessary.

- 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>

Additional PPE, such as gloves and eye goggles, are not needed for most staff beyond that used as part of routine practices for the hazards normally encountered in their regular course of work.

### 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.

Students who are immunocompromised will be provided ongoing support through the Learning Resource departments and the classroom teacher, SEA team. Regular communication and work will be provided through various platforms.

## 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.*