

# **SCHOOL DISTRICT 60 PRN COVID-19 SAFETY PLAN**

Version 5  
October 15, 2020

**Acknowledgment:**

This document is based on guidance provided by the Provincial Health Officer, BC Communicable Disease Control, The Ministry of Education, WorkSafeBC, and Northern Health Authority.

\*\* Please be advised that this document is subject to change as we receive new information.

## Table of Contents

<b>BC Ministry of Education K-12 Restart Plan</b>	<b>5</b>
<b>WorkSafeBC</b>	<b>6</b>
<b>Responsibilities for Workplace Health and Safety as per WorkSafeBC</b>	<b>6</b>
<b>Risk Identification and Assessment</b>	<b>6</b>
Understanding COVID-19	7
Signs and Symptoms	7
Transmission Routes	7
Surface Transmission Assessment	8
Physical Distancing Assessment	8
<b>Infection Prevention and Exposure Control Measures</b>	<b>8</b>
<b>Hierarchy of Controls</b>	<b>9</b>
<b>Control Measures and Protocols in Place to Reduce Risk</b>	<b>9</b>
Access to Buildings	9
Mass Gatherings	10
Health Requirements While on Site	10
Symptoms of Illness At School	11
If a student or staff member develops symptoms at school,	11
In The Event Of A Confirmed COVID-19 Case In School	11
Hand Hygiene	12
Respiratory Etiquette	12
Personal Protective Equipment ( PPE )	12
Face Masks / Face Shields	12
Other PPE	13
Learning Groups ( Cohorts ) and Physical Distancing	14
Physical Distancing / Interacting with Cohorts	14
Staff and Other Adults	14
Elementary students	14
Middle / Secondary Students	14
Additional Physical Distancing and Minimizing Physical Contact Measures	15
<b>Site Guidelines &amp; Protocols in Place for COVID19</b>	<b>16</b>
<b>Shared Office Space for Staff</b>	<b>16</b>

<b>Joint Health and Safety Committees / Site-Based Safety Plans</b>	<b>16</b>
<b>Cleaning and Disinfecting Protocols</b>	<b>17</b>
<b>General Ventilation and Air Circulation</b>	<b>17</b>
<b>Transportation Protocol</b>	<b>17</b>
<b>Communication and Training / Orientation</b>	<b>17</b>
Staff Communication and Training / Orientation	17
Staff and Student Awareness	18
<b>Workplace Monitoring</b>	<b>18</b>
<b>Occupational First Aid Attendants</b>	<b>18</b>
<b>Additional Training</b>	<b>19</b>
<b>Emergency Procedures</b>	<b>19</b>
<b>Reporting Occupational Injuries or Illness</b>	<b>19</b>
<b>Staff Reporting COVID19 Related Concerns</b>	<b>19</b>
<b>Promoting a Safe Physical and Emotional Environment</b>	<b>19</b>
<b>Curriculum, Programs and Activities</b>	<b>19</b>
Food Services / Programs	20
Gym Classes & Equipment	20
Music Rooms and Instruments	20
School Libraries / Learning Commons	20
Field Trips	21
<b>Appendix A: What to Do if a Student or Staff Member Develops Symptoms at Home or at School:</b>	<b>22</b>
<b>Appendix B: Summary of School-Based Control Measures</b>	<b>23</b>
<b>Appendix C: Daily Health Assessment</b>	<b>24</b>
<b>Appendix D: When to Perform Hand Hygiene at School</b>	<b>25</b>
<b>Appendix E: Masks</b>	<b>26</b>
<b>Appendix G: Face Shields</b>	<b>26</b>

# BC Ministry of Education K-12 Restart Plan

The Ministry of Education has a five-stage approach for resuming in-class instruction in a measured way to align with B.C.’s Restart Plan. Each stage will be guided by health and safety guidelines, measures, protocols and orders as well as the principles developed for continuity of learning during the pandemic:

1. Maintain a healthy and safe environment for all students, families and employees.
2. Provide the services needed to support children of our essential workers.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students.

All schools in BC will begin the 2020/2021 school year in Stage 2 of [BC’s K-12 Education Restart Plan](#).

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

School District 60 has implemented safety protocols, measures and procedures in accordance with the principles and guidelines from the following Authorities:

[WorkSafeBC – Education K-12](#)

[Province of British Columbia COVID-19 Health & Safety Guidelines for K-12 Settings](#)

[BCCDC COVID19 Public Health Guidance for K-12 School Settings](#)

[Ministry of Education - K-12 Education Restart Plan](#)

## WorkSafeBC

The District has referred to WorkSafeBC's 6-step "Guide to Reducing the Risk of COVID19" as the compliance guide. The 6 steps are as follows:

1. Assess the risk at your workplace
  - a. Risk assessment for COVID19 is provided by public health
  - b. Identifying areas of risk requiring controls by the Administrator/Supervisor in collaboration with the Joint Health & Safety Committee
2. Implement protocols to reduce the risks
3. Develop policies / procedures / protocols
4. Develop communication plans and training
5. Monitor your workplace and update your plans as necessary
6. Assess and address risks in resuming operations

## Responsibilities for Workplace Health and Safety as per WorkSafeBC

The roles and responsibilities remain the same as follows:

- Employer / District is responsible to ensure a safe and healthy workplace
- Administrators / Supervisors are responsible for ensuring the health and safety of the workers that report to them. Providing specific instruction and direction to ensure they are aware of all known hazards.
- Employees are responsible for complying with the District Health & Safety Program including all policies, procedures, and protocols.

Employees have the right to:

- Know about the hazards in the workplace.
- Participate in health and safety activities in the workplace.
- Refuse unsafe work

## Risk Identification and Assessment

The assessment of risk with respect to COVID-19 is the jurisdiction of public health, specifically for our district this includes the Provincial Health Officer, BC Communicable Disease Control (BCCDC), and Northern Health Authority. The overall assessment of risk remains low for K-12.

## Understanding COVID-19

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. The SARS-CoV-2 virus is a new strain of virus which first emerged in humans in 2019 and results in COVID-19 disease. COVID-19 has resulted in a Global Pandemic due to its ability to cause mild to severe illness with the potential of death.

## Signs and Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. **COVID-19 symptoms can range from mild to severe.** Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

The following is a list of key symptoms, however for a complete and current list of symptoms refer to: [www.bccdc.ca](http://www.bccdc.ca)

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Loss of sense of smell or taste
- Diarrhea
- Nausea and vomiting

## Transmission Routes

The virus that causes COVID-19 spreads in several ways:

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

## Surface Transmission Assessment

The District has identified general areas in schools where surfaces and other materials are touched often by staff and students, including toys, tech devices and high touch points throughout the building.

The District's Enhanced Cleaning and Disinfecting Checklist identifies these areas and the frequency of cleaning/disinfecting that is required each day. See Cleaning and Disinfecting Protocols below.

## Physical Distancing Assessment

The Provincial Health Officer (PHO) recognizes that schools require flexibility when it comes to providing school care and learning opportunities. British Columbia will use the learning groups (cohorts) and physical distancing approach as its strategy to minimize close interactions between staff and students.

Physical distancing is challenging in a K-12 educational setting. At the same time, it is important that we do what we can to try to assist children and staff understand the importance of minimizing the frequency of physical contact with one another.

It has been recognized that maintaining physical distancing when working with students with complex needs can be more challenging, especially with younger students.

The District has also identified general areas where staff and/or students may gather (hallways, gyms, meeting rooms, libraries, washrooms, staff rooms, photocopy rooms, classrooms) and the sites have implemented control measures to minimize access and/or occupancies in these areas.

## Infection Prevention and Exposure Control Measures

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 "controlled" environments where multiple measures of various effectiveness can be routinely and consistently implemented. Schools are considered a "controlled" environment by public health.

This is because:

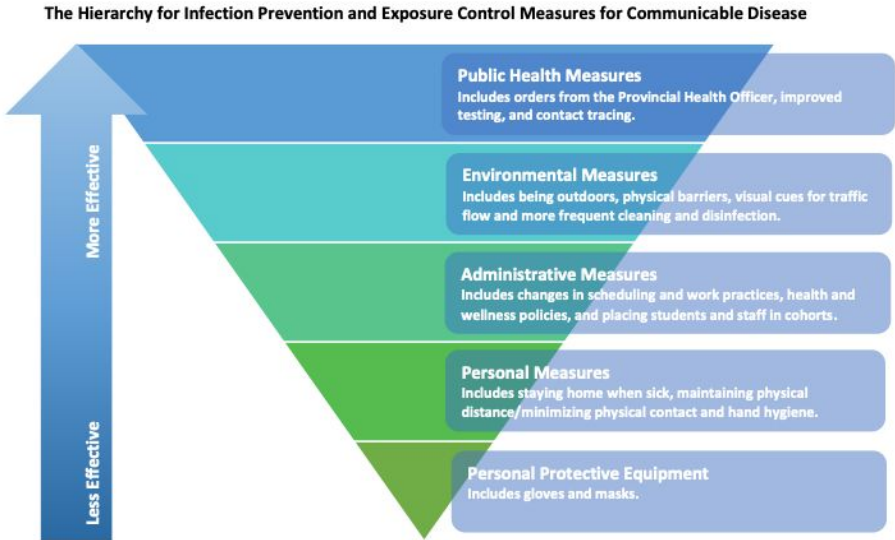
- Schools include a consistent grouping of people.
- Schools have robust illness policies for students and staff.
- Schools can implement effective personal practices that can be consistently reinforced and are followed by most people in the setting (e.g. diligent hand hygiene, respiratory etiquette, etc.).



- Schools can implement a variety of health and safety measures (e.g., enhanced cleaning and disinfecting practices, using outdoor space for learning activities, grouping students and staff in learning groups to limit in-person interactions, implementing staggered schedules, etc.)

## Hierarchy of Controls

The Hierarchy of Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. With the District implementing various measures and safety protocols for the staff, students and visitors to comply with throughout the schools / buildings, the risk of COVID-19 will be reduced substantially.



## Control Measures and Protocols in Place to Reduce Risk

### Access to Buildings

Schools are to post signs at entrances indicating who is restricted from entering. Access to buildings has been limited to business services, District staff and students.

Parents/Caregivers are asked to contact the school to schedule appointments if necessary. Volunteers / Visitors will be required to review all site-based safety protocols when visiting locations.

Visitors will be required to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways, or whenever physical distance cannot be maintained.

## Mass Gatherings

The *Provincial Health Officer's Order for Mass Gathering Events* prohibits the gathering of more than 50 people for the purpose of an event. This order does not apply to schools. It also does not apply to workplaces such as office buildings, workshops, etc.

The Order is focused on one-time events where people gather and where control measures may be hard to implement. As such, there can be more than 50 students and staff in a school cohort ( see page 10 ) given the many control measures in place in school settings.

## School Gatherings

School gatherings should occur within the same cohort.

- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome. Additional people should be minimized as much as is practical to do so and remain physically distanced.
- These gatherings should happen minimally.
- Schools should seek virtual alternatives for larger gatherings and assemblies.
- Assemblies of staff and students larger than the cohort are not to be held in-person.

## Health Requirements While on Site

- Students or staff are asked to stay home if sick or symptomatic and are encouraged to seek medical advice.
- All students and staff who have symptoms of COVID19 OR travelled outside Canada in the last 14 days OR are identified as a close contact of a confirmed case or outbreak are directed to stay home and self-isolate, including children of essential service workers who are ill.
- Parents and caregivers are asked to perform the Daily Health Check prior to sending the student to school. Students must stay home if they are sick or symptomatic. The Daily Health Check can be found [here](#).
- Staff and visitors are asked to perform the Daily Health Check prior to arriving at school.
- Procedures for students and staff who become ill at school are in place. See Appendix A.
- In the event of illness, staff and parents/caregivers ( for their child ) should seek further medical guidance by completing [the COVID19 self-assessment tool](#), call

8-1-1 or the Northern Health COVID19 Online Clinic & Information Line (not the local health unit ) at **1-844-645-7811**. The virtual clinic will assess, arrange for testing if necessary, and report to public health. **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. A doctor's note is not required for students or staff to return to school.**

## Symptoms of Illness At School

If a student or staff member develops symptoms at school,

Schools should:

- Provide the student/staff with a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Provide the student/staff with a space where they can wait comfortably that is separated from others.
- Younger students are to be supervised and cared for, when separated.
- Make arrangements for the student/staff to go home as soon as possible.
- Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.
- Clean and disinfect the areas the student/staff used.
- Encourage the student/staff to seek assessment by a health-care provider.
- Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.

## In The Event Of A Confirmed COVID-19 Case In School

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the [BCCDC website](#).)
- Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
  - Recommend 14-day isolation if necessary (for confirmed close contacts).
  - Recommend monitoring for symptoms if necessary.
  - Provide follow-up recommendations if necessary.

- Schools must continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

## Hand Hygiene

The following are in place at all schools:

- Staff, students and all visitors are required to wash their hands immediately upon entering the school.
- Proper hand washing instructions and posters have been provided
- Where sinks are not available, alcohol-based hand rub containing at least 60% alcohol is provided.
- Hand sanitizing stations are set up at each school's main entrance and throughout the school.
- Staff and students are regularly reminded about the importance of diligent hand hygiene
- Additional hand hygiene opportunities added to the daily schedule.

## Respiratory Etiquette

Staff have been provided the following direction:

- Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose, or mouth with unwashed hands
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

## Personal Protective Equipment ( PPE )

### Face Masks / Face Shields

- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person in a different cohort.
- Staff and Middle / Secondary Students will be required to wear non-medical masks in high traffic areas or anytime when interacting outside their cohort where physical distance cannot be maintained.
- Staff and students will be provided a mask where required.
- Masks and shields will be available upon request.
- Staff are permitted to wear their own personally owned masks.
- Elementary students are not required to wear masks as per recommendation by the PHO.
- Staff that doesn't belong to a cohort and cannot maintain physical distance will be required to wear a mask.
- Middle / Secondary students will be required to wear a mask during transportation on SD60 buses. Please find the SD60 Transportation Guidelines [here](#).
- Staff working in close proximity with students with complex behaviours and/or diverse abilities will be required to wear a mask when physical distance cannot be maintained.
- Staff providing health care services and other health care providers are required to wear a mask when in close proximity with students.
- Exceptions will be made for staff or students who cannot wear masks for medical and/or disability-related reasons.
- A mask will be provided to staff or students that become ill at school.
- The use of a mask ( where not required ) is a personal choice. It is important to treat people wearing masks with respect.

### Other PPE

- Personal protective equipment (PPE), such as gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

- Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. PPE may be required as specified in the care plan.
- Gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

## Learning Groups ( Cohorts ) and Physical Distancing

Learning groups (cohorts) are a recommended public health measure to help reduce the risk of transmission of COVID-19. 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.

As we start the new school year in Phase 2, each location will be required to implement the cohort model. The below chart indicates the maximum allowable number of staff and students in each cohort.

Maximum learning group sizes (inclusive of students and staff)				
STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGES
<ul style="list-style-type: none"> <li>• Elementary: no limit</li> <li>• Middle: no limit</li> <li>• Secondary: no limit</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 60</li> <li>• Middle: 60</li> <li>• Secondary: 120</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 30</li> <li>• Middle: 30</li> <li>• Secondary: 60</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 30</li> <li>• Middle: 30</li> <li>• Secondary: 30</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 0</li> <li>• Middle: 0</li> <li>• Secondary: 0</li> </ul>

- Each school will develop a learning group plan (cohort).
- The site-based cohort plan will be orientated and trained to all staff members prior to the return of students.
- The cohorts may change each term.

## Physical Distancing / Interacting with Cohorts

### Staff and Other Adults

- Staff and other adults interacting between cohorts should be minimized as much as possible.
- Staff and other adults interacting outside of their cohort must maintain physical distance and where distance cannot be maintained, a mask is required.

### Elementary students

- Minimize physical contact when outdoors.
- Maintain physical distance when indoors. If students are unable to maintain physical distance, students should socialize within their cohorts.

## Middle / Secondary Students

- When interacting with individuals outside their cohort, middle / secondary students are required to maintain physical distance and where not possible, a mask must be worn.
- If students are unable to maintain physical distance, students should socialize within their cohorts.

## Additional Physical Distancing and Minimizing Physical Contact Measures

The following physical distancing strategies have been provided in the K-12 schools:

- Physical barriers have been installed in various locations in the schools. Such as canteens and libraries.
- Avoiding close greetings (e.g., hugs, handshakes)
- Spreading people out into different areas (different classroom and learning environment configurations to allow distance between students and adults using different desk and table formations
- Arrange desks/tables so students are not facing each other and using consistent or assigned seating arrangements.
- Store excess equipment where possible (e.g. equipment that might not be of use during the pandemic) in order to open more space in schools.
- Striving to minimize the number of different teacher(s) and educational assistant(s) that interact with cohorts throughout the day
- Staggering pick-up and drop-off times. Implementing strategies that prevent crowding at pick-up and drop-off times.
- Staggering recess/snack, lunch, and class transition times to provide a greater amount of space for everyone
- Taking students outside more often. Playgrounds remain open for use.
- Organizing learning activities outside including snack time, place-based learning, and unstructured time
- Taking activities that involve movement, including those for physical health and education, outside
- Sports have been limited, taking into consideration personal measures
- Encouraging appropriate hand hygiene

- Access to schools has been limited or restricted to pre-scheduled appointments only as required. Volunteers / Visitors will be required to review all site-based safety protocols when visiting locations.
- Incorporating more individual activities or activities that have more space between students and staff
- Managing flow of people in common areas, including hallways
- Canceling assemblies and other school-wide events or holding them virtually to avoid a large number of people gathered in one space
- Encouraging private vehicle use where possible to decrease transportation density
- Inter-school events ( competitions, tournaments and festivals ) are not to occur at this time. This will be re-evaluated in mid-fall.
- Extracurricular activities in middle school and secondary schools including sports, arts like band and choir can happen if physical distance can be maintained between members of different cohorts and reduced physical contact within the same cohort.
- Limit use of shared items.

## Site Guidelines & Protocols in Place for COVID19

Staff are required to follow all safety protocols that have been implemented at a District and site level. The School Site - Safe Work Guidelines can be found [here](#).

### Shared Office Space for Staff

The District will follow the guidance from WorkSafeBC on Offices: Protocols for returning to operation for office settings occupied by adults only (e.g. Administration Office). In these spaces, physical distancing must be maintained.

### Joint Health and Safety Committees / Site-Based Safety Plans

In collaboration with the Joint Health & Safety Committee, Administrators/Supervisors were required to develop site-based safety plans by following the Joint Health & Safety Committee training, guidance documents and resources. The revised guidance documents can be found [here](#).

The Site-Based Safety Plans were posted on the safety boards at each location on June 1, 2020. The safety committees are required to meet the week of August 31, 2020 to update the Site-Based Safety Plans prior to the return of staff and students to ensure all current guidelines have been implemented.



Joint Health & Safety Committees are required to meet monthly to review safety plans and make appropriate changes where necessary. Site Inspections will continue to be conducted monthly.

Site-Based Safety Plans are accessible to all SD60 staff. Safety Plans can be found [here](#).

## Cleaning and Disinfecting Protocols

Enhanced, regular cleaning and disinfection is in place to prevent the transmission of COVID-19 from contaminated objects and surfaces. Schools are being cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings document](#).

The District's Enhanced Cleaning Protocols for Custodians can be found [here](#). A poster for visual reference can be found [here](#).

## General Ventilation and Air Circulation

At this time, there is no evidence that a building's ventilation system, in good operating condition, is contributing to the spread of the virus. However, with outdoors being associated with lower transmission than indoors, logically bringing in more outdoor air, where practical, is encouraged.

School District 60 will ensure that the heating, ventilation and air conditioning (HVAC) systems are operated and maintained as per standards and specifications required.

In order to enhance the ventilation in classrooms, schools, and other office/work areas, classroom, other school-based staff, and other district staff can augment ventilation in the following ways:

- Move activities outdoors when possible (for example, lunch, classes, physical activity, classes) when appropriate and time, space, and weather permits.
- Open exterior windows to allow in outside air.
- Ensure air vents are unimpeded (i.e. clear unvents of any clutter, do not block, cover, or blank off vents in classrooms.).

## Transportation Protocol

The Transportation Guidelines and Safe Work Procedures can be found [here](#).

## Communication and Training / Orientation

### Staff Communication and Training / Orientation

Administrators are to communicate the information provided in this COVID19 Safety Plan, the District Safety Protocols, and your Site-Based Safety Plan with all staff on September 8-9, 2020.

NOTE: If there are site specific tasks or processes that are identified as a possible risk to staff that has not been identified in the District Guidelines or District Safety Plan, Administrators will be required to conduct an investigation / risk assessment (with their JHSC) of those tasks or processes to determine if additional controls or measures need to be implemented.

### Staff and Student Awareness

Staff and students are to follow hand hygiene protocols, respiratory etiquette, physical/minimizing contact measures and wearing a mask where necessary.

To promote awareness and as a reminder:

- proper hand washing signs have been provided to be posted in washrooms and near hand washing sinks.
- Respiratory Etiquette and Physical Distancing posters have been provided to be posted throughout the buildings.
- Floor markings have been installed throughout the buildings to promote awareness and educate staff and students on the importance of maintaining distance as much as possible.
- Education and training will be reviewed on an ongoing basis.

## Workplace Monitoring

The District will continue to update schools with any new information for K-12 Schools provided by the Ministry of Education, BCCDC, Provincial Health Officer, WorksafeBC and/or the Local Health Authority.

As the situation evolves, all safety measures, procedures and protocols will be monitored and reviewed to ensure continued effectiveness. Administrators / Supervisors and Joint Health & Safety Committees will continue to frequently meet to identify and address any health and safety concerns.

## Occupational First Aid Attendants

All Occupational First Aid Attendants have been given the Safe Work Procedures during the COVID19 pandemic in accordance with [WorkSafeBC guidelines](#). These procedures can be found [here](#).

## Additional Training

Administrators will be responsible for ensuring TOCs, new hires, casual employees, staff returning from an extended absence and District staff from other locations have been orientated in the District safety protocols and site-based safety plans. They also need to be aware of the content in this COVID19 Safety Plan.

## Emergency Procedures

District emergency procedures remain unchanged at this time. Procedures can be found [here](#). In the event of an emergency evacuation, distancing measures are to remain in effect at all muster points.

## Reporting Occupational Injuries or Illness

The incident reporting process for all occupational injuries or illnesses remains unchanged. The reporting process flowchart can be found [here](#) and posted on the safety board in all locations.

## Staff Reporting COVID19 Related Concerns

Should a staff member have any health and safety concerns, they are to report to their Administrator / Supervisor or the site-based Joint Health & Safety Committee. The safety committee contact information for each location is posted on the safety board in the staff room.

## Promoting a Safe Physical and Emotional Environment

The District has provided staff, students and families with resources and tools to promote emotional health and wellness during this time. Visit the District website for more information.

Staff are encouraged to practice the 3 R's: Reassurance, Routines, and Regulation.

## Curriculum, Programs and Activities

All curriculum, programs and activities will operate in alignment with provincial K-12 health and safety guidelines.

- Shared equipment in any program will be cleaned and disinfected as per Cleaning and Disinfecting guidelines.
- Students will be encouraged to practice proper hand hygiene before and after each program.
- Physical distancing will be maintained where required.
- Personal spaces and equipment will be set up for students, as best as possible.

- In-person inter-school events including competitions, tournaments and festivals, are not permitted at this time. This will be re-evaluated throughout the school year.

## Food Services / Programs

- Schools can continue to run culinary classes for students following normal food safety guidelines.
- Individual food and beverages are not to be shared.
- Homemade food items brought in are prohibited.
- Canteens are to follow the [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols](#) for returning to operation when preparing and serving foods.
- Normal Food Safety still applies.
- Six patrons at a table does not apply to the school environment.
- A food business COVID-19 Safety Plan is required for food businesses providing food to schools.

## Gym Classes & Equipment

- The quantity of equipment used during gym classes will be minimized for disinfecting purposes.
- Items that are not easily cleaned will be limited.
- Disinfection of equipment will occur as per the disinfecting and cleaning guidelines.

## Music Rooms and Instruments

- Please refer to [The Guidance for Music Classes in BC during COVID-19](#) for safety recommendations
- Shared equipment will be cleaned and disinfected between each use as per cleaning and disinfecting guidelines.

## School Libraries / Learning Commons

Facilities will remain open and book exchange can continue to occur with the following guidelines followed:

- Students and staff will practice diligent hand hygiene upon entering and exiting the space.
- Students and staff should wash their hands before and after handling shared equipment/resources.
- Laminated paper-based products, including laminated books, should be cleaned and disinfected daily if they are touched by multiple people or upon return, before reshelving.
- When visiting the library / learning commons, students and staff should remain in their learning group as much as possible and maintain physical distance from members outside of their learning group.

- Students should bring their personal school supplies for classes held within the space.
- A plexiglass shield has been installed on the counter of all libraries throughout the District.

## Field Trips

- Field trip locations must provide a safety plan and it must be in line with the School District 60 safety protocols and guidelines.
- All safety protocols and guidelines will be followed while on field trips.
- No overnight field trips are permitted at this time.
- Outdoor locations are encouraged.
- Volunteers must be trained in safety protocols and guidelines and are not permitted to provide transportation at this time.

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

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p><b>Parents or caregivers must keep the student at home</b></p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a 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.</li> <li>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.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>Staff must stay home</b></p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> </ol>

\*\* It is required that staff and students perform a daily health assessment prior to arriving on site. In the event of illness, staff and parents/caregivers ( for their child ) are recommended to seek further medical guidance by completing [the COVID19 self-assessment tool](#), call 8-1-1 or the Northern Health COVID19 Online Clinic & Information Line (not the local health unit ) at **1-844-645-7811**. The virtual clinic will assess, arrange for testing if necessary, and report to public health. **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. A doctor’s note is not required for students or staff to return to school.**

## Appendix B: 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.*

# Appendix C: Daily Health Assessment



## School District 60 PRN Daily Health Check

Please perform a daily health assessment prior to entering the School / Building * This checklist does NOT need to be submitted. This is a self directed assessment.			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	Circle One	
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Loss of sense of smell or taste	Yes	No
	Diarrhea	Yes	No
	Nausea and vomiting	Yes	No
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	Yes	No
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	Yes	No

If you answered “YES” to one of the questions included under ‘Key Symptoms of Illness’ (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’ or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a **COVID-19 test** is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 **test is recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered “YES” to questions 2 or 3, use the **COVID-19 Self-Assessment Tool** to determine if you should seek testing for COVID19.

**A health-care provider note (i.e. a doctor’s note) is not required to confirm the health status of any individual.**



## 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 drinks 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>

## Appendix E: Masks

To ensure the safe use of a mask, please follow below:

### Putting on a Mask

- **Before** putting on a mask, clean hands with soap and water or alcohol-based hand sanitizer.
- Place mask over **nose to below chin**.
- **Ensure** the mask fits snugly on the face. Do Not wear a loose mask.

### During Use

- **Avoid** touching the mask or your face under the mask.
- If you need to touch the mask or face, **sanitize hands before and after**.
- **Keep the mask** on until asked to remove it.

### Removing the mask

- **Sanitize** hands with soap and water or alcohol-based sanitizer.
- Remove the mask using the elastic loops or ties.
- **Store** reusable masks in sealable plastic bags until able to disinfect.
- **Discard** disposable masks in garbage can immediately after use. Never reuse disposable masks.
- **Sanitize** hands after removing mask.

## Appendix G: Face Shields

To ensure the safe use of a face shield, please follow below:

- **Sanitize** hands with an alcohol (60% or more) containing hand sanitizer or wash hands with soap and water.
- **Do not** touch your face.
- Place face shield on your head. Adjust for comfort. Position shield over face.
- **Sanitize** hands after putting on a face shield and after removing.



Face shields should be sanitized before each daily use. Face Shields are not to replace the use of a non-medical mask.

Do not share face shields. Store in a safe and clean manner.