



COVID-19

Communicable Disease Prevention Plan

BC Government COVID-19 K-12 Education Plan

Acknowledgement:

This document is based on guidance provided by the provincial health officer, BC Communicable Disease Control, Fraser Health, Vancouver Coastal Health, the BC Ministry of Education, and WorkSafeBC.

***As COVID-19 information and guidance evolve, updates to this document may be needed.*

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Introduction

School supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, as part of a student's education, provides the opportunity for peer engagement, which supports social and emotional development as well as overall wellness. It also provides many students access to programs and services that are integral to their overall health and well-being.

Based on guidance from the BC Centre for Disease Control and experience to date within B.C. and other jurisdictions showing schools as low risk sites for COVID-19 transmission, even with increased risk of COVID-19 in some communities, K-12 students can participate in full-time, in-class instruction in accordance with current public health guidelines for schools.

Objectives

This document was developed with the guidance from the Ministry of Education, who collaborated with the BC Centre of Disease Control (BCCDC), Indigenous rightsholders and education partners – including teachers, parents and school leaders – to outline the principles and requirements for maintaining safe environments. These comprehensive guidelines build on the [Public Health Communicable Disease Guidance for K-12 Schools](#) developed by the BCCDC to ensure schools have effective measures in place to prevent the transmission of COVID-19.

These guidelines (**effective March 14, 2022**) will support K-12 education employees, students, parents, caregivers, administrators and school community members to:

- Be informed about communicable disease measures and how they support a safe school environment;
- Understand their roles and responsibilities in maintaining and promoting safe and healthy schools.

WorkSafeBC

WorkSafeBC and the *Occupational Health and Safety Act and Regulations* continue to apply during the COVID-19 pandemic. The school district has considered WorkSafeBC's 4-step [Communicable disease prevention: A guide for employers](#). The district Communicable Disease Prevention Plan for COVID-19 will serve as a compliance guide for COVID-19.

Responsibilities under WorkSafeBC remain unchanged. These are summarized below as related to COVID-19:

- District management/the employer is responsible for providing an overall healthy and safe workplace in accordance with the guidance of WorkSafeBC requirements, BCCDC, and the Provincial Health Officer.
- Supervisors (including administrators and managers) are responsible for ensuring the health and safety of those who report to them and for providing specific instruction and direction to staff relevant to their site and work tasks.
- Staff are responsible for participating in the district's health and safety program and working safely by following the district's implemented procedures and safety practices.

Communicable Disease Prevention Plans

The provincial health officer's statement on June 17, 2021 clarifies employers are no longer required to maintain a COVID-19 Safety Plan but must instead transition to a communicable disease prevention plan. Communicable disease prevention focuses on reducing the risk of workplace transmission of COVID-19 and other communicable diseases, and includes both ongoing measures (e.g., hand hygiene, cleaning) and additional measures to be implemented by public health.

The four-step guide outlines the process to reduce the risk of communicable disease transmission in the workplace. Steps include understanding the risk, implementing appropriate measures, communicating policies and procedures, and updating measures and safeguards as required.

Schools and district sites must regularly review their communicable disease plans with their site-based health and safety (HS) committees and address areas where there are identified gaps in implementation. BCCDC has developed a [COVID-19 School Communicable Disease Checklist](#) that can support these communicable disease prevention plan reviews.

Regional Differences

Medical health officers continue to be able to place local public health orders requiring additional health and safety measures beyond the guidance in this document at their own discretion, based on their authority under provincial legislation. These measures may be put in place during times of increased community transmission of COVID-19, and within communities with low vaccination uptake, based on local epidemiology and in proportion to the medical health officer's assessment of risk.

Local public health orders may be placed for entire regions or communities, including but not limited to schools (unless schools are specifically exempted), or for specific settings or activities within a health region. For schools, the local medical health officer may issue a recommendation for an individual school, a grouping of schools, a school district, all schools within the health authority region, or some combination thereof, to implement specific additional health and safety measures during elevated risk.

Additional regional measures are likely to be similar to some of those in place during the 2020/21 school year, and may include:

- Limits on gathering and events
- Reconfiguring room arrangements or incorporating more activities that maximize space between people and reduce face-to-face contact
- Limiting visitors
- Recommending mask use

Learning groups are not expected to be an additional prevention measure for regional recommendations.

Infection Prevention and Exposure Control Measures

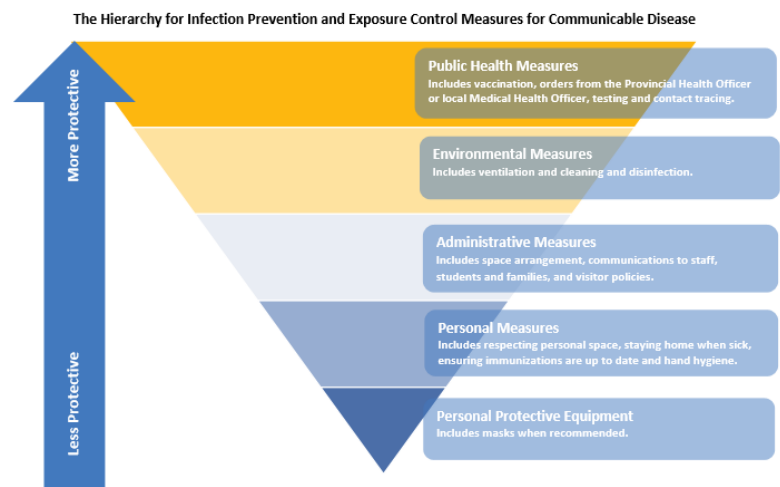
Infection prevention and exposure control measures (also called communicable disease measures or health and safety measures) help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in settings such as schools where there is a relatively consistent grouping of people and multiple measures of various effectiveness can be routinely and consistently implemented, including:

Schools are considered a “controlled” environment by public health. This is because of:

- Robust illness policies for students and staff
- Reinforcement and adoption of effective personal practices (e.g., hand hygiene, respiratory etiquette)
- Various environmental measures (e.g, enhanced cleaning and disinfecting practices, ensuring HVAC systems are operating properly, etc.)

Hierarchy of Controls

Public health’s *Hierarchy for 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, staff, students, and parents implementing and adhering to a combination of these control measures, the risk of COVID-19 will be reduced substantially in schools. Note: Occupational safety controls as per WorkSafeBC are applied in a similar hierarchy with eliminating the hazard at the top of the hierarchy in place of public health.



Supportive School Environments

Schools can support students to practice personal preventive measures by:

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

Staff should use positive and inclusive approaches to engage students in personal preventive practices aligned with existing professional practices to address behaviour. Approaches should not exclude students from participating in school or potentially result in stigma.

Staff should also utilize a trauma-informed lens when planning school activities (e.g. gatherings and events) and interacting with other staff and students, including considerations around respecting others personal space.

Students and staff may choose to wear masks, face shields or other personal protective equipment in schools beyond the required circumstances outlined in this document, and those choices must be respected.

School administrators are encouraged to review the information in this section with their school community to increase awareness and support from staff, students, and families.

Vaccines

Vaccination protects from serious illness due to COVID-19 and is the most effective way to reduce the impact of COVID-19 on our communities. BCCDC strongly recommends adults interacting with children to be fully vaccinated. All COVID-19 vaccines approved for use in Canada protect against serious complications, including the Omicron variant. See BCCDC for trusted information on [COVID-19 vaccines](#).

Schools and school districts are expected to work with their local health authority to share evidence-based information about vaccination (e.g. from BCCDC and ImmunizeBC), and to explore opportunities to establish school-based vaccination clinics when requested.

Understanding COVID-19

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. SARS-CoV-2 is a new strain of virus that first emerged in humans in 2019 and results in COVID-19 disease. COVID-19 resulted in a pandemic being declared globally. The virus can cause mild to serious illness and potentially death.

Signs and Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. BCCDC advises that the most common symptoms include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle ache

Less common symptoms also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

NOTE: Children have similar symptoms to adults, but are less likely to have fever, shortness of breath or cough. COVID-19 causes mild illness in the majority of cases in children.

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. For a complete and current list of symptoms refer to: www.bccdc.ca

Transmission Routes

COVID-19 is transmitted via liquid droplets that are dispersed when a person coughs or sneezes. Infected droplets can enter the body through the:

- Eyes
- Nose

- Throat/mouth

Transmission through infected airborne droplets can occur via the following means:

1. Being in close contact of someone with COVID-19 when they cough or sneeze. Living in a household with someone with COVID-19 or having household-like contact with a COVID-19 case is the most common route of community transmitted COVID-19.
2. Touching a surface that is contaminated with COVID-19 and then touching your face and transferring the virus to the mucus membranes of your eyes, nose, throat. This is why public health recommends frequent and diligent hand hygiene to everyone.

Risk Assessment for K-12

The assessment of risk with respect to COVID-19 pandemic is the jurisdiction of public health. In the case of the school district, this includes the provincial health officer (PHO), BC Communicable Disease Control, and Fraser Health. The overall assessment of risk remains low for K-12.

More specific information can be found in the BCCDC document on the evidence of COVID-19 in BC, schools, and children - [COVID-19 Public Health Guidance for K-12 School Settings](#).

Based on [national and international](#) evidence collected between January – July 2021 with respect to COVID-19 and schools:

- There is little high-quality evidence to suggest that having schools open meaningfully contributes to community transmission.
- The likelihood of a person attending school while infectious with COVID-19 reflects local community prevalence.
- The consistent implementation of prevention measures, particularly in communities with higher transmission and/or lower vaccination uptake, is critically important to limiting the spread of COVID-19.
- Within clusters and outbreaks, adult to adult transmission appears more common than child to adult or adult to child.
- Widespread asymptomatic transmission is not commonly occurring within schools.
- Evidence continues to be gathered about the impact of staff and student vaccinations on mitigating risk of COVID-19 transmission at school.

Continue to read more on the documented evidence: [COVID-19 Public Health Guidance for K-12 School Settings](#)

Creating a Safe Physical and Emotional Environment

Staff will have a vital role in creating a safe physical and emotional environment. To this end, staff are encouraged to practice the 3 Rs: *reassurance, routines, and regulation*.

- **Reassurance:** Social emotional learning is always an important focus for educators. When needed, reassure students about their safety and the safety of their family. It is the role of adults to keep children safe.
- **Routines:** Establish and maintain routines to provide students with a sense of safety and predictability.
- **Regulation:** Support self-regulation. When students are stressed, their bodies respond by activating stress response systems. To help them manage these reactions, it is important to both validate their

feelings (e.g. “I understand how this might feel overwhelming ...”) and encourage them to engage in activities that help them self-regulate (e.g. exercise, deep breathing, mindfulness, regular eating and sleeping routines). Decreasing student anxiety and stress is an important role of the school at this time.

Trauma-Informed Practice

Trauma-informed practice works through a compassionate lens of understanding what is helpful for all children, youth and adults – especially those who have experienced traumatic events.

Trauma-informed practice includes:

- Providing inclusive and compassionate learning environments.
- Understanding coping strategies.
- Supporting independence.
- Helping to minimize additional stress or trauma by addressing individual student needs.

Regular needs-based check-ins with others can help in gathering important information to inform the level of trauma response and recovery necessary to support the school community.

The North American Centre for Threat Assessment and Trauma Response has released the following resource to assist the education sector in supporting the transition back to school: [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#). To support educators in developing compassionate learning communities through trauma-informed practice, the ministry has created [trauma-informed practice resources](#) that are available on the [erase website](#).

School district staff and school staff should practice awareness and sensitivity regarding the complex and devastating history that pandemics have had on many Indigenous communities.

Supports are in place for all staff should they be struggling with excessive worry or anxiety due to the COVID-19 pandemic. Staff and their immediate families can contact the district’s *Employee and Family Assistance Program*: [WorkHealthLife](#).

The Ministry of Education has developed a [webinar](#) series to support educators as they navigate through times of uncertainty and change. The first webinar, Building Compassionate Communities in a New Normal, provides educators with information, ideas and strategies that they can use to create compassionate spaces for students, especially during times when the classroom environment is ever-changing.

The Collaborative for Academic, Social, and Emotional Learning (CASEL) offers a wide range of social emotional learning resources, including [Reunite, Renew, Thrive: A Social Emotional Learning Roadmap for Reopening Schools](#), that outlines a roadmap of action steps to implement SEL practices throughout the school year for both educators and administrators.

Health and Safety Committees

Site health and safety committees continue to play an important advisory and inspection role. For example, in support of COVID-19 risk reduction controls and protocols, the site health and safety (HS) committees will continue to:

- Conduct the new [workplace inspection](#) with site administrators to ensure all safety protocols are reviewed and revised with staff.
- Consult and share information with site staff on HS issues, including COVID-19.
 - Reminder: HS committee members will continue to remind staff to report health or safety concerns, including those regarding COVID-19, to their administrator/supervisor in a timely fashion.
- Conduct a meeting and review all new COVID-19 training materials in the week of January 3-7, and on an ongoing basis as required.
- Participate with site administration with the health and safety orientation for staff at each school and district site, and as changes arise.
- Conduct monthly meetings. For clarity, local workplace procedures or staff concerns as they relate to COVID-19 are in scope for the site HS committee.
- Collaborate with and provide feedback to administration/management on regional COVID-19 control measure implementation. Examples: arrival areas, hallways, traffic flow, etc.
- Conduct site inspections as a tool to advise the administration/management and district of areas where COVID-19 risk reduction methods may be an issue/concern.
- Continue with other regular HS committee responsibilities.

Staff Reporting COVID-19-Related Concerns

As per the district's standard processes in reporting health and safety concerns, COVID-19 concerns must be reported to an administrator/supervisor in a timely fashion (*WorkSafeBC* requirement). The process and options for reporting COVID-19 concerns to school administrators/supervisors are in person, in writing, via email, or via video conference (*e.g. MS Teams, Zoom*).

The Maple Ridge - Pitt Meadows School District health and safety department is also a resource to address COVID-19 questions or concerns. Please try to resolve at the site level before contacting the district health and safety department. To contact district HS, email: amanda_reber@sd42.ca or rachel_welsh@sd42.ca. Bargaining unit members can contact their representatives at any stage to help clarify any concerns as well.

Keeping Staff and Parents/Caregivers Informed

Clear and open lines of communications are critically important in times of uncertainty. In addition to regular communications, school administrators will keep staff and parents informed about what the school control measures are (in the school and in the classroom) and the extra precautions for COVID-19 that are in place.

Key Communication Tactics & Channels for Staff, Parents/Caregivers

The school district will use the following key channels for the delivery of its messaging:

Parent portal

The Parent Portal is the school district's primary tool for direct communication with families. Messages posted to the portal are delivered to each parent's portal dashboard and a copy is delivered to the parent/guardian by email. The portal's targeting feature allows the district/school to select specific schools, grades, classes, and/or individual students. The Regroup engine of the portal ensures that messages are delivered to all families on the portal within minutes, making this an extremely effective and efficient communication channel.

All staff email

The *all SD42 staff* category enables select senior staff to send out a district-wide email to all staff. This is an effective channel primarily reserved for important messaging concerning district operations or provincial announcements and will be used as a primary channel for communicating COVID-19 related updates to school district staff.

In-person/virtual meetings

In-person meetings and virtual meetings (e.g. staff meetings, superintendent meetings, regular elementary/secondary principals' meetings and all managers meetings, health and safety meetings, training sessions, and partner group meetings) are effective for communicating complex information and provide a platform for raising and addressing questions and/or concerns.

District website

The district website is the school district's primary pull communication channel for the sharing of messaging with families, staff, and the greater community.

The process for posting important ministry or school district COVID-19 updates is as follows: the message is posted under "announcements" so that it appears on the landing page, and a link to the announcement is included on the general and district-specific dedicated COVID-19 update pages. Announcements of greater urgency are also posted to the slider section of the website.

School Community Notification of COVID-19 Cases or People Who Are Ill or Unwell

If a staff or student in a school is tested and confirmed by public health as positive for COVID-19, public health will directly notify contacts who have potentially been exposed, and will work with the district and school administrator to determine what actions, if any, are needed.

The *BCCDC COVID-19 Guidance for K-12 School Settings (Aug. 24, 2021)* has advised all BC school districts that:

"School administrators or staff should not provide notifications to staff or students' families about potential or confirmed communicable diseases cases (including COVID-19) unless the school administrator is directed to do so by the school medical officer. School Administrators are to follow processes outlined in [Covid-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases](#)."

This is in keeping with best practices in public health and the *Personal Information Protection Act*.

Staff, parents, and students are asked to keep in mind that during COVID-19 there are many rumors and false reports of cases or exposures, and these understandably create anxiety and concern. Fraser Health follows-up with all actual COVID-19 cases as well as any credible reports brought to Fraser Health by the district or school administrators.

The provincial government also made a change to the notification process for school exposures, directing local health authorities to begin posting general school exposure notifications to their websites. You can find exposure notifications for our school district and the Fraser Health region more

broadly on the Fraser Health [school exposures page](#). For a helpful overview of the contact tracing process for school exposures, [visit the BC CDC website](#).

Health and Safety Instructions for Staff

All staff should review, understand, and follow the information and protocols and procedures provided in this document and by their school administrators/supervisors. If staff have questions, they should discuss these with their school administrator/supervisor, who can seek clarification from the school district or public health.

In addition to this document, posters, reminders, and worksite-based information and protocols will be provided to staff by school administrators/supervisors. In some instances (such as grounds, maintenance, and others) additional detailed safe work procedures have been developed, shared with relevant staff, and can be accessed through the school administrator/supervisor and the health and safety tile developed for staff on the district intranet under the [COVID-19 tab](#). Please note that the tab is still under construction and we are still in the process of uploading the new files. Check back often for the most recent updates.

Prevention Measures

The following prevention measures are in place in Maple Ridge and Pitt Meadows schools and align with the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#).

School Gatherings

For school gatherings and events that bring together multiple classes or other groupings of students (e.g., school assemblies, multiple classes doing a single activity) from the same school (but members of the school community beyond staff, students and necessary volunteers are not attending), there is not a specific capacity limit.

On March 10th, 2022, the Provincial Health Officer announced the Gathering and Events Order requiring proof of vaccination for certain community-led gathering and events would be lifted end of day on April 7, 2022.

While the order is in place, indoor school extracurricular and social gatherings and events that bring together members of the school community beyond staff, students and necessary volunteers (e.g., an arts club performance, community fair), or that occur between schools (e.g., a music festival, a sports game or tournament), indoor capacity should not exceed 50 people or 50% of operating capacity (whichever is greater) and proof of vaccination requirements should not be implemented.

When the Gathering and Events Order requiring proof of vaccination for the community-led gatherings and events is lifted, all school gatherings and events can return to 100% capacity.

School-led Gathering & Events with Visitors	
<i>While PHO Gatherings & Events Order is in place</i>	<i>After PHO Gathering & Events Order is lifted (expected end of day April 7, 2022)</i>
Schools should not implement proof of vaccination requirements and indoor capacity should not exceed 50 people or 50% operating capacity (whichever is greater)	All school gatherings and events can return to 100% capacity

Organizers should apply a trauma-informed lens to their planning, including consideration of:

- Respecting student and staff comfort levels regarding personal space
- Using space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntarily physical contact between attendees (i.e. overcrowding)
- Gradual transitions to larger gatherings (e.g. school-wide assemblies), including starting with virtual or smaller in person sessions, etc.

Examinations or assessments are not considered school gatherings, however they must still be delivered in accordance with the health and safety guidelines outlined in this document.



Daily Health Assessments & Illness Policies and Protocols

A [daily health check is a tool](#) to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.

Parents and caregivers should assess their children daily for illness before sending them to school.

- Parents/caregivers/staff and students can utilize the [Daily Health Check & What to Do When Sick](#) resource for daily assessment of symptoms, as seen in Appendix D.
- Staff and other adults should complete a [daily health check](#) prior to entering the school, as seen in Appendix D.
- If a student, staff or other adult is sick, they must not enter the school

Staff Daily Health Self-Assessment

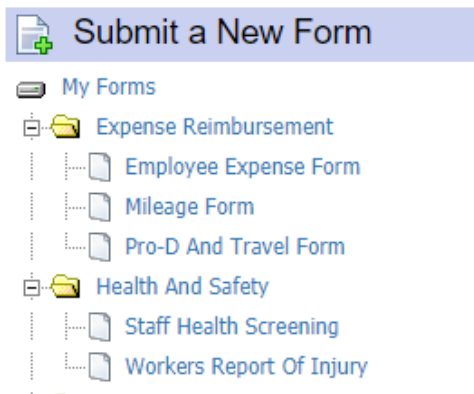
Staff must assess/check their own health daily for symptoms of cold, flu, COVID-19 or other infectious respiratory disease prior to entering the school or attending work. **If unwell with cold, flu, or COVID-19 symptoms, an employee must stay home AND self-isolate.** If symptoms warrant, the employee should be tested for COVID-19. If off work or unwell for other reasons, staff must continue to report their absence in the ADS as per the district's usual procedure.

The *Daily Health Self-Assessment* (checklist) for all employees is provided in Appendix D. A copy of this checklist will be provided to all district employees at their safety orientation. For ease of reference, it is recommended that a copy of the checklist be kept in a convenient location at home.

All district employees are required to assess their health before they come to work and sign the health check declaration at the work site. Staff must also declare that they have not been directed by the

health authority to self-isolate. They must never enter the building if they do not pass the health assessment.

All district employees must complete a one time [digital district form](#), indicating their understanding that they have a daily responsibility to assess themselves for symptoms of cold, influenza, COVID-19 or other infectious respiratory disease. Click on the digital district form link and follow these instructions: My Info > Documents & eForms > My eForms list > Health and Safety File (as seen below) > Staff Health Screening.



Student Daily Health Assessment

Parents and guardians must assess/check their child's health daily for symptoms of cold, flu, COVID-19 or other infectious respiratory disease before sending them to school. Parents/guardians must keep their child home from school if the child tests positive or public health authority directs the child to self-isolate. This applies to elementary and secondary students. The *Daily Health Assessment* checklist to which all parents must refer when conducting a daily health check of their child(ren) is provided in Appendix D. It is recommended that families keep a copy of the list in a convenient location at home for daily reference. **If a student is unwell or symptomatic, they must stay home and self-isolate** (see table on the next page). In such circumstances, the parent/guardian should call the school office to report the absence to the school as usual.

TABLE: Managing Staff and Students who Develop Symptoms of COVID-19

The following are the procedures for managing when a staff member and students develop symptoms of COVID-19.

Staff	Students
<p>IF STAFF DEVELOP SYMPTOMS <u>AT HOME</u>:</p> <p>Staff must be excluded from work and stay home until they have sought guidance from public health (811) to exclude COVID-19 or other infectious diseases, AND their symptoms have improved.</p> <p>IF STAFF DEVELOPS SYMPTOMS <u>AT WORK</u>:</p> <p>Staff must report their condition, leave the building/worksite immediately, and go home <i>as soon as possible</i>.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate/isolate 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 waiting to be picked up. 4. Once the staff member has been picked up/gone home, building custodial staff must clean and disinfect the space where the staff member was separated/isolated along with any other areas they may have used (e.g. classroom, bathroom, common areas). 	<p>IF A STUDENT DEVELOPS SYMPTOMS <u>AT HOME</u>:</p> <p>Parents/guardians must keep their child at home until they have sought guidance from public health (811) to exclude COVID-19 or other infectious diseases, AND their symptoms have improved.</p> <p>IF A STUDENT DEVELOPS SYMPTOMS <u>AT SCHOOL</u>:</p> <p>Staff must supervise the student and take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic/ill student from others (2M). 2. Contact the student's parent/guardian to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. 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 staff do have contact with the student's bodily fluids, they must practice diligent hand hygiene right away. 6. Once the student is picked up, staff must practice diligent hand hygiene. 7. Custodial staff must clean and disinfect the space where the student was separated and any areas they may have used (e.g. classroom, bathroom, common areas). <p>Parents/guardians must pick up their child as soon as possible if they are notified their child is ill.</p>
<p>Anyone experiencing symptoms of illness should not return to school and follow the provisions outlined in Appendix D for when they can return to work/school.</p>	

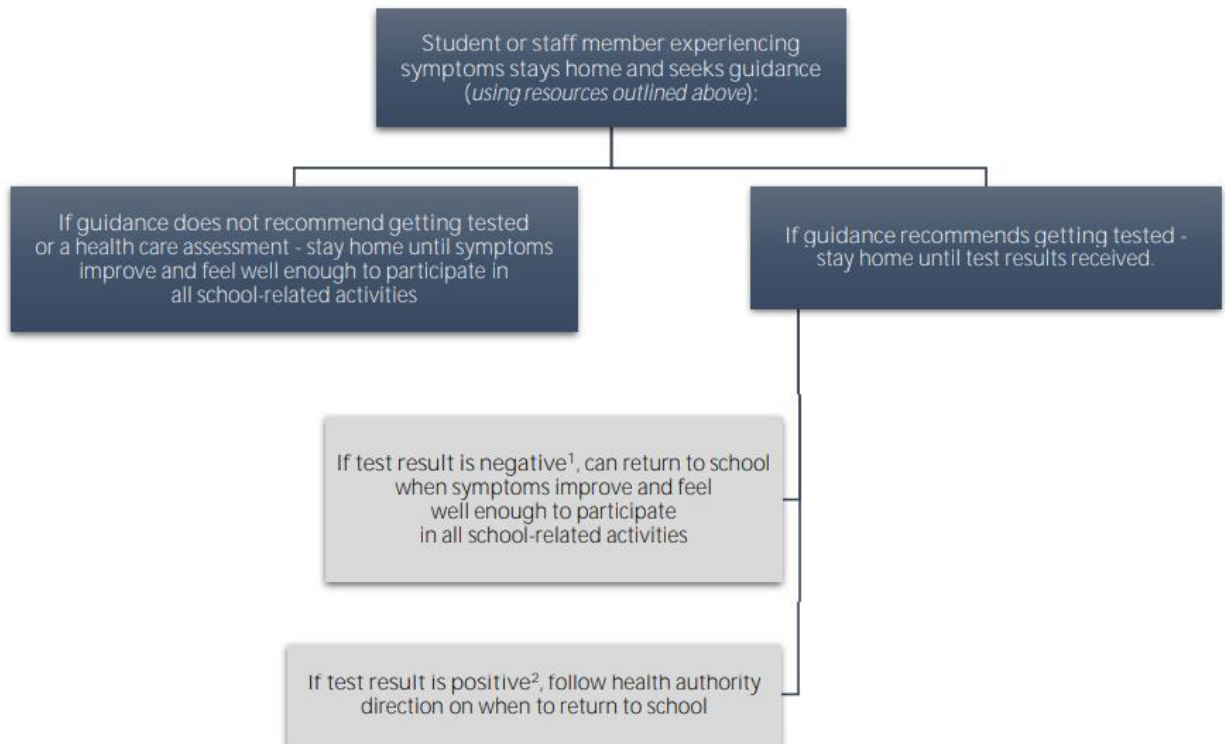
Additionally, staff and parents may wish to contact 8-1-1 or their local public health unit to seek further advice. In BC and in the Fraser Health region, testing is readily available to all people who are ill or who have symptoms of COVID-19. Results are available within 24-48 hours (subject to change).

School administrators are to advise health and safety and their assistant superintendent **when there is excessive absenteeism at the school or an unusual number of students and/or staff leave the school in a 24 to 48-hour period** with symptoms consistent with a cold, flu, or COVID-19. Provincial Health will determine a threshold level to report excessive absenteeism to the Medical Health Officer for further enhanced measures.

Symptoms of Illness and Return to School

Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Staff, students and other adults can refer to BCCDC's "[when to get tested for COVID-19](#)"
- Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), call 8-1-1 or their health care provider.
- [When to get a COVID-19 test](#).
- Establish procedures that allow for students and staff to return to school/work in line with the guidance in the Staying Home, Self-Isolation and Symptoms section.
 - This is to ensure students and staff who are not sick are not kept out of school/away from work longer than necessary.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the BCCDC website for more information on [positive test results](#).

Allergies and People with Chronic Medical Conditions with COVID-19-Like Symptoms

Students or staff who experience seasonal allergies or other COVID-19-like symptoms that are related to an existing condition **can continue to attend school or work when they are experiencing these symptoms as normal**. If they experience any change or worsening in symptoms, they should seek assessment by a health-care provider. It will be important for people with these conditions to generally share that they have such a condition and to be treated with respect by others.

Family or Household Members of Staff or Students with COVID-19

Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. As per public health guidance, it is expected the symptomatic household member is seeking assessment by a health-care provider. Staff and students who [are close contacts](#) (including household contacts) of a public health confirmed COVID-19 case may be directed to self-isolate by public health, further direction can be found [here](#) for close contacts.

Self-Isolation - Defined

When a person is to self-isolate, they must remain at home and stay isolated from others in the household and not get together with any other individuals, including family members. For more information visit www.bccdc.ca.

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test result (some travel restrictions may be different pending on vaccination status).

Self-Isolation for International Travellers Returning to BC

There are still some testing and quarantine exemptions for **fully vaccinated** travellers who are permitted to enter Canada and who meet specific conditions. Learn more about [vaccinated travellers entering Canada](#). This includes students who are attending school from abroad.

Fair Notice: All staff, students (over 12) or volunteers travelling internationally (including to the United States) for any reason or duration, cannot attend school or work for 10-14 days if they have **not been fully vaccinated**, see information in above paragraph. Unvaccinated students who are travelling with unvaccinated parents/caregivers are not permitted to attend school for 14 days after arrival in Canada. Teachers will not be expected to provide added supports during the student's period of self-isolation resulting from international travel. For staff, this self-isolation will be without pay, or by applicable leave provisions within the Collective Agreement.

If someone in a household has to self-isolate due to international travel, the traveller needs to self-isolate, family members do not, and staff and students may attend work and school.

Protocol in the Event of a Confirmed COVID-19 Case in a School

Fraser Health is no longer conducting contact tracing or notifying schools of exposures.

Controlling Access to the School/Site

Schools are responsible for ensuring that visitors are aware of communicable disease protocols and requirements, and have completed a daily health check, prior to entering the school.

- Information on communicable disease protocols and requirements for visitors should be posted by the entrance to the school, on the school's website and included in communications to students and families.

Schools can return to routine sign in/sign out practices for visitors and staff not typically onsite. Schools do not need to keep a list of date, names, and contact information of the visitors for communicable disease prevention purposes.

Schools can return to routine pick up/drop off practices, though should still consider strategies to prevent crowding at pick-up and drop-off time. Parents/caregivers and other visitors should respect others' personal space while on school grounds, including outside.

After hours community use of facilities is permitted in alignment with other health and safety measures:

- Use must occur in line with those activities permitted as per relevant local, regional, provincial and federal public health recommendations and Orders
- Diligent hand hygiene

- Respiratory etiquette
- Ensure that participants stay home if they are feeling ill
- Where possible, limit building access to only those areas required for the purpose of the activity



Hand Hygiene

As per public health guidelines, ready access to hand hygiene facilities is important and will be provided by the district. This will be achieved by staff and students having ready access to operating sinks, soap, and paper towels or hand sanitizer.

Hand Hygiene Facilities and Supplies

Many classes will have a hand washing or hand sanitizing station within close proximity.

Classrooms and spaces with sinks within them will be checked daily to ensure supplies (soap and paper towel) are available. Also, as high-touch surfaces, these will be cleaned once daily by the custodial staff.

Hand Washing

Thoroughly washing hands with soap and water is the best protection against illness.

Staff will be advised of their responsibility to wash their hands and reinforce hand washing among students as per the K-12 provincial guidelines and instruction on this topic. Posters and reminders will be located throughout the site, at sinks and hand sanitizer stations.

Step-by-step procedure to effectively wash your hands:

- Wet hands with running water.
 - Temperature does not change the effectiveness of washing hands with plain soap and water, though warm water is preferred for personal comfort.
- Apply a small amount of liquid soap. Antibacterial soap is not required.
- Rub hands together for at least 20 seconds (sing the ABCs or happy birthday twice). Rub palms, backs of hands, between fingers, thumbs, and under nails/creating a lather.
- Rinse off all soap with running water.
- Dry hands with a clean paper towel.
- Turn off taps, using the paper towel – if required.
- Discard the used towel in the waste container.

Students and staff are to perform hand hygiene procedures as per the following table and the provincial K-12 H&S guidelines (all stages):

When Student 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 classes with shared equipment. ▪ 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.

Resource: W.H.O. [Hand Washing Video; or Appendix A: Hand Washing](#)

Hand Sanitizer

Use of hand sanitizer is an acceptable alternative to hand washing when access to a sink is not available.

Hand sanitizer will be readily accessible in or at:

- School entrance(s)
- School main office
- Band rooms that do not have a sink
- In hallways where classrooms do not have access to a sink in their rooms and would lead to build up of students waiting to use a washroom sink
- In secondary classrooms that do not have access to a sink

For hand sanitizer to be as effective as hand washing, hand sanitizer must be applied using the same procedure as hand washing (see Hand Washing section above), minus the use of water and a paper towel, and on the same occasions (table above).

- Note: If hands are soiled with visible dirt or grease, they must be washed with soap and water as hand sanitizer is not effective on soiled hands.

A summary of how to properly hand wash or use hand sanitizer is in Appendix A. A video from World Health Organization is available at: <https://www.youtube.com/watch?v=3PmVJQUcm4E>

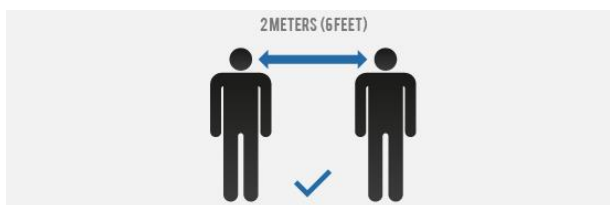


Coughing and Sneezing (Respiratory Etiquette)

Staff and students should practice proper respiratory etiquette and reinforce it among their peers. Diligent respiratory etiquette involves:

- Coughing or sneezing into the crease of the elbow or a tissue and disposing of used tissue into a lined waste bin and perform hand hygiene.
- Refrain from touching your eyes, nose, or mouth with unwashed hands.
- Refrain from sharing any food, drinks, and unwashed dishes/utensils.

Note: Although we all sneeze, cough or clear our throats on occasion, it is important to understand that new or worsening coughing or sneezing not explained by a chronic health condition requires prompt action and for the individual to be separated from others. Those with allergies or other conditions that result in such symptoms may attend school and work. See section above under *Daily Health Assessment* and information on *Allergies and People with Chronic Medical Conditions with COVID-19-like Symptoms*.



Physical Distancing and Space Arrangements

Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches, though should still consider implementing strategies to help create space between people and to support students and staff using a trauma-informed approach:

- Remind students and staff about respecting others personal space. Use visual supports, signage, prompts, video modelling, etc. as necessary.
- Use available space to spread people out, both in learning environments and for gatherings and events, where possible
- Implement strategies that prevent crowding at pick-up and drop-off times.
- Take students outside more often, where and when possible.
- Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
 - Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.

The Use of Personal Protective Equipment

Face Masks

Public Health Guidance

Personal protective equipment (including masks) can provide an additional layer of protection. Non-medical masks and face coverings have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them.

In the event of a regional or provincial public health recommendation or Order requires stricter non-medical mask use than what is outlined in this document, that recommendation or Order should be followed.

The decision to wear a non-medical mask or face covering is a personal choice for staff, students and visitors. A person's choice should be supported and treated with respect.

Schools should continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school.

Masks should not be used in place of the other safety measures outlined in this document.

For directions on wearing and caring for a mask refer to the section below *Safety Procedures for Donning and Doffing and Caring for a Non-Medical Face Mask* as well as Appendix C: *How to Wear a Mask* to wear a non-medical mask or face covering; for translations: [masks](#)

- More information about COVID-19 related mask use, including how to clean and store reusable masks, is available on the BCCDC website and the Government of Canada website.

Safety Procedures for Donning and Doffing and Caring for a Non-Medical Face Mask

Putting your mask on

1. Wash your hands with soap and water for 20 seconds or use hand sanitizer for diligent hand hygiene.
2. Pick up your mask by the ties or loops ONLY to place the mask over your nose and mouth and secure it.
3. Adjust the mask if needed to make sure your nose and mouth are covered. You want the mask to be comfortable, but also tight enough that there are no gaps.
4. While wearing the mask avoid touching your mask or face or the mask, and practice hand hygiene if you do.

Removing your mask:

1. Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.
2. Remove it by the ties or loops without touching the front of the mask.
3. Fold the outer part of the mask together and place it inside a clean paper bag.
4. Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.

Storing your Mask:

When they are not using their mask, staff and students are to place it in a paper bag (ideally) or envelope or plastic sandwich bag. This keeps the mask clean until it is work again, or until it can be washed.

- Do not store masks unprotected in pockets, backpacks, drawers, or purses.

Washing your mask:

Cloth masks should be washed at least once a day, or whenever they become damp or soiled. To clean masks:

- Put the mask directly into the washing machine, using a hot cycle, and then drying thoroughly.
- Alternatively, wash the mask thoroughly by hand using soap and hot water. Allow the mask to dry before wearing.

Note: For disposable single use masks, follow the above procedures for putting your mask on and removing your mask. In addition, proper disposal of these masks is required. The masks may be disposed of in regular waste (lined garbage bin). *Never dispose of a mask down the toilet.*

- https://www.youtube.com/watch?time_continue=84&v=gvLA--hGU70&feature=emb_title

Other PPE

The use of other PPE by some staff continues to be required for protection from hazards they encounter during their regular course of work (i.e. personal care of student, first aid, some custodial and maintenance work, etc.).

- **Gloves** are not being provided for the purposes of COVID-19 protection as per public health advice. There are, however, other practices that routinely require gloves and these practices should continue (e.g. universal precautions, first aid, personal care, custodial duties, etc.). Instructions for putting on and removing gloves and the need to wash hands after glove removal by staff is provided in Appendix B. Remember that vinyl, nitrile, and latex gloves are single use only and must be properly disposed.
- **Safety eyewear/eyeglasses** are provided for first aid attendants and to others who normally and routinely require them (i.e. trades and grounds work, work in school shops, etc.).
- **Face shields** are not a replacement for a mask and are not required by staff or students for the purposes of protection against COVID-19 in schools. If they are wearing a face shield, staff must also wear a non-medical mask. Exceptions are specific non-enrolling instructional support staff and learning services itinerant staff who are routinely required to work in close proximity to many different students (i.e. speech and language pathologists, behaviour consultants, etc.).
Note: Face shields are also used during activities where established practices and procedures call for them (i.e. managing severe spitting behaviour).

Personal Items

Staff and students can continue to bring personal items to school, but they should be encouraged to not share items that come in contact with the mouth (e.g. food, drinks, unwashed utensils, cigarettes, vaping devices, wind instruments).

Students can use their lockers, as it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school. Schools should implement strategies to manage the flow of students around lockers to minimize crowding and allow for ease of people passing through.



Toys and Sports Equipment

Shared toys, manipulatives and equipment should be cleaned and disinfected once per day.

[Vital Oxide SDS](#) – For **toy, sports equipment and manipulative cleaning (K-12)**

Instructions for use: Ensure you wipe clean any visibly soiled areas first. You can use regular dish soap and water for this; do not use any type of acid-based cleansers such as vinegar and or hand sanitizer as it will have a reaction with product.

Vital Oxide will be provided to **schools** for cleaning toys, manipulatives and equipment.

Spray chemical on surface areas of toys and manipulatives and allow to air dry. There is no need to rinse the product unless there is residue build up. **Like any chemical, keep out of reach of children.**

There isn't any need for additional cleaning throughout the day in addition to what our custodial staff are doing, so please do not start cleaning all areas of your classrooms with this product – it is only for the disinfection of toys, sporting equipment and manipulatives. We need to ensure our inventories do not deplete over excessive and unnecessary use.

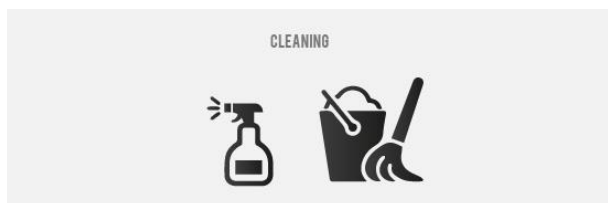
NO PPE Required – First Aid measures can be found on the [Vital Oxide SDS](#)

IMPORTANT NOTE: BCCDC advises that, there are no additional cleaning and disinfecting procedures beyond those that are implemented and those noted in this document. This includes when different groups of students use the same space (e.g. a classroom, gym, arts room, home economics or science lab, etc.).

- **Students and staff should practice diligent hand hygiene before and after playing with toys sporting equipment, and manipulatives:** wash hands with plain soap and water for at least 20 seconds (antibacterial soap is not needed for COVID-19). Hand washing is the main control method for using shared equipment, books, resources and toys.
- Students and staff should wash or sanitize their hands in respect to shared items as follows:
 - before and after handling shared toys/equipment/resources
 - whenever hands are visibly dirty
 - after touching face (putting hands or fingers in mouth, etc.)
 - after coughing, sneezing, and washroom use
- Detailed cleaning is not necessary when using Vital Oxide
- Spray toys with a fine mist setting of Vital Oxide daily and shake or move toys around by hand in container to ensure the fine mist has reached surfaces (you do not need to empty the bins to spray the toys).
- Allow toys or sports equipment to dry in bins.
- Vital Oxide can be used on hard plastic, treated wooden toys, and soft surfaces.
- Vital Oxide may leave a residue after prolonged use, when residue builds simply rinse it off in the sink with water, or wipe with damp cloth.
- Cardboard untreated wood, and/or foam toys do not require disinfecting.
- Encourage as much play with crafts/paper bags, paper puzzles, etc. as possible that don't need cleaning.
- Toys and manipulatives need to be sprayed every day with Vital Oxide – especially for primary because they are more likely to put toys in their mouths.
- Ensure toys and sports equipment that have bodily fluids on them are disinfected promptly.
- Students can play with others and do not need to stay in their seating arrangement groups for floor activities and play time.

- There is no reliable information on how long germs live on plastic, and hard surfaces so do not “quarantine toys/manipulatives.” Please clean with Vital Oxide as per the guidelines.
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper-based products (e.g. magazines and children’s books) and items with plastic covers (e.g., DVDs) can be contaminated if handled by a person with COVID-19; however, **the risk of transmission between users of borrowed items is very low**. In areas with low transmission in the community, evidence does not require libraries to quarantine or disinfect their loaned items. The focus should remain on ensuring **diligent hand washing** (B.C.CDC, Aug 11, 2020).

Note: BCCDC advises that: Sand, water, and playdough can be used for play if children wash their hands before and after play. COVID-19 does not survive well on surfaces, other than hard surfaces. There is no evidence showing that the virus survives on sand, in water or on playdough.



Cleaning and Disinfecting

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools are cleaned and disinfected in accordance to the BCCDCs guidelines.

Staff must not bring cleaning supplies from home. Only use district provided cleaning/disinfecting products on district surfaces/items. The district uses PCS, Clorox 360 disinfectant and Vital Oxide, which are cleaning and disinfecting products. When friction is applied with the micro-fiber cleaning cloth, surface dirt and oils are cleaned; disinfect the area by allowing the surface area to dry naturally. Custodians have cleaning procedures in place that are approved by *Health Canada* as effective in killing COVID-19 virus; these procedures have been confirmed to meet the BCCDC requirements, product, and concentration for all tasks.

During school/workdays and evening shifts, custodial staff will carry out required cleaning services as per the PHO/K-12 provincial guidelines. These guidelines include the following:

All schools/sites:

- General cleaning and disinfecting of schools and workplaces must occur at least **once in a 24-hour period**. Items used by multiple students and staff, and frequently touched surfaces must be cleaned and disinfected at least **once in 24 hours**. Frequently touched surfaces include items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, and toilet handles.
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage cans daily.
- Only use cleaning and disinfecting supplies provided by the district.
- Practice Universal Precautions - wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

IMPORTANT NOTE: BCCDC advises that “There are no additional cleaning and disinfecting procedures beyond those that are normally implemented and those noted in this document. This includes when different groups of [students/staff] use the same space or equipment (e.g. a classroom, gym, arts room, home economics or science lab, etc.).”

First Aid Cot and Related Equipment

- Clean and disinfect cots and mattresses before use and after they are used or soiled.
- Pillowcases and blankets are single use only and disposable by design; dispose of them immediately after single use.
- Use single-use tissues and paper towel or towelettes and dispose accordingly.
- Store linens in clean dry areas to prevent mould and mildew growth and keep them out of the way of everyday activities.

Keyboards and Electronic Device Care

If cleaning and disinfecting your keyboard or other electronic device, read and follow the manufacturer’s instructions on cleaning before proceeding. The cleaning of surfaces and electronics is done most efficiently when the alcohol-containing hand sanitizer is applied to a cloth or paper towel and wiped, rather than it (or other cleaners) being applied directly to the device. Do not immerse electronic devices in water or cleaner.

Behaviour Support Plans, Employee Safety Plans and Personal Care Plans

Staff working with students who have *Positive Behaviour Support Plans*, *Employee Safety Plans*, /or *Personal Care Plans* should review these plans to refresh their memories or inform their safety and work practices before working with a student. Supporting students with disabilities/diverse abilities may require staff providing support to be in close physical proximity contact with a student.

- Students in grades K-12 are not required to wear a non-medical mask or face covering when receiving services, though may continue to based on their or their parent/caregiver’s personal choice.

Spitting Recommendations

- Although spitting behaviour is challenging, if the student is asymptomatic and in good health, the risk of transmission is low, especially if the behaviour is paired with hand washing and cleaning.
- Medical grade face shields will be available.
- If you come into contact with saliva, wash hands and/or affected areas with soap and water for 20 seconds or more.
- Follow procedures below if you need to clean bodily fluids (saliva) from an area.

Cleaning Blood and Bodily Fluid

Follow these procedures when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, kevlar sleeves) for blood and bodily fluids (e.g. toileting, spitting, biting).

- Use a disinfectant wipe to clean the surface area; allow 10 minutes to dry and then rinse with warm water and paper towel.

Biting/Saliva Recommendations

- If in contact with saliva (but no injury/broken skin), wash hands and/or affected areas. If injured seek first aid.
- Staff must use kevlar sleeves and/or other kevlar products where so set out in a Safety Plan. Safety plans must be updated to reflect this requirement as needed.

Assisting Students with Feeding

For students requiring support for eating and drinking, staff are to practice hand hygiene before and after the activity, use good hygiene practices when handling food (i.e. use utensils, deli napkins, etc. to handle food), and follow the existing care plan. Staff should wash their hands to reduce risk of transmission if you are handling foods.

Enlist the help of learning services professional staff to assist with *Behaviour Support Plans*, *Employee Safety Plans*, *Personal Care Plans*, visual supports, or other child or student centric needs.

If you are having difficulty implementing any of the recommended strategies, please contact the school administrator.

Toileting Recommendations

- Wear gloves.
- Wash hands before and after toileting.
- Practice safe diapering and toileting.

Personal Care Plans

- The same personal protective equipment needed before COVID-19 continues to be required during this time. This includes masks, gloves, and gowns, as identified and required by the health authority for implementing a student's *Personal Care Plan*.
- Students with delegated personal care plans will be reviewed in conjunction with learning services on a case-by-case basis before entry.

Self-Injurious Behaviours

- Wash hands with soap and water for 20 seconds, if able.
- Use a verbal prompt with student.
- Request assistance.
- Follow plan for student safety.
- Maintain physical distance.
- Staff to assist if safe:
 - For head banging – place soft object between head and floor/wall/etc.
- Wash hands with soap and water for 20 seconds.

Hand over Hand Support

- Staff should support students to wash hands as required.
- If student touches face, mouth or nose, whenever possible staff should support student to wash hands again.

- Staff to provide verbal cues for hand washing.
- If student requires hand over hand support, staff should remain at the student's side using diagonal supportive stance, ask student not to speak and to turn head away from worker, if able. Staff should wash both students and their own hands with soap and water, and dry with paper towels every time they have hand over hand contact. Use a non-medical mask if outside of learning group (cohort). Exceptions will be made for staff who cannot wear a mask for medical and/or disability-related reasons.

Programming

- Self-regulation: student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be disinfected by staff once daily by the teacher or education assistant. Use a disinfection wipe for disinfection but ensure the item is rinsed with water if it is an object that the student is likely to put in mouth. Do not share items that students put in their mouths.
- Items such as a cozy swing or safe space for a designated student can be used by multiple students.
- If student requires special reinforcers or items, place items in a bin clearly marked with the student's name; if using edible reinforcers, follow food guidelines for supporting learners with diverse needs below.

Medication Administration

If staff are required to administer medication to students, they should follow these protocols:

- Wash hands with soap and water for 20 seconds.
- Wear gloves if required as per health care provider's recommendations.
- Administer medication.
- Remove gloves.

Proper glove removal: The outside of the gloves will be contaminated. To remove your gloves, grasp the palm area of your gloved hand and peel off the first glove. Then slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.

- Wash hands with soap and water for 20 seconds.

Specialized Equipment (helmet, stander, stroller/wheelchair or lift)

If staff need to support students with specialized equipment:

- Wash hands with soap and water for 20 seconds.
- Remain at student's side using diagonal supportive stance, ask student not to speak and turn head away from worker if able, wear a non-medical mask, face covering, or (face shield and mask) if outside of learning group or cohort.
- Support student as needed.
- Wash hands with soap and water for 20 seconds.



Food

All food-related activities require staff and students follow diligent hand hygiene (see *Hand Hygiene* section). Specific staff overseeing food activities such as breakfast programs, home economics, culinary arts programs need to follow the *Cleaning and Disinfecting* guidelines for food services and FoodSafe guidelines.

Food Brought from Home

Staff and students will be required to bring any food/drinks they need or wish to eat at school and follow these practices:

- Pack in and pack out is recommended to reduce the amount of garbage in school facilities, but not required.
- Do not share food and drinks or eating utensils if not cleaned.

Food Services – Cafeterias

Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs.

- If food services are provided in schools that are regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. FoodSafe trained staff, a food safety plan, etc.).
- [Food Safety Legislation](#) and the [Guidelines for Food and Beverage Sales in B.C. Schools](#) continue to apply as relevant.
- If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g. FoodSafe trained staff, a food safety plan, etc.).
- FOODSAFE Level 1 covers important food safety and worker safety information including foodborne illness, receiving, and storing of food, serving food, and cleaning and sanitizing. It is a helpful resource for those seeking education and training on food practices.

Food-Related Curriculum – Culinary Arts and Home Economics

Food may be prepared as part of Culinary Arts, Home Economics, Life Skills, or specialized school programs and may be consumed only by the student(s) who prepared it, with the following normal food safety measures in place. These safety measures include:

- Teaching or supervising staff being trained and certified in FoodSafe and follow FoodSafe guidelines in schools.

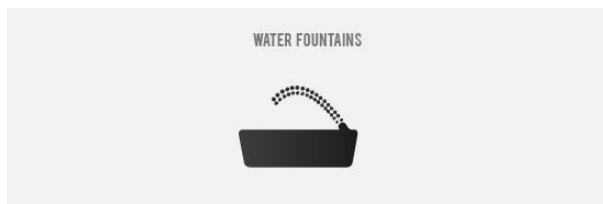
School Food Events (fundraisers)

Schools distributing food for sale (i.e. school fundraising) or providing food at school events (i.e. class party) are required to use food prepared by suppliers regulated under the Food Premises Regulation. This includes using packaged food items (e.g. boxed pizza or packaged grab-and-go serving containers). This is an additional requirement to normally implemented food safety measures and requirements (i.e. FoodSafe trained staff, a Food Safety Plan, etc.). If the fundraisers involve the sale of food items, they should also align with the [Guidelines for Food and Beverage Sales in B.C. Schools](#).

Meal Programs

Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives. School meal programs should follow regular operating practices.

Schools should continue to emphasize that food and beverages should not be shared.



Water Fountains

Water fountains can be used, students should bring a labeled reusable water bottle with them from home to keep at school to refill throughout the day.

- Re-filling water stations can be used to refill personal containers (these should not include washroom sinks or other water sources not typically used for drinking water).
- **Access to water and to washrooms should not be restricted. Student washrooms should no longer have occupancy limits posted.**

Additional Measures for Specific Shared Spaces and Activities

Transportation

School Buses

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease before sending them to school. If a child is sick, they must not take the bus or go to school. See the Daily Health Check section for more information.
- Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- Spread passengers out if empty seats are available.
- **Bus drivers, teachers and students in Kindergarten to Grade 12 may choose to wear masks or face coverings when they are on the bus.**
- COVID-19 related protections for the driver will be put in place by the bus company. These include the following:
 - Buses used for transporting students should be cleaned and disinfected once per day and according to the guidance provided in the BCCDC.

- Bus drivers are required to clean their hands often, including before and after completing trips. Regular use of hand sanitizer during trips is required.
- Open windows when the weather permits.

Carpooling

Schools should share the following guidance with staff and families regarding carpooling arrangements (personal or school-related):

- Spread out vehicle occupants as much as possible.
- Travel with the same people whenever possible.
- Set the vehicle's ventilation to bring in fresh outside air, and do not recirculate the air.
- Open windows when the weather allows.
- Clean hands before and after trips.
- Clean frequently touched surfaces regularly.

For carpooling related to school activities, students, staff and other adults must follow the mask requirements outlined in the Personal Protective Equipment section. For personal carpooling, as per public health recommendations, all people are encouraged to wear masks while carpooling (masks are not suggested if carpooling with members of the same household).

For students, staff, and visitors taking mass transit (e.g. municipal buses, SkyTrain, ferries, etc.), hand hygiene should be practiced before and after trips. Riders should follow any other safety guidance (including mask guidance) issued by the relevant transit authority. Schools should continue to encourage methods of active transportation (e.g. walking, biking, skateboarding, etc.) wherever possible due to the overall health benefits.

Staff Driving Students

From time to time, extenuating circumstances (e.g. social, economic, health or wellness factors) may require that a child and youth care worker drive students.



- Ensure informed consent obtained from parent/caregiver and authorized by Principal
- Ensure pre-trip is conducted
- Plan route
- Worker must have means of communication when on route (district cell)
- Worker must advise office before leaving and provide approximate time of return
- Worker must advise office that they returned from their trip safely
- Ensure student has conducted their daily health check before embarking
- Worker and passenger must wear a district provided non-medical masks

- Passengers and drivers may choose to put on a mask on prior to embarking and after disembarking vehicle
- Open windows in the vehicle to allow air in
- There must be hand sanitizer for the worker and passenger to use when embarking and upon disembarking the vehicle
- Distance staff and students as much as possible
- Worker must ensure that all high contact areas in the vehicle are routinely cleaned with disinfectant wipes once per day. These include seatbelts, headrests, door handles, steering wheels, and hand holds.
- Always keep your route as short as possible, do not make any unnecessary stops along the way

General Ventilation and Air Circulation

At this time, there is no evidence that a building's ventilation system in good operating condition contributes to the spread of the virus. While good indoor air ventilation alone cannot protect people from exposure to COVID-19, it may reduce risk when used in addition to other preventative measures.

The district has ensured that the heating, ventilation and air conditioning (HVAC) systems are operated and maintained as per standards and specifications for ongoing comfort for workers (as per part 4 of the *OHS Regulation*).

Ventilation system upgrades and improvements include:

- Filters upgraded – Upgraded to MERV-13 Air Filters, which capture 80-90% of the expected contaminated particles floating in the air.
- Airflow doubled – Doubled the amount of outside air that comes into our facilities, ensuring 6 air changes of clean air (either filtered or fresh) every hour.
- CO2 Setpoint lowered – Lowered the setpoint in all buildings with CO2 sensors from 1000ppm to 800ppm to ensure a higher concentration of outside air during occupancy.
- Fan speeds increased – Set fan speeds in schools with variable frequency drives at 100% during occupancy, ensuring full air flow in the gymnasium and increasing the number of air changes that occur in the space to reduce chance of community spread.
- HVAC hours expanded – Expanded HVAC operating hours by 8 hours in elementary schools (6 a.m. to 11 p.m.) and by 7 hours in secondary schools (6 a.m. to 11 p.m.), ensuring custodians have fresh-air during morning and evening work schedules and schools are flushed with clean air before students arrive and after students leave.
- Occupancy sensors disabled – Disabled occupancy sensors for all classrooms, ensuring all classrooms will have required 6 air changes of cleaned air regardless of occupancy. This measure reduces the amount of stale aerosols in each room between classroom changes and breaks in the school day.

Ventilation and Power Outage Contingency Plans

HVAC system

Each SD42 facility has unique measures in place for improving ventilation and indoor air quality in the event the HVAC system is temporarily out of service. To determine risk levels, buildings experiencing a power outage should consult with the health and safety manager, who will require the following information:

- Number of occupants

- Square footage of room
- Ceiling height
- Availability of opening windows/doors
- Type of activity taking place

If staff are unable to open outside windows or doors during an HVAC system outage, class can be held outside (if weather permits), in the gymnasium, in the library, or in any other available learning space until the risk assessment is complete.

Outage occurs during the school day

If a power outage occurs during the school day and ventilation units stop working, students and staff can remain in the building. To improve air flow and reduce risk, staff should:

- Open outdoor windows and/or doors
- Space students and staff out as much as possible
- If weather permits, engage in outdoor learning activities
- In cold temperatures, windows and doors can be opened for a few minutes at a time, which will allow for acceptable levels of air circulation and improve air quality
- Take regular outdoor breaks to allow for ventilation of the room
- Refrain from singing, strenuous activity, speaking loudly, and yelling as these activities increase aerosol droplets
- If classroom windows do not open, outdoor classroom doors should be opened

If a power outage occurs after hours, custodians may not be able to perform their evening disinfection requirements. Custodians must report the outage to the custodial supervisor, who will determine the estimated time until power is restored. If custodians have enough daylight to perform priority tasks, they are required to:

- clean washrooms (if light allows)
- disinfect desks/tables and high touch surfaces
- take out garbage (perishable items)

If power is not restored and custodians are unable to finish their tasks, they must list for their supervisor the rooms and duties that are incomplete. The supervisor will relay the information to the operations manager, who will work with the principal to create a plan to complete the work in the morning.

At the discretion of the custodial supervisor or manager on-call, custodial staff at schools without power will be redirected to work at other sites until power has returned or will remain onsite for security or fire watch.

Closures during working hours

For closures during day-time hours, a decision will be made whether teachers/staff will remain on site, be reassigned, or be sent home to work remotely. The closure of the district education office will follow decisions made around school closures.

If buildings are closed to students and staff, only staff critical to attending to the extreme-weather situation will be expected to come to work. Those considered to be part of the Inclement Weather Response Team include:

- senior staff

- school principals and vice principals
- HR representative (dispatch coordinator)
- IT representative (to be determined)
- maintenance grounds and custodial staff

Bargaining unit members who are regularly scheduled and expected to work during inclement weather closures, will be remunerated with time in lieu. Please note that during times of inclement weather, casual custodians may be offered work to assist with the emergent situation.

Administrators are asked to remain at their school to ensure students who may not be able to be picked up are safe. Administrators unable to remain at their school due to the extreme weather conditions are asked to report to their assistant superintendent so an alternative plan for school representation may occur.

Closures prior to school opening

For closures occurring prior to school opening, TTOC/casuals will be notified that their shift has been cancelled. If human resources have made contact with the TTOC/casual prior to them leaving home, the TTOC/casual will not be paid. If the TTOC/casual is contacted on route to work/or has arrived at work, the provisions of the collective agreement will apply.

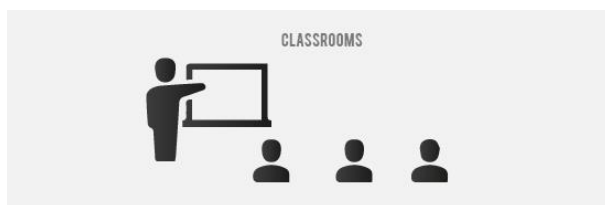
It may be necessary to temporarily close facilities when extreme weather conditions exist that could endanger the health and safety of students and staff. For closures occurring prior to the start of the school day, schools will be closed for both students and staff. Classes may be conducted remotely if technology permits.

The decision to close schools due to inclement weather will be at the discretion of the superintendent in consultation with the secretary treasurer and director of maintenance. In some cases, closures may occur during working hours. In situations where the closure is made prior to the start of the school day, the decision will be made by 6:30 a.m. and announced on:

- the SD42 website
- the SD42 Facebook feed ([SD42Facebook](#))
- the SD42 Twitter feed ([@sd 42news](#))
- News 1130, CKNW, and CBC 690 radio stations

Shared Office Space for Staff

Adults in district offices may choose to wear a mask. Staff are expected to adhere to occupancy limits posted in shared spaces and rooms **if they are in enforcement according to public health guidelines**, occupancy limits are based upon the fire code.



Classroom Spaces

School-based staff and HS Committees should:

- Ensure classroom doors (inside) should be left open or ajar as much as possible so that they do not require use of hands to open.
- **All desk and table surfaces must be kept clear at the end of the day to facilitate cleaning.**
- Ensure that furniture and carpets are district issued to ensure safety of staff and students.
- Take students outside more often, where and when possible.

Technical Studies, STEM/STEAM, Science Labs, Art/Textiles

- Due to the inherent challenges of cleaning every shared item touched in a shop or lab, STRICT staff and students hand hygiene should be reinforced.
- Students and staff will practice diligent hand hygiene:
 - At the beginning and end of each class;
 - Before and after handling shared tools or equipment;
 - Whenever hands are visibly dirty (wash hand).
- Set up personal spaces and tools for students, as best as possible.
- Avoid sharing hand tools by numbering and assigning each student their own supplies (as feasible).
- Machine controls and touch points can be cleaned and disinfected with disinfectant wipe by instructional staff once per day. If Vital Oxide is being used for disinfection, allow a 10-minute (to kill the virus) dwell time before wiping with paper towel (once per day). *Staff should always control the spray bottles*
- Safety demonstrations and instruction: ensure appropriate space (to avoid involuntary touch) is available to allow for all students to view and understand demonstrations.
- Collaboration and communication with post-secondary institutions (i.e. for Trades in Training or other pre-trades apprenticeship programs) should continue and students be made aware of the Communicable Disease Prevention Plan.
- Ensure that staff and students in the K-12 school and the post-secondary institution are aware of health and safety measures in place as stated in this document.
 - Reinforce diligent student self-assessment of health when transitioning between the secondary school and post-secondary institution.

Theatre, Film and Dance

- Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.
- K-12 staff are required to wear masks during these programs when they are indoors, and a barrier is not present.
- Students in grades K-12 are required to wear masks during these programs when they are indoors and a barrier is not present, except during high-intensity physical activity.
- Shared equipment such as set pieces, props, cameras, etc. should be cleaned and disinfected once per day and students should be encouraged to practice proper hand hygiene before and after using frequently touched equipment.
- The *Association of BC Drama Educators (ABCDE)* is currently developing additional guidelines for teaching drama during COVID-19. Staff should refer to the *ABCDE* website for more information. In the case of any discrepancy in guidance, schools and school administrators are expected to follow the Ministry of Education guidelines outlined in this document.
- **For school extracurricular and social gatherings and events that bring together members of the school community beyond staff, students and necessary volunteers (e.g., an arts club performance,**

community fair), or that occur between schools (e.g., a music festival, a sports game or tournament), indoor capacity should not exceed 50 people or 50% of operating capacity (whichever is greater).

- For indoor spaces without a defined operating capacity, schools should determine a capacity limit that is at most half the number of individuals that would be within the space for that activity or event if prevention measures weren't in place.

Culinary Arts and Home Economics

- Schools can continue to include food preparation as part of learning experiences, including in Culinary Arts, Home Economics, Life Skills classes, and other specialized school programs.
- Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds. Students and staff should wash their hands:
 - at the beginning and at the end of the class
 - before and after handling food
 - before and after eating and drinking
 - whenever hands are visibly dirty
- If food is prepared as part of learning and is consumed by the student(s) who prepared it, staff must be FoodSafe trained. Food prepared by students is not to be shared with others.
- Refer to the *Cleaning and Disinfecting* section of this document and to FoodSafe guidelines.
- No additional COVID-19 specific safety measures are required (unless there are food sales).

LAUNDRY

Follow these procedures when doing laundry (Home Economics, Physical and Health Education, Life Skills Programs, etc.):

- Laundry should be placed in a laundry basket with a plastic liner.
- Do not shake dirty items.
- Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.
- Clean hands with soap and water immediately after removing gloves.
 - Wash with regular laundry soap and hot water (60-90°C).

KEYBOARDS AND ELECTONICS



Computers and Shared Technology

- Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds. Students and staff should wash their hands:
 - at the beginning and at the end of the class (especially using shared equipment)
 - before and after handling food
 - before and after eating and drinking
 - whenever hands are visibly dirty
- When a computer lab or iPad cart is being used, students (grades 8-12) or staff (grades K-7) will be responsible for cleaning/disinfecting the iPad, keyboard and mouse once per day. Do not allow excessive moisture on the keyboard, mouse or screen. iPads can be cleaned with alcohol based

cleaner and a microfiber cloth.

- Tablets and small electronics are allowed at this time but must be cleaned with an alcohol based cleaner once per day if used by multiple people.
- The use of personal devices is permitted and cleaning and disinfecting of these devices is the responsibility of the owner/user.

Counselling

- All staff and students in grades K-12 must use a non-medical mask, and/or (e.g. physical barrier, non-medical mask, face covering, or face shield and mask).
- Counselling offices may be used.
- Ensure tissues are available and students dispose of tissues in a centrally located garbage.

Main Office/Reception

- Plexiglass barriers may not be required in school offices when multiple other layers of controls are in place. Such as:
 - Ensuring students and staff stay home when they are sick or required to self-isolate, including ensuring everyone entering the school performs a daily health check.
 - Frequent hand hygiene and respiratory etiquette are adhered to.
 - Enhanced cleaning and disinfection.

Physical and Health Education and Outdoor Programs

K-12 staff may choose to wear masks during PHE classes when they are indoors.

- Encourage outdoor programs as much as possible
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines for cleaning toys and sporting equipment in this document.
 - Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after sports game using shared ball), as well as proper respiratory etiquette.
 - Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.

Weight rooms

Weight room classes are an important component of physical and mental health. They will be utilized through elective classes. If staff utilize the weight rooms before or after work, they must adhere to all safety protocols just as students are expected to.

- Weight rooms will be open.
- Regular cleaning requirements between usage of shared equipment.
- Cleaned and disinfected by staff or students with aid of staff once per day.
- Easy access to a hand washing station or hand sanitizer to ensure users can wash their hands frequently through their workout.
- Occupancy limits (Fire Code) must be posted and adhered to.



Playgrounds

There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment. The following measures should be taken when using playgrounds:

The following measures should be taken when using playgrounds:

- Ensure appropriate hand hygiene practices before and after outdoor play.
- Attempt to minimize direct physical contact between students.
- Note: Sand and water outdoors can be used for play if children wash their hands before and after play. COVID-19 does not survive well on surfaces, other than hard surfaces. There is no evidence showing that COVID-19 survives on sand or water.

Sports

Intra- and inter-school extracurricular activities, sports and special interest clubs can occur in alignment with the guidelines in this document and requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.

Schools are responsible for ensuring that visitors are aware of communicable disease protocols and requirements, and have completed a daily health check, prior to entering the school.

- Information on communicable disease protocols and requirements for visitors should be posted by the entrance to the school, on the school's website and included in communications to students and families.
- Schools can return to routine sign in/sign out practices for visitors and staff not typically onsite. Schools do not need to keep a list of the date, names and contact information of visitors for communicable disease prevention purposes.
- For school extracurricular and social gatherings and events that bring together members of the school community beyond staff, students and necessary volunteers (e.g., an arts club performance, community fair), or that occur between schools (e.g., a music festival, a sports game or tournament), indoor capacity should not exceed 50 people or 50% of operating capacity (whichever is greater).
 - For indoor spaces without a defined operating capacity, schools should determine a capacity limit that is at most half the number of individuals that would be within the space for that activity or event if prevention measures weren't in place.

School Libraries/Learning Commons

[B.C.CDC Guidance for Libraries](#) is a good resource for libraries. The main way that COVID-19 spreads is person-to-person. The risk of getting sick from borrowed library items is very low (B.C. CDC, Aug 11, 2020). [BCTLA-Recommendations-for-Access-to-Library-Learning-Commons-Resources-to-Meet-COVID-19-Requirements-September-Update-1-2.pdf](#) is a good resource for library/learning common staff. In

the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

- 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.
- **Students and staff should practice diligent hand hygiene:** wash hands with plain soap and water for at least 20 seconds (antibacterial soap is not needed for COVID-19). Hand washing is the main control method for using shared equipment, books, resources and toys.
- Students and staff should wash or sanitize their hands:
 - upon entry to the library
 - before and after handling shared equipment/resources;
 - whenever hands are visibly dirty
 - after touching face (putting hands or fingers in mouth, etc.)
 - after coughing, sneezing, and washroom use

Paper, Textbooks, and Books

- Public health advises 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 of books or paper based educational resources to students because of COVID-19.

Music Programs/Choir/Singing

[Guidance for Music Classes in BC During COVID-19](#) can be used as an added resource. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

- Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after music equipment use.
- Equipment that touches the mouth (e.g. instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses.
- For school extracurricular and social gatherings and events that bring together members of the school community beyond staff, students and necessary volunteers (e.g., an arts club performance, community fair), or that occur between schools (e.g., a music festival, a sports game or tournament), indoor capacity should not exceed 50 people or 50% of operating capacity (whichever is greater).
 - For indoor spaces without a defined operating capacity, schools should determine a capacity limit that is at most half the number of individuals that would be within the space for that activity or event if prevention measures weren't in place.

Instruments General

- Students should wash their hands or use hand sanitizer before handling their instrument, case, or mouthpiece as well as at the conclusion of playing their instrument.
- Students should refrain from handling the instruments, cases, or mouthpieces of other students.
- While cleaning must meet the protocols in this document, it is understood that bleach-based products may be damaging long-term to some instruments. See the *B.C. Music Educators' Association* and the *Coalition for Music Education in B.C.* for additional information on cleaning.

Non-wind Instruments Specifics

- Staff should carefully supervise students when cleaning instruments using standard practices and cleaning and disinfecting products (i.e. Sterisol, isopropyl alcohol, etc.).
- Assigned or individual student instruments are encouraged and ideal. Shared instruments should be limited as they will require cleaning by the teacher in elementary schools or by students in secondary if supervised once per day.

Wind Instruments Specifics

- Wind instruments are permitted in schools.
- Individual/personal wind instruments are ideal.
- Shared wind instruments are strongly discouraged. Where shared instruments are used, it is essential these instruments be cleaned and disinfected thoroughly before and after use. This cleaning must be supervised by the music or band teacher.
- Music and band teachers must allocate time at the beginning and end of any class where wind instruments are used and guide and supervise the safe assembly/disassembly, care, and cleaning of instruments used by students.
- Before and after each assembly/disassembly and cleaning phase of every class, each student must practice hand hygiene.
- Cleaning with standard wind instrument disinfectants (i.e. Sterisol, etc.) can be conducted by students and must be supervised by an experienced music or band staff.
 - If shared wind instruments are used, staff must carefully supervise cleaning and disinfection with standard disinfectants **before and after** each use to give everyone confidence that the instrument is clean and safe.
 - Cloths in woodwind instruments must be kept with the instrument.
 - Common towels or cloths for drying instruments are not permitted.
- All water keys of brass instruments must be emptied onto paper towel thick enough to catch all moisture (located next to the student). No water keys are to be emptied straight onto the floor. Used paper towel must be disposed of by the musician into regular garbage such as a plastic-lined waste bin. Diligent hand hygiene must be performed before leaving the classroom. Staff and students are reminded to consider the environment when using paper towel in this way and use only as much paper towel as needed.

Kindergarten Entry

Include information about communicable disease prevention measures that will be in place as part of communications to students and their families prior to school start. Parents/caregivers must follow guidelines for visitors.

- As students transition to full-time, consider frequent communication with families with photos and/or information about classroom activities.
- Provide opportunities for kindergarten students to learn and practice respecting personal space, recognizing they are unlikely to be able to do this at all times.
- Kindergarten students are expected to minimize physical contact.
- Gently remind students of the expectations throughout the day and encourage students to kindly support one another.
- Teachers should continue to provide comfort and reassurance in a way that feels comfortable for the teacher and the student. Students can be comforted through different means, including:
 - stories

- comfort objects
- drink of water
- songs
- soothing words
- Kindergarten classrooms should maintain a focus on play-based learning and clean and disinfect shared toys, manipulatives and equipment once per day.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Only district issued carpets and rugs (e.g. for circle time activities) can be used.

Extracurricular Activities

Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document and requirements of relevant local, regional and provincial public health recommendations and orders for community gatherings and events.

Field Trips and Camps

When planning field trips, staff should follow existing policies and procedures as well as the guidance in this document. **Please refer to the field trip application/check list to ensure all necessary measures are adhered to.** Additional measures specific to field trips should be taken, including:

- For transportation, including bus transportation, public transit and carpooling, see guidance in the transportation section of this document. Active forms of transportation are preferable (walking, cycling, etc.).
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to required health and safety guidelines.
- Alignment with relevant local, regional, provincial and federal public health recommendations and orders, including for international travel.
- Schools should consider guidance provided for overnight camps from [BCCDC](#) and the [BC Camps Association](#) when planning overnight trips that include group activities.
- Field trips to outdoor locations are preferable.
 - Staff must conduct a risk assessment considering the field trip location, potential contact with others, hand hygiene options, etc.
- When planning field trips, staff must follow existing policies and procedures in this document and regional health recommendations and orders.
- Additional measures specific to field trips should be taken, including:
 - Field trip locations must align with this document, staff will need to contact the location to ensure safety protocols can be met, including whether vaccination passports are required.
 - Use of parent volunteers for driving groups of students must be clearly outlined when planning and communicating with parents for permission, along with standard volunteer driver policies and procedures.
 - Schools must ensure that volunteers providing supervision are trained in and strictly adhere to safety guidelines outlined in this document, including wearing a mask.

Staff Rooms and Staff Only Spaces

Experience to date underscores the importance of COVID-19 prevention among adults, as well as students, in the school setting. The guidelines in this document should be used to determine what

measures should be in place within staff-only spaces within a school (e.g. break rooms, school office). K-12 schools and other worksites should implement the following strategies:

- Gatherings must also occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and orders and any related WorkSafeBC guidance.
- Staff are encouraged to use and wash their own eating utensils and plates, and avoid using communal cutlery, plates, and cups if they do not have a dishwasher at their site. If refrigerators, microwaves, and coffee makers are being used, staff should wash their hands before and after use.
- See the Personal Protective Equipment section for more information on mask requirements for staff.
- Staff can use disinfection wipes to clean the handles of any equipment (should be once per day) used in the staff room, including refrigerator handles, microwaves, kettles, toasters or other appliance. It is no longer necessary to clean between every use; ensure you wash your hands after you use the appliances/equipment/tools and before and after you eat.
- If staff leave the building for lunch, they must adhere to arrival and exit safety protocols upon their return.
- Students and staff are encouraged to use the pack-in and pack-out all food wrap and waste. The pack-in and pack-out approach will reduce surface contact associated with opening and closing organic bins and will also reduce the overall waste for the custodians, who can then focus on enhanced cleaning protocols.
- Do not share food, beverages, utensils, dishes, or containers.
- Wash your hands before and after you use of items in the staffroom and before leaving the staffroom.
- Wash your hands before and after you eat.

Work Experience

The work environment has changed due to the impacts of COVID-19 and employers will need to follow current guidelines from the Provincial Health Officer and WorkSafeBC. Students can still engage in work placements in accordance with the following guidance:

Schools and the district must ensure students are covered with the required, valid workplace insurance for placements at standard worksites and follow WorkSafeBC guidelines for [communicable disease](#).

- Information for workers is available on the WorkSafeBC Communicable Disease Prevention webpage, including COVID-19 and communicable disease information for workers.
- For current and any new placements, standards in the ministry Work Experience Program Guide must be followed. (Note: As part of setup and monitoring, worksite visits can now be conducted virtually if needed.)
- Schools and school districts will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering provincial health officer and WorkSafeBC guidance regarding COVID-19. To ensure awareness and support for placements under these conditions, it is recommended that school districts and schools obtain parent/guardian sign-off for all new and continuing placements during the COVID-19 pandemic.
- Students and support workers who accompany complex learners to work sites, life skills course and locations, etc., will adhere to the communicable disease prevent plan of the workplace including wearing PPE if required. See transportation and carpooling section for further details.

Emergency Procedures

District-wide emergency procedures remain unchanged as a result of COVID-19. Given the imminent and severe risk to life and health which prompt the use of the district's emergency procedures, they will continue unchanged with the exceptions noted below:

- Staff should be notified in advance of emergency evacuation drills (no “surprise” drills).
- Evacuation
 - Staff focus should remain on protecting other staff and students from the hazardous reason for the evacuation in the first place.
- The BC Fire Code requires schools to conduct “total evacuation fire drills” involving all occupants in the building. Partial evacuations involving smaller groups of students would not comply with the fire drill requirements of the fire code.
- Schools must continue to update their fire safety plans on an annual basis, as per the BC Fire Code, to ensure it takes account of the changes in use and other characteristics of the building (such as current pandemic protocols). School fire safety plans, including fire drill procedures, should be developed in cooperation with the local fire department and other regulatory authorities.
- In the event of an actual emergency, emergency procedures must take precedence over COVID-19 preventative measures.
- Lockdown – practice regular lockdown procedures with staff and students.
- Hold and Secure – remains the same.
- Shelter in Place – remains the same.
- Drop, Cover, and Hold – remains the same.

Administering First Aid

General

IMPORTANT: Standard first aid procedures and protocols will be used during this time and the following is in addition to standard procedures and protocols:

- Recall that with *Daily Health Assessments* and associated protocols for staff and students to go home immediately if they develop any symptoms, it is highly unlikely that a person requiring first aid also happens to have COVID-19 symptoms.
- Encourage, supervise, and support self-care for minor injuries if appropriate and the person is both capable and able (i.e. provide the person the supplies and have them hold their own ice pack in place, compress their own nose bleed, clean their own scrape, apply their own Band-Aid, etc.).
- If self-care and/or waiting for an ambulance or parent pick-up, remain 2 metres from the injured/ill employee or student. Wear a non-medical face mask.
- Before treating the patient, wash hands with soap and water for at least 20 seconds prior to putting on the appropriate PPE (gloves, safety eyewear or face shield, and disposable non-medical mask). For your information, hand sanitizer can also be used, but it must have evaporated completely before donning gloves and this may create delay.
- After treating the person, dispose of all single use supplies that were used in a waste bin and conduct hand hygiene.
- Document the treatment in the student *First Aid Record* and *First Aid Log* as per WorkSafeBC and district protocol.
- Advise custodian of areas used that may need to be cleaned. If there is any blood or bodily fluids, inform custodians in advance.

- Fill in the staff or student *First Aid Record* and *First Aid* log as per WorkSafeBC and district protocol.
- OFA's should review carefully:
 - Section on *Daily Health Assessment*, procedure table for *Managing Staff or Students with Symptoms*
 - [*WSBC OFAA protocols during the COVID-19 pandemic*](#).

Staff – Additional Detail

- A point of care assessment is conducted by the OFA on the situation and injured/ill person to assess the risks and the injuries.
 - If self-care and/or waiting for an ambulance, try to remain 2 metres from the injured/ill staff member and wear appropriate PPE.
 - If providing direct care of a staff member/adult, don the appropriate PPE for the situations. PPE in such instances when treating co-workers/adults includes: Gloves, safety eyewear or face shield, and a disposable non-medical mask.
 - If able and available, direct the injured worker to put on a disposable mask and safety eyewear or face shield.

Students – Additional Detail

- A point of care assessment is conducted by the OFA on the situation and injured/ill person to assess the risks and the injuries.
 - If self-care and/or waiting for an ambulance, remain 2 metres from the injured/ill staff member and wear appropriate PPE.
 - If treating children/students who require brief treatment for minor injury, such as scraped knees, minor cuts, etc. (not COVID-19 related symptoms), wear typical PPE such as gloves and a non-medical disposable mask.

CPR

- Call 911 as soon as you are told or assess a medical emergency.
- Upon approaching the scene, the OFA will conduct a point of care assessment.
- Wear appropriate PPE (gloves, safety eyewear, disposable non-medical mask)
 - Note: *Do not delay care if PPE is not immediately available.*
- With PPE on, approach the person who is not breathing and begin CPR. Apply a one-way valve pocket mask to the person's breathing zone (mouth and nose). If no air movement is detected, begin continuous chest compression CPR at a rate of 100/minute. **No breaths or mouth to mouth contact is required.**
- Continue CPR until someone else takes over from you (another person trained in CPR or a paramedic).
- Wash your hands and face with soap and water for 20 seconds immediately after completing CPR.

Monitoring and Assessing

Knowledge about COVID-19 continues to evolve especially with the variants of concern. Health and safety protocols, procedures, and control measures put in place for COVID-19 will be monitored to confirm continued effectiveness. Site HS Committees play a key role in this process.

District monitoring and assessment will be conducted as stages change or as directed by public health.

Communicable Disease Plan Orientation Checklist

This checklist, provided by the Ministry of Education, is intended to support school districts and independent school authorities in planning ongoing communicable disease orientation for staff (including newly hired staff and staff who changed worksites), other adults (including volunteers and teacher candidates in practicums) and students. Orientation sessions should provide a comprehensive overview of the key principles and guidelines outlined in the resources listed below, as well as information on how these principles and guidelines will be implemented at the school level:

- [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)
- [Public Health Communicable Disease Guidance for K-12 Schools](#)
- [WorkSafeBC Communicable Disease Prevention: A Guide for Employers](#)
- School/district communicable disease plan

Schools and school districts should ensure their Joint Health and Safety Committee is established prior to the orientation session. At the beginning of the school year, schools/school districts are encouraged to hold Joint Health and Safety Committee meetings more frequently to help identify and address any safety concerns in a timely manner.

Considerations for Staff and Students

- Adopt a trauma-informed approach:
 - Where possible, have an employee trained in trauma informed practice deliver some of the orientation
 - Conduct needs-based assessments and regular ‘check-ins’ after the orientation session, and provide contact information to students/ staff for requesting additional supports
 - Provide information on how to access counselling services during school start up
 - For staff: consider sharing [Building Compassionate Communities in a New Normal](#) webinar link. This free webinar developed by the Ministry of Education is intended to provide teachers, education assistants, and administrators with information, ideas, and strategies that they can use to create compassionate spaces for student.
- Highlight the process used to develop the school/district plan (e.g. alignment with provincial direction, engagement at the local level) and the provincial guidelines:
 - Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the provincial health officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, K-12 students can safely participate in full-time, in-class instruction in accordance with current public health guidelines for schools
 - The Provincial COVID-19 Communicable Disease Guidelines for K-12 settings have been developed by the Ministry of Education in collaboration with the BC

Centre for Disease Control, Indigenous rightsholders and education partners, including district/school leaders, teachers, support staff, and parents.

- These guidelines are based on public health guidance developed by the Office of the Provincial Health Officer and the BC Centre for Disease Control.
- ☐ Discuss the importance of implementing communicable disease prevention measures that promote equity and inclusion and outline how these principles are reflected in the school/district plan.
- ☐ Review the Provincial K-12 guidelines and school/district plans, and describe what a school day will look like with the new guidelines (e.g. interactions between peers and staff, traffic flow throughout the school, transition time, recess/lunch, etc.)
- ☐ Outline how prevention and exposure control measures are being implemented in schools to ensure student and staff safety (see the [Infection Prevention and Exposure Control Measure](#) section for more information)
- ☐ Discuss measures for gatherings and events; provide opportunities for staff and students to put forward alternatives to continue to support events in a different format if needed (e.g. virtual events)
- ☐ Discuss preparation for potential transitions (e.g. regional public health order)
- ☐ Review school emergency and evacuation procedures (e.g. fire drills) considering relevant guidelines (see the [Emergency and Evacuation Drills](#) section for more information)
- ☐ Outline individual responsibilities (e.g. daily health check, stay home if sic, etc.) and remind everyone to do their part (e.g. practice diligent hand hygiene on a regular basis)
- ☐ Outline measures in place to support students and staff who are immunocompromised
- ☐ Implement strategies to ensure staff and students who cannot attend orientation are made aware of communicable disease protocols (e.g. provide a booklet/video on communicable disease plans)
- ☐ Provide enough time and space for staff, students, and families to review the school/district communicable disease plan ask questions, and provide input; provide contact information for any future questions that may arise
- ☐ Describe the process to address concerns and suggestions regarding the communicable disease plan (e.g. suggestions to support continuous improvement)
- ☐ Outline the process in place to assess and revise the school/district safety plan on an ongoing basis as well as how staff, students and families will be made aware of any changes in the plan

- ☐ Communicate proactively and on an ongoing basis about the changes made to policies, practices, and procedures to ensure staff, students and families are informed in a timely manner
- ☐ Provide a list of resources and links for more information (e.g., [BCCDC resources](#), [resources from the Government of Canada](#), guidelines developed by provincial associations, [Ministry-developed trauma-informed practice resources](#) or other resources such as [videos from the BC Health Emergency Service](#))

Considerations Specific to Staff

- ☐ Walk staff (administrators, teachers, teachers teaching on call, support staff, itinerant staff, etc.) through what the first days of school will look like to welcome students back
 - If appropriate, consider involving school staff representatives in the delivery of information pertaining to specific area of expertise
- ☐ Ensure orientation includes specific communicable disease protocols for itinerant staff and specialists (e.g. teachers teaching on call, counsellors, education assistants, teacher candidates)
- ☐ Include itinerant staff as well as on call and auxiliary staff in orientation sessions
- ☐ Implement strategies to ensure staff who work at multiple sites are made aware of communicable disease protocols in each of the sites (e.g. provide a booklet/a video on communicable disease plans for different schools)
- ☐ Share procedures and contact information in case of emergencies
- ☐ Introduce members of the Joint Health and Safety Committee or any other safety representation (along with their contact information) and outline the committee/representative's role in helping maintain a healthy and safe workplace
- ☐ Outline existing processes to address requests, concerns or accommodations related to communicable disease prevention measures.


Other Resources and References

- BCCDC and Ministry of Health - COVID-19 Public Health Guidance for K-12 School Settings
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf
- Ministry of Education K-12 COVID-19 H&S Guidelines
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>
- *WorkSafeBC K-12 Education (K-12) Protocols for Returning to Operation*

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>


- WorkSafeBC - OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>
- *B.C. Music Educators' Association and the Coalition for Music Education in B.C.*
https://7fd068f4-68ea-47f4-b927-7d1f32730842.filesusr.com/ugd/e89cf1_29d484fe08cb4becb025ec5978c0928a.pdf
- BCCDC - Guidance for Families of Immunocompromised Children in School and Group Gatherings
<http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19-easing-social-distancing-IS-children.pdf>
- NACTAR - Managing the Social Emotional and Traumatic Impact SCHOOL VERSION
<https://nactatr.com/news/files/01GuideRe-Entry.pdf>

Appendix A: Hand Washing



Coronavirus COVID-19


BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene


SOAP OR ALCOHOL-BASED HAND RUB: Which is best?


Either will clean your hands: use soap and water if hands are visibly soiled.





Remove hand and wrist jewellery


HOW TO HAND WASH


- 

Wet hands with warm (not hot or cold) running water
- 

Apply liquid or foam soap
- 


Lather soap covering all surfaces of hands for 20-30 seconds
- 


Rinse thoroughly under running water
- 


Pat hands dry thoroughly with paper towel
- 

Use paper towel to turn off the tap


HOW TO USE HAND RUB

- 


Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

Apply about a loonie-sized amount to your hands
- 

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Appendix B: Donning and Doffing Gloves Procedure

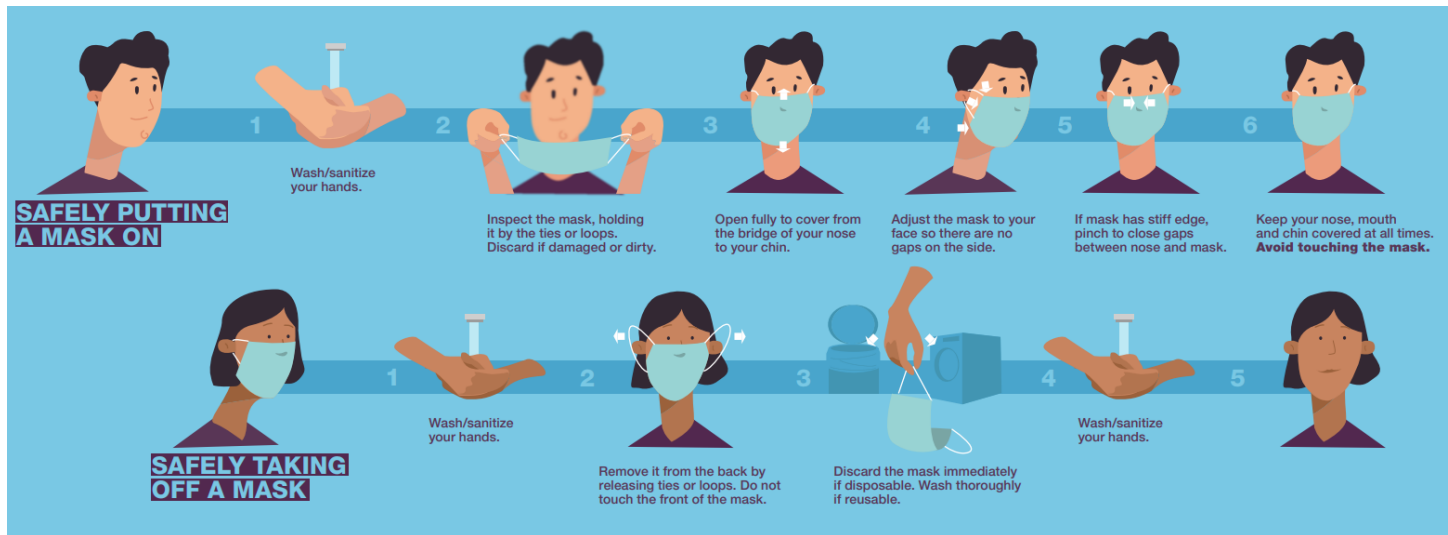
For First Aid attendants, personal care, or custodial/maintenance work.



Appendix C: How to Wear a Face Mask

Procedure for Donning, Doffing and Caring for a Non-Medical Mask (if required or you choose to wear one)

- 6 Steps to Putting on a Mask
- 5 Steps to Taking Off a Mask



IMPORTANT:

mask Sources: open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster; [Health Canada.ca](https://healthcanada.ca) wearing a face

Additional Protocols for Safely Wearing and Caring for a Face Mask

DO:

- Make sure your mask isn't damaged, and it's clean and dry before wearing
- Replace your mask whenever it becomes damp or dirty
- Wash your hands for 20 seconds or use hand sanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Make sure your nose and mouth are fully covered, it fits securely, and there are no gaps on the sides
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

DON'T:

- Wear masks that are damaged, dirty, or moist
- Touch the mask while wearing it

Appendix D: Daily Health Assessments

The following are Daily Health Assessments which must be completed each day prior to staff attending work and students attending school.

Daily Health Check and What to Do When Sick

Daily Health Check

Everyone going into to school must complete a daily health check, including staff, visitors, and students. A daily health check means checking yourself or your child for new symptoms of illness, including symptoms of COVID-19.

Symptoms of illness (including COVID-19) include things like:

- Fever or chills
- Difficulty breathing
- Runny nose
- Headache
- Diarrhea
- Cough
- Sore throat
- Sneezing
- Body aches
- Loss of sense of smell or taste
- Loss of appetite
- Extreme fatigue or tiredness
- Nausea or vomiting

If you are sick or feel unwell, stay at home. This is important to stop the spread of illness, including COVID-19, in schools.

You can attend school if:

- Your symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies), OR
- You have existing symptoms that have improved to where you feel well enough to return to regular activities,

AND you are not required to self-isolate, or your self-isolation period is over (based on a positive COVID-19 test result, if taken).

What to Do When Sick

If you have mild symptoms of COVID-19, you usually don't need a test. Mild symptoms are symptoms that can be managed at home. Most people don't need testing for COVID-19.

Stay home and away from others (as much as possible) until you feel well enough to return to your regular activities and you no longer have a fever. You should also avoid non-essential visits to higher risk settings such as long term care facilities and gatherings, for another 5 days after ending isolation.

If you have a Rapid Antigen Test at home, use it when you have symptoms. How long you should stay home depends on your test result. Find out more about [Rapid Antigen Test results](#).

If you do not have symptoms of COVID-19, you do not need a test.

If you are unsure about your symptoms, you can use the [Self-Assessment Tool](#), contact your health care provider or call 8-1-1.

Testing may be recommended for some people who may be more likely to get severe disease. See BCCDC for information on [who testing is recommended for](#).

What to Do if Someone in Your Household is Sick

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19.

Try to stay apart from the person in your household who is sick as much as possible.

Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you develop symptoms of illness or feel unwell.

If You Test Positive for COVID-19

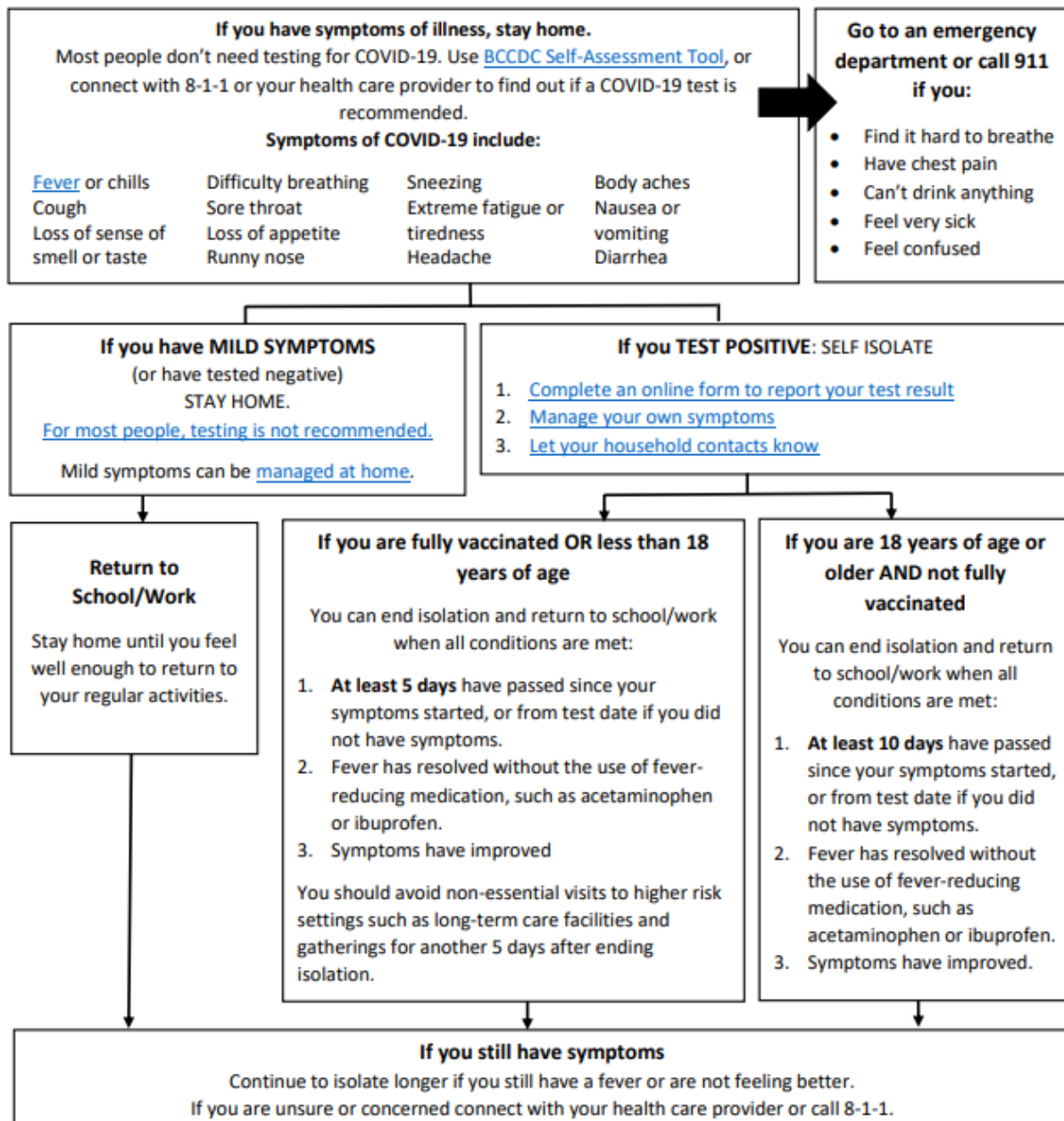
Your age and vaccination status determine how long you should self-isolate for if you test positive for COVID-19.

Age	Vaccination Status	Guidance
Under 18 years of age	Unvaccinated, partially vaccinated or fully vaccinated	Self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever. Avoid non-essential visits to higher risk settings like long-term care facilities and gatherings for another 5 days after ending isolation.
18 years of age or older	Fully vaccinated	Self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever.
	NOT fully vaccinated	Self-isolate at home for 10 days AND until your symptoms improve and you no longer have a fever.

Close contacts, who are usually others in your household, do not need to self-isolate (regardless of vaccination status), but should closely self-monitor for symptoms. BCCDC has more information for [close contacts](#).

If you find it hard to breathe, have chest pain, can't drink anything, feel very sick, and/or feel confused, contact your health care provider right away or go to your local emergency department or call 9-1-1.

Summary: What to Do When Sick



What to do if someone is sick in your household:

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19. Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you feel unwell. The best way to protect yourself and your family from COVID-19 is to get vaccinated. Vaccines are available for anyone ages 5 and up. Register now at: [Getvaccinated.gov.bc.ca](https://getvaccinated.gov.bc.ca)