

Policy Name: Health and Safety		Policy Number: 2021
Created by: Principal	Version: 2.0	Approved: August 2020

Policy Statement

As the global COVID-19 pandemic continues to evolve, the Board of Trustees, Faculty and Staff is taking decisive action to protect the health and safety of all students and staff. Under these extraordinary circumstances, we are tasked to develop a comprehensive Health and Safety plan whose sole purpose is to demonstrate guidelines that must be adhered to at all times to ensure the safety of all.

- All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate per guidance from the BC Centre for Disease Control.
- Parents and caregivers must assess their child/ren daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases before sending them to school. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Parents and caregivers will be required to complete a health check form daily.
- If students develop symptoms while at school:
 - They will be immediately separated from others and sent to a supervised area.
 - Parents or caregivers will be notified to pick them up as soon as possible.
 - Where possible, staff will maintain a distance of 2 metres from the ill student. If not possible, staff will wear a mask if tolerated or use a tissue to cover their nose and mouth.
 - Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
- Visitors who are providing supporting activities that are of benefits to staff and student learning and well-being will be permitted the school.
- All visitors must complete the daily health form, which will include contact information before entering the school.
- Occupancy limits will be posted at the entrance of each classroom to ensure safe distancing can be practised.
- The school will only provide notification to staff and student families of someone displaying symptoms of COVID-19 when directed to do so by Public Health.

Administration areas

- We are encouraging parents, caregivers and others to call instead of visiting the school.
- Plexiglas will be used to separate administrative workers from the public.

Student management and hygiene

Hygiene

- Students MUST wash their hands:
 - When they arrive at school and before they go home
 - Before and after eating
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty

- When moving between different learning environments (e.g., outdoor-indoor transitions).
- If child/ren develops dry hands due to the strict handwashing policy, parents will be asked to provide hand moisturizers.
- Hand washing supplies will be available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- If soap and water are not available, staff and students will use hand sanitizer and disinfectant wipes. Hand hygiene stations will be set up at the school entrance and other locations as appropriate.
- Staff will assist younger students with hand hygiene as needed.
- If a sink is not available, an alcohol-based hand sanitizer will be used. Antiseptic agents will be used as a last line of defence only.
- Water fountains will be disconnected, so students must bring their water bottles to school.

Physical distancing

- Parents and caregivers are to remain outside of the school when dropping off and picking up their children.
- Avoid close greetings like hugs or handshakes, and remind students to keep their hands to themselves at all times.
- Teachers will incorporate more individual activities or activities that encourage more space between students and staff and will consider teaching classes outside when practicable.
- If staff and parents need to meet in person, social distancing must be practised.
- Classroom configuration will be designed to maintain distance between students.

Cohorts

- The number of students and teachers from pre-school to grade five is below the minimum cohort number of 60. Within this cohort, there are three groups, pre-school, kindergarten and grades 1-5, which typically remain separate from each other during the school day. There may be some socializing with peers outdoors at the end of the day. Physical contact will be minimized at this time.
- Minimal physical contact will be encouraged among students. The 2-meter distance rule will not be maintained in the classrooms.
- School administrator will keep an updated list of all students of each group in the cohort to share with public health if required.

Personal Protective Equipment PPE

- Non-medical masks are recommended in situations where a person cannot maintain physical distance for extended periods and is near a person outside of their regular contacts. This guidance may include Teachers on Call and Visitors.
- No student will be required to wear a non-medical mask but may choose to do so if it is tolerated.
- Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child/ren level of risk. They must communicate this information with the school.

Safety for staff

- Occupancy limits will be established and posted for all rooms in the school.

- Two metres will be maintained to ensure physical distancing whenever possible between workers and students.
- Modify work processes and practices to encourage physical distancing between staff and students and other workers.
- Staff should not greet students and co-workers by hugging or shaking hands.
- If staff need to meet in person, ensure there is a 2-metre space between each person.
- Doorways, hallways and stairways have designated direction of movement. Floor markings and posters will be used to address traffic flow throughout the school. This will include one-way hallways and designated entrance and exit doors. All fire codes will be adhered to.
- School gatherings will occur within the cohort. Groups will not exceed the maximum cohort size guidelines.
- If staff need to travel between worksites, they will maintain physical distance in vehicles wherever possible.
- Different vehicles will be considered if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes the distance between people.

Hygiene

- Staff and students are encouraged to remain on-site and not to leave during lunch or at break times.
- Hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- WorkSafeBC handwashing signage will be posted at all handwashing sinks. Staff, including teachers, administrators and support workers, must wash their hands frequently to reduce the risk of transmission.
- Staff will be provided with appropriate supplies for hand hygiene. Hand hygiene stations will be set up at the school entrance and other locations as appropriate.

Personal Protective Equipment PPE

- Personal protective equipment, such as masks and gloves, are not needed, beyond those used by the staff as part of standard precautions for the hazards usually encountered in their regular course of work.
- Staff will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine)—Wash hands before wearing and after removing gloves.

Interacting with other cohorts

- The number of adults (staff and others) who interact with the different groups of the cohort will be minimal as possible. When they must interact, they will practice social distancing.
- Staff and other adults will maintain physical distance from others at all times.

Cleaning and sanitizing

- The school will be cleaned and disinfected per the BC CDC's Cleaning and disinfectants for Public Settings. Cleaning practices will be in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings.
- High-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices and will be cleaned at least twice per day.
- General cleaning and disinfecting of the premises will occur at least once a day, including office couch and chairs.

- Frequently-touched surfaces will be cleaned and disinfected at least twice a day. This includes items that only a single student uses, like a desk.
- Shared items will be removed where cross-contamination is possible (e.g., shared school supplies, coffee and water stations).
- Garbage containers will be emptied daily.
- Cots will be cleaned and disinfected before use and after they are used or soiled. Single-use only pillowcases and blankets will be disposed of immediately after a single-use.
- Custodians will be provided with adequate cleaning supplies and instruction and training on the cleaning protocols developed for the school.
- Visible dirty surfaces will be cleaned and disinfected. Frequently-touched items that are not easily cleaned will be limited. Common, commercially-available detergents and disinfectant products will be used, and labelled instructions will be followed. Disinfectant products will be chosen from Health Canada's list of hard-surface disinfectants for use against COVID-19.

Transportation

- The school will keep an up to date carpool list to share with public health in case contact tracing needs to occur.

Food Services

- Food preparation, as part of learning, will continue. Food will be consumed by the students who prepared it.
- Homemade food items will not be made available to other students at this time (e.g., birthday treats, bake sale items).
- Students will not share food/beverages.
-

Communication

- All health and safety measures that were in place before the pandemic are still in place.
- Essential health and safety information will be communicated to staff in writing before they return to the workplace.
- A health and safety meeting to review workplace practices will be held in August. New information that affects work practices will be made available when it is received.
- Daily check-in meetings with staff will occur to provide them with new information and review any concerns.
- Staff and parents can bring safety concerns to the Director of Education/Principal or Director of Education.

Documentation and training

Staff will be trained on:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including handwashing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes made to work policies, practices, and procedures due to the COVID-19 pandemic.

COVID-19 related meetings will be documented, and minutes made available in the staff room.

- Records of instruction and training provided to staff regarding COVID-19, as well as reports of exposure and first aid, will be maintained.

Safety responsibilities by role

Employer (Board of Trustees)

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain the plan are reasonably made available as practical when needed.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review of the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure those safe work procedures are updated with COVID-19 practices
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Non-essential functions will be put on hold until directed otherwise by the provincial health officer.

Director of Education and Director of Operations

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.
- Workers (teachers, education assistants, support staff and outside contractors)
- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know-how and when to report exposure incidents.
- Maintaining an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- We are providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- We are revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touchpoints.