**WEST HEIGHTS COOMUNITY SCHOOL: Site Based Safety Plan and SD#75 School Based Plan/2020-2021 School Year**

**Breaks and Supervision:**

* For both recess and lunch, the school yard will be broken down into 5 zones. We will have 5 Learning Groups that will be broken down into cohorts no larger than 60 students and staff. This means, they will NOT be cross mingling with students outside of their learning groups either during school time or during recess and lunch. They will be given a schedule that will be consistent with the same zone per day of the week for both recess and lunch.

Here are the zones:

* Zone 1: Forest area
* Zone 2: Inclusive playground/swings and hopscotch area
* Zone 3: Merry-go-round/dome/primary field
* Zone 4: Basketball court/intermediate field
* Zone 5: Intermediate playground and surrounding grassy area

Zone 5: Intermediate Playground

Zone 2: Inclusive

Playground & Swings & Hopscotch

Zone 1: Forest

Zone 3

THE SCHOOL

Zone 4: Basketball court and intermediate field

Zone 3: Merry-go-round/dome/field

Please bring your child to school no more than 5-10 minutes before start class (8:25 am). They must line up directly at their teacher’s door (except for divisions 5 and 6 who will line up outside of the gym. Division 1 will line up outside of intermediate door). Please have your child line up on the marked areas outside of the door so to adhere to social distancing protocols. If you are waiting with your child, please make sure there is at least 2 meters between you and other students or families. If you would like to enter the school, please make an appointment by calling the school at 604-826-6401. Adults must enter through the front doors of the school and check in at office before entering the school.

**Students will be in Learning Groups of NO MORE THAN 60 students and staff per cohort.**

**Here are the cohorts:**

Learning Group A: Divisions 11, 10, 9

Learning Group B: Divisions 8, 7

Learning Group C: Divisions 6, 5

Learning Group D: Divisions 4, 3

Learning Group E: Divisions 2, 1

**Here is what the recess and lunch schedule:**

**ZONES LEARNING GROUP**

**Monday**

Zone 1 (Forest)------------------------------------------------ A

Zone 2 (Inclusive playground) ---------------------------- B

Zone 3 (Merry-go-round and field) ---------------------- C

Zone 4 (Basketball court and intermediate field) ---- D

Zone 5 (Intermediate playground) ----------------------- E

**Tuesday**

Zone 1 (Forest)------------------------------------------------E

Zone 2 (Inclusive playground) ---------------------------- A

Zone 3 (Merry-go-round and field) -----------------------B

Zone 4 (Basketball court and intermediate field) -----C

Zone 5 (Intermediate playground) ------------------------D

**Wednesday**

Zone 1 (Forest)------------------------------------------------D

Zone 2 (Inclusive playground)-----------------------------E

Zone 3 (Merry-go-round and field)-----------------------A

Zone 4 (Basketball court and intermediate field)---- B

Zone 5 (Intermediate playground)----------------------- C

**Thursday**

Zone 1 (Forest)-------------------------------------------------C

Zone 2 (Inclusive playground)----------------------------- D

Zone 3 (Merry-go-round and field)------------------------E

Zone 4 (Basketball court and intermediate field)----- A

Zone 5 (Intermediate playground)------------------------B

**Friday**

Zone 1 (Forest)----------------------------------------------- B

Zone 2 (Inclusive playground)-----------------------------C

Zone 3 (Merry-go-round and field)-----------------------D

Zone 4 (Basketball court and intermediate field)---- E

Zone 5 (Intermediate playground)----------------------- A

**Student Washrooms:**

* One child is permitted in the bathrooms at one time.

**Staff washrooms:**

* Staff rooms have been divided into three. Staff washrooms are to be used according to last names. Doors are clearly marked with signage, so it is clear what washroom to use.

**Staff Room (s):**

* Wellness room (capacity 5), staff room (capacity 6), classrooms (must stay in cohorts unless able to social distance).

**Isolation Room:**

* Thunderbird room will be used for the isolation room.

**Cubbies:**

* As per normal within groups. Behind chair if possible. Teachers may choose to stagger the process.

**Social Distancing:**

* Students need to socially distance at a length of 6 feet if you are close to another person not in your learning group cohort. Within your learning group cohort, you are able to lessen this distance as social distancing is not a reality within learning groups. If a person outside the learning group comes into the “bubble” a mask must be worn. An example of this would an EA coming into a learning group that is not normally part of the group. A mask or social distancing must be adhered to under these circumstances at all times.

**Mask usage:**

* If you cross into another cohort, you must wear a mask or stay 6 feet of social distancing.

**Carpets:**

* No carpets are allowed in classrooms at this time.

**Volunteers:**

* Unfortunately, we will not be having volunteers in our school this year unless under strict rules and regulations as per protocols in rare situations.

**Leave Times:**

* Please leave as soon as able (staff) so that BSW’s can sanitize the school for the next morning.

**Breakfast Club:**

* We will not be running regular Breakfast Club until further notice as it would not be possible under Covid-19 protocols. Instead, food will be pre-packaged and delivered to classrooms as needed.

**Entrance/Exits:**

* Classrooms must be used to enter and leave school by students. If late, students can use the front entrance and check in with our Secretary Ms. Harris. Parents must check in at office. Parents/guardians/community members may not go beyond the main foyer unless an appointment has been made with the principal or your teacher.

**Start time (8:25):**

* 5-10 minutes before class. If you come early, please stay in your car until close to start time. The reason is to minimize the amount of people convening on our school property. Please line up at your teacher’s door. Playgrounds are closed in the mornings and after school.

**Bathrooms:**

* Same for staff, students who need assistance use bathroom by music room.

**Library and music room:**

* Staff (librarian) will clean down areas after use in these rooms. Thorough cleaning will occur at recess, lunch and after school by professional BSW.
* Music room: We will have two class sets of chairs on each side of the music room. They will be alternated from one class to the next. Chairs will be wiped down over recess and lunch.

**BSW (Custodial) duties:**

* There will be one day custodian and two afternoon custodians with a total of three custodians cleaning the school per day. The day custodian will clean classes on a circuit. Extra sanitization will occur during recess and lunch or as needed.

**Hallways:**

* Directional as indicated. There will be arrows separating hallways much like our regular roadways.

**Staff meetings:**

* Will be hosted by weekly in the GYM.

**Sensory room:**

* Can be used one at a time. Sharing items not allowed. We will set up buckets for students with their items.

**Equipment:**

* Can be shared within a cohort. Sports equipment is absolutely NOT to be shared between cohorts unless thoroughly sanitized.

**First aid attendants:**

* Chris Gawthorn and Mike Ritter

**Filters:**

* School filters were changed over the summer and valves were opened to allow more air flow into classrooms. Hence, air quality will be very good going into our new school year.

**Masks:**

* Two re-useable masks will be provided to each student and staff member at the start of the school year.

**Transportation:**

* There will be no transportation provided for students this school year due to inability to provide adequate social distancing as per Covid-19 protocols.

**Cleaning solutions:**

* The school will provide spray bottles with proper solutions for teachers to wipe down as needed (fill in the gaps between BSW cleanings). Bottles will be labeled. Teachers may bring in their own Lysol Wipes but not their own solutions.

**Staff Kitchen and surface areas:**

* Items such as microwaves and surfaces of that type that are touched in common areas must be cleaned immediately.

**Rooms:**

* Speech Therapy: room 218
* Raven room: ESL
* Thunderbird room: Meetings during school or on Teams
* Parent meetings (After school): Room 152 (Ms. Kunz’s room) or Thunderbird room
* Medical room: At front door
* Isolation room: Girl’s changeroom (with door open)

**Water fountain:**

* **NOT ALLOWED - Instead, we have a TOUCHLESS water fountain that will be used to refill water bottles. This is located in the middle of the school.**

**New Bell Schedule:**

**Day start: 8:25 am**

**Recess: 10:05 – 10:20 am**

**Lunch (eat in class): 11:40 am - 11:55 am**

**Outside lunch: 11:55 am – 12:35 pm**

**Day end: 2:23 pm**

**Please be advised that students will be outside for an extra 10 minutes this year. Hence, it is imperative that students come well prepared for the weather each day!**

**MPSD School District #75 and West Heights Extended Safety Plan**

**1. Stay home if you are sick**

No staff or student who have symptoms of the common cold, influenza, COVID-19 like symptoms, even mild ones are allowed to enter the building.

Staff and students who are ill need to stay home.

Health Screening will include the following questions:

If any staff or student answers yes to one of these questions, they are not permitted to enter the building or remain in the building. Please notify your supervisor immediately.

**2. Hand Washing**

- Wet hands with running water.

* 1. - Apply a small amount of liquid soap. Antibacterial soap is not required.
  2. - Rub hands together for at least 20 seconds (sing the ABC’s). Rub palms, backs of hands, between fingers and under nails/creating a lather.
  3. - Rinse off all soap with running water.
  4. - Dry hands with a clean, disposable towel.
  5. - Turn off taps, using the paper towel – if required.
  6. - Discard the used towel in the waste container.
  7. - Immediately upon arrival at work or school and before going home.
  8. - Immediately after sneezing, coughing, using a tissue or into hands.
  9. - Immediately after using the toilet.
  10. - Before and after eating, and drinking
  11. - After handling common resources such as equipment or supplies.
  12. - Before and after any transitions within the school setting (e.g. to another classroom, indoor- outdoor transitions, breaks, sporting activities etc.).
  13. - Before and after any break, e.g. lunch.
  14. - Whenever hands are visibly dirty or greasy.
  15. - Before and after assisting a student with eating.

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched.

**How to Wash Hands:**

Thoroughly washing your hands with soap and water is the best protection against illness. Follow this instruction for handwashing:

**Students, Teachers, Administrators and Support Staff Should Wash Their Hands:**

- When they arrive at school and before they go home.

- Before and after any breaks e.g. lunch.

- Before and after eating and drinking.

- Before handling food or assisting children with eating.

- Before and after giving medication to a student or self.

**Alternatives:**

- If a sink is not available, use hand sanitizer with 60%-70% alcohol agent. Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.

- If hands are soiled with visible contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.

- Do not touch your face, eyes, nose or mouth with unwashed hands.

- If you are unable to perform hand washing as above due to injury or medical skin conditions, please advise your supervisor.

**3. Do Not Touch Your Face**

Do not touch your face, eyes, nose or mouth (especially with unwashed hands).

**4. Respiratory Etiquette**

Respiratory etiquette includes the following components:

* Cover your mouth and nose with a tissue when coughing or sneezing or cough and sneeze into the bend of your arm, not your hands.
* Use tissues to contain secretions and dispose of them promptly in a waste container. Wash hands immediately.
* Turn your head away from others when coughing or sneezing.
* Wash hands regularly.

**5. Cleaning and Disinfecting**

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

Schools should be cleaned and disinfected in accordance with the BCCDC’s Cleaning and Disinfectants for Public Settings document.

This includes:

* General cleaning and disinfecting of the premises should occur at least once a day.
* Frequently touched surfaces should be cleaned and disinfected at least twice a day.
* These include doorknobs, light switches, bathroom faucets, front desk counter, toilet handles, tables, shared desks/chairs, keyboards. Clean and disinfect any surface that is visibly dirty.
* Use common, commercially available detergents and disinfectant products and closely follow the instructions on the label.
* Limit items that are not easily cleaned (e.g., fabric or soft items);
* Empty garbage containers daily.
* Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

**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 because of COVID-19**

**Cleaning** is the physical removal of visible soiling (e.g. dust, soil. blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents and steady friction from cleaning cloth. Cleaning for COVID-19 virus is the same as for other common viruses. All visibly soiled surfaces should be cleaned before disinfected.

**Disinfection** is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice each day.

**General Cleaning Guidelines**

* Clean and disinfect shared high-touch surfaces regularly: o Door handles and edge o Clean areas where students and staff are/were present.
* Clean high-touch electronic devices (e.g. keyboards, tablets, smartboards) by spraying cloth or paper towel with provided spray bottle of disinfectant and wiping device.
* Use damp cleaning methods such as damp clean cloths and/or a wet mop for dusting and sweeping. Do not dust or sweep, as this can distribute virus droplets into the air.
* Cleaning to remove debris/soil (e.g. floor care and dusting will be done as time permits).

**Cleaning Equipment**

* Ensure adequate hand washing supplies at all times (e.g. soap, paper towels and alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available).
* Read and follow the manufacturer’s instructions for safe use of cleaning and disinfecting products (e.g. wear gloves, use in well ventilated areas, allow enough contact time for disinfectant to kill germs based on the product being used).
* Reusable cleaning items can be washed using regular laundry soap and hot water (60-90 degrees Celsius).
* Clean and disinfect surfaces that people touch often.

**Cleaning Responsibilities**

* Regular, enhanced, and as needed cleaning will be performed by custodial staff: o Daytime custodians will disinfect contact surfaces and high contact areas.
* Custodial staff will ensure ongoing inspection and filling of hand washing supplies, including alcohol-based sanitizer dispensers in portables.
* Custodial staff will monitor supplies to ensure cleaning all necessary supplies are available.
* Evening custodial staff will thoroughly clean all areas.
* The BSW Foreman/Lead Hands will provide cleaning kits for each school. Kits will include spray bottles with approved and properly mixed disinfectant, cleaning wipes or paper towels, gloves and safety data sheets.
* Custodial staff will check the sign-in/out sheet at the main entry at every shift to monitor people who have been in the building. All areas in the school that have been accessed must be cleaned.
* Other staff may also clean areas as needed in order to maintain a clean environment:

Cleaning supplies are provided;

* Do not bring cleaners from home;
* Do not take school materials home to clean.
  1. If cleaning is required, staff should notify the principal or school office.
  2. • The principal or school office will request cleaning, per their protocol with custodial staff.
  3. • Employees using district vehicles must clean and sanitize vehicles after use.

**Cleaning Tools/Equipment and Desk/Workstations**

Staff who must clean equipment will use gloves and a spray bottle, provided by the school district with disinfectant solution:

• To clean, spray surface and let disinfectant solution sit for 5-10 seconds, wipe off and dispose of towel.

• When cleaning the vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.

Staff are responsible for cleaning their tools/equipment and desk/workstation throughout the workday. This will ensure limiting the risk of infection from staff to staff:

• Cleaning shall be conducted at a minimum in the morning (prior to commencement of work), afternoon (after lunch) and at the end of the day. Additional cleaning throughout the day shall be repeated whenever possible.

• Allocate enough time to do a thorough cleaning of surfaces of tools/equipment touched during the workday.

• All sets of keys that are used by BSW staff and keys loaned out to other staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.

• If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.

• Limit sharing of any tools/equipment with other staff while on shift.

**Cleaning of High Touch Surfaces**

• School district BSW staff continue to clean and disinfect all high touch surfaces throughout the workday.

• If school-based staff or other school district site staff require cleaning for their personal desk/workstation/areas, they may request a spray bottle of the disinfectant solution and paper towel from their custodian in charge.

* 1. oAvoiding close greetings like hugs or handshakes; remind children to keep hands to themselves.
     + - 1. o Help younger children learn about physical distancing by creating games. Older children can be provided age appropriate reading material and encouraged to self-regulate.
  2. o Take children outside more often, perhaps breaking children into smaller groups.
  3. o Organize learning activities outside including snack time, play-based learning and play time.
  4. o Regularly clean and sanitize items that are designed to be shared, such as electronics.
  5. o Set up mini environments within the school to reduce the number of children in a group.
  6. o Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. gym, library, outside).
  7. o Increase the space between children and staff during activities such as snack/lunch (e.g. move or separate tables, move chairs farther apart).
  8. o Set up distinct areas for children who may have symptoms of illness until they can be picked up and ensure these areas are sanitized regularly.
  9. o Consider staggering snack/lunch time to accommodate smaller groups/more space.
  10. o No food or drink sharing.
  11. o Use educational videos/online programs/social stories as a part of learning.
  12. o When working outside of their cohorts, ensure proper physical distancing is maintained
  13. o Limiting contact with people at higher risk (e.g. older adults and those in poor health).
  14. o Keeping a distance of at least two meters from others, as much as possible.
  15. o Limit any contacts closer than two meters to the shortest time possible.
  16. o Reduce activities that require close proximity or contact with people, such as team meetings.
  17. o Strive to minimize the number of different teacher(s) and CEA(s) that interact with groups of students throughout the day.
  18. o Stagger pick up and drop off times.
  19. o Manage flow of people in common areas, including hallways. Consider the use of one-way systems.

**6. Physical Distancing**

It is important that we do what we can to try to assist children and staff to understand the importance of minimizing the frequency of physical contact with one another and try to maintain a distance of at least two meters from others, as much as possible. Physical distancing can be challenging in a K-12 educational setting, particularly with younger children. From a public health perspective, there are no set ratios that prescribe the number of adults to children that can be present in the same space, at any given time. Physical distancing involves making changes in everyday routines, in order to minimize contact with others. Recommendations include:

**Staff Members:**

* Greet with a wave instead of a handshake.
* Follow task specific safe work procedures outlined in this plan.
* Practice regular hand washing and physical distancing.
* Separate yourselves from others and go home as soon as you have any symptoms.

**Students Requiring Assistance with Personal Care:**

During the school day, staff members working with students who require assistance with personal care should follow all of the steps above for students for whom maintaining physical distance is possible, in addition to the following steps:

* Follow all health and safety measures in place prior to the COVID-19 situation for provision of personal care assistance.
* Do not have other students in the room with the student.
* Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
* If required to work within close proximity to a student such as assisting the student with personal care, a face shield shall be worn.

**Summary of Controls**

1. Stay at home if you have symptoms such as; fever, chills, sneezing, running nose, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Do not enter the building.

2. Wash hands, as outlined in this plan.

3. Do not touch your face.

4. Use respiratory etiquette.

5. Clean and disinfect frequently touched surfaces.

6. Use physical distancing where possible. It is understood this might be difficult and in certain situations, other controls may need to be put in place. It also makes other controls listed (1-5) essential.

o Can the staff members desk be moved back or away from the area of traffic?

* 1. o Can the staff member move to another location?
  2. o Move furniture to create barrier such as a bookshelf etc.
  3. o Purchase edging/partition for desk,

**Students for Whom Maintaining Physical Distance is NOT Possible**

Maintaining physical distance is not possible for all students. This may include young students, students with intellectual disabilities, students whose functioning is impacted by specific neurological or health issue.

If staff are working with a student who requires toileting, feeding, dressing, mobility support, personal hygiene care, or the student is known to spit. Staff must be issued and wear a face shield. Face shields will be requested through school administrators and for itinerant staff, through their supervisor.

Physical Barriers

If a staff member has a station were physical distancing cannot be maintained, or a high traffic area example a front reception area. The following considerations must be made;

* 1. o If you cannot come up with site specific solutions, please create a work request in the maintenance system and note that this request is CoVid-19 related.

\*Please note if plexiglass is the selected choice, considerations should be reviewed to ensure the barrier does not impede communication.

**The Use of Personal Protective Equipment (PPE)**

BC Centre for Disease Control ( BCCDC) guidance for K-12 school setting is that personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when preforming these tasks.

Masks are **NOT** recommended for use by elementary school aged students, unless advised to do so by a health care provider. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.

It is the responsibility of staff to create a safe and caring environment for students. Any use of personal protective equipment that impacts the employee’s work must be reviewed by the Manager of Health and Safety in consultation with the supervisor.

**Behaviour Support Plans and Employee Safety Plans**

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any support plans will be provided to the Administrator. Staff working with children that have Behaviour Support Plans and/or Employee Safety Plans in place must review these plans prior to working with the child.

**Spitting Recommendations**

Although this behavior is challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behaviour is paired with handwashing and cleaning. A face shield will be worn by a worker if the student is known to spit or starts to show signs/behavior with the intent to spit.

o Wipe down any area contacted by saliva with approved sanitizer **Personal Care Plans**

Students with complex health needs may have Personal Care Plans developed in conjunction with the health authority. The same personal protective equipment needed prior to COVID-19, such as masks, gloves, and gowns, as identified and required by the health authority for implementing a student’s Personal Care Plan, continues to be required during this time of concern due to COVID-19. No additional personal protective equipment is required unless identified on a case by case basis by the health authority. For particularly complex cases, example feeding tubes, or those children who are severely immune compromised, direct inquiries to the Director of Student Services

**School Site Protocols (Mandatory Protocols for School Sites)**

The following protocols will ensure controlled access and movement for currently active school sites.

**Arrival and Movement Procedures**

**Entering and Exiting**

* Access to the school by non-school district personnel, including parents, is by appointment only. Principals must approve all visits.
* District support staff must access schools through appointment only.
* District maintenance and BSW staff must use sign in procedures when entering the building.
* Designated entrance(s) and exit(s) and reduce contact when passing.
* Signage on designated entrances and exits to provide instructions and public health information.
* Limit access times and days for staff or students to be in the building (e.g. Monday to Friday, 8:00am to 4:00pm access only).
* Sign in/out for visitors – name, phone number, date, time in, time out, areas visiting.
* Hand washing/sanitizer at point of entry for use on arrival. See page 7 for proper handwashing etiquette.
* Part-time staff will enter/exit buildings according to their regular schedule.

**Occupancy Limits in Rooms**

In order to reduce risk of exposure to the virus that causes COVID-19, review small or shared spaces to limit the number of people in spaces. Click here to access that Poster. Page **19** of **27**

* 1. o Continue to follow SD75 Visitor procedures (e.g. sign in at the main office).
  2. o Limit school visits. Visitors must phone office to make an appointment (e.g. pick up student information, materials, etc.).
  3. o Parents/caregivers can leave messages for staff/teachers to call back when available.
  4. o Contact information for making appointments posted on school website and school door.
  5. o Drop off and pick up of children will be **outside** only and if available, located at the exterior classroom door. If this is not available, a school plan will be developed to ensure limited number of students are in one area.
  6. o Office waiting area with designated sitting/standing area; adjust furniture and use signage.
  7. o Visitors who have travelled or had any symptoms in the past 14 days **must** not enter the school.
  8. o All staff are encouraged to practice physical distancing at all times where possible.
  9. o All staff entering or exiting schools or buildings must sign in each day. This can be done paper based or using an electronic Form. (This process MUST be documented).
  10. o Any staff demonstrating any symptoms of cold, flu, or COVID-19 must remain at home under self-isolation. Staff are asked to use the online self-assessment tool BC COVID-19 Self- Assessment Tool to determine if their symptoms pose a risk to public health.
  11. o If a staff member has been in a building and subsequently develops symptoms, this must be reported to the principal/supervisor immediately.
  12. o During the re-engagement period for staff, principals/supervisors will develop a schedule for staff to access/exit the building. This will ensure that only a specific number of people will be using the entrance to the building at any one time.
  13. o No part of the school or facility may be used for personal business, including self-isolation.

**Visitors and Access to Schools**

**Movement by Staff in Schools**

To accommodate staff members being in schools and worksites and to ensure physical distancing, the following guidelines must be followed:

**Movement by Staff and Students in Schools**

* School teams will create a plan for entrance and exit with physical distancing during lunch, recess, and the beginning and end of school. Outside classroom doors will be used.
* A plan for recess and lunch will be developed to ensure students play within their designated cohorts in specific areas. Consider a rotation schedule so each group has an opportunity to use each area of outdoor space over the course of a week. You may need to consider staggering time outdoors for breaks and scheduling times and spaces for outdoor learning times, depending on the size of the school.
* Limit contact of students and staff from different classrooms by staggering time outdoors (e.g. schedule shifts), break/recess time, lunch time in classrooms, and staggering entry times. o Students and staff should bring their own water bottles.
* Fill stations (water dispensers) can be used to fill individual water bottles.
* Do NOT use fountain or mouthpiece features of the water dispensers.
* Do NOT use water fountains.

**Use of Water Dispensers and Water Fountains**

* Student access to the washrooms should be staggered to avoid congregation.
* Doors to washroom entrance should remain open.
* Custodians will clean washroom faucets, surfaces, and doors handles regularly.
* Washrooms should be designated to allow for appropriate cleaning.

**Use of Washrooms by Students in Schools**

**Classrooms**

* As a precautionary measure, classrooms should limit the number of students entering at the same time to ensure physical distancing of two meters.
* Furniture should be spread out to reduce close contact when students are sitting.
* Students should practice physical distancing.
* Students should wash their hands when they enter and leave the classroom/school.

**Fire and Emergencies**

* In the event of a fire alarm or other emergency, physical distancing may not be possible.
* Follow all regular emergency procedures outlined in the school emergency management plan.

**Staff Meetings, Assemblies and Large Gatherings**

* No school assemblies or gatherings larger than a learning cohort will occur. In-person staff meetings will not occur unless social distancing can be maintained.
* Online platforms should be used for staff meetings and class/school presentations.

**School Based Requirements**

**Isolation/Recovery Room**

* Students that present symptoms of illness must use the isolation/recovery room until they can be picked up by a parent/guardian.
* Principals will select a room with a door that can be used for isolating a sick student and/or staff member while waiting for a parent/caregiver or transportation to arrive.
* The selected area will ideally have a sink with running water and hand washing supplies. Hand sanitizer should be available if no running water is available.
* The room must have an isolation sign posted while this room is in use.
* The selected isolation room must not impede the timely provision of school first aid services.

**De-Cluttering of Classrooms**

* Classrooms must be decluttered to minimize the number of surface contacts and items that will need to be cleaned and disinfected.
* Attempts should be made to minimize the number of learning resources made available to students. This includes toys and manipulatives.
* Unnecessary or unused items should be removed from the classroom.
* Desktops and counter surfaces must be kept clear to facilitate ongoing cleaning and disinfection.
* Teaching staff will direct students to take home any unnecessary personal items and keep their desks tidy and desktops cleared off.
* No soft toys, furniture or items should remain in the classroom (e.g. teddy bears). Exceptions may be made for students with sensory needs. The Director of Student Services will oversee this process as needed.

**Handwashing and Sanitizers**

* When available, students and staff members should use classroom sinks to wash hands regularly with soap.
* Classrooms without sinks must have hand sanitizers available for staff and student use, unless in close proximity to a washroom. Classes with access to sinks should be used utilized first.

**Desk/Workstation Placement**

* Classrooms should be organized in a manner that promotes physical distancing.
* Workspaces and desks must be separated from each other by a minimum of two meters, where possible.

**Keyboards and Electronic Devices**

* Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice, Chromebooks and gaming consoles can carry germs. These electronics should be cleaned and disinfected after use.
* The BC Centre for Disease Control advises: o First, remove visible dirt, grease, etc.
* Check the manufacturer’s instructions for cleaning and disinfecting.
* If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 70% alcohol.
* Dry surfaces thoroughly to avoid pooling of liquids.
* Do not immerse devices in liquids. Hydrogen peroxide and vinegar do not work and may damage screens.
* Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
* Keyboards, mice, controllers and electronic devices will be disinfected using hand sanitizer and paper towels/tissues or antiseptic wipes before use.
* Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
* Disinfecting wipes and/or a 70% isopropyl alcohol solution will work for cleaning most devices. Ensure the cloth is damp and lint-free. Do not soak the cloth.
* Avoid using aerosol sprays and window cleaners, as well as cleaning products with abrasives, hydrogen peroxide, chlorine, acetone, ammonia or bleach. These products may discolor or otherwise harm your devices.
* Ensure your cloth is soft. Avoid paper towels and other abrasive items.
* Gently wipe all hard, nonporous surfaces (displays, keyboards, frames, etc.) on devices.
* Do not spray cleaner on devices or submerge devices in cleaners. Spray cleaner onto a cloth to avoid getting unwanted moisture in any places where it should not be. Consider testing this cleaner on fabric, leather or other porous surfaces to ensure the product will not damage the device.
* Do not clean inside any ports or openings. Use a dry cloth to remove debris from ports or openings.

**Musical Instruments**

* Instruments should not be shared at this time. If students are playing musical instruments, each instrument should be labelled for individual use and disinfected after each use.
* A piece of equipment may be used by multiple students, as long as a disinfecting process is established prior to each use.

**Physical and Health Education**

* Students need to participate in activities, preference is for activities that allow them to use their own equipment (e.g. yoga, individual skills, running).
* Activities should be chosen that does not encourage physical contact. Example a soccer game with opposing teams is not an ideal choice as contact would most likely occur. A few students taking shots at a goalie is an acceptable alternative.

**Staff or Students Who Become Symptomatic at School**

**Staff who Become Symptomatic While at Work**

Any staff member who develops the symptoms of influenza or COVID-19 during the workday while at school will immediately distance themselves from others, report the concern to their supervisor, and remove themselves from the facility without delay. They will call a medical practitioner and stay home as advised.

**Students who Become Symptomatic While at School**

If a child starts to show signs and symptoms of what could be influenza or COVID-19, isolation and pick-up by the child’s parent or guardian without delay will occur.

**Isolation or Private Waiting Room Set-Up**

* Designate a sufficiently large room, preferably close to the childcare pick-up doorway entrance. Put signage up on doorway (e.g. isolation or treatment room).
* Select a room with a sink in it.
* Designate a washroom nearby for use by symptomatic students only. Put signage up on the washroom door.
* Ensure several tables and chairs are set up for use by symptomatic students so that social/physical distances (2m or 6ft) are maintained.
* If possible, have available a box of tissue and dedicated waste basket nearby for students to access if the student requires one.

**Parent Contact**

* Immediately report to the administrator when a student has become symptomatic.
* The administrator or office staff will contact the student’s parent/guardian to come and pick them up immediately at the designated door/entrance.

**Other Protective Actions**

* Separate and accompany the student to the isolation/treatment room, while maintaining social/physical distances (two meters) as best as possible.
* Staff will direct students to wash hands immediately upon arrival at the isolation/treatment room at the internal sink or at the designated washroom.
* Staff should direct a student to a chair and table/desk and direct them to sit and remain seated and wait.
* Staff will supervise the student from the doorway as much as possible and maintain social/physical distances (two meters) when this is not possible when they must enter the room. However, if the child requires care, support or first aid, then this should be provided and may require closer proximity.
* Remind the student to try not to touch their face and other surfaces nearby as they are waiting.
* Continue to remind student to practice good respiratory hygiene such as coughing into elbows, instead of hands and if tissues are used, that they immediately be thrown out into the waste basket.
* Once the student has been picked up, inform the administrator that the isolation/treatment room requires cleaning/disinfecting of surfaces such as the chair/tables, removal of waste and they will advise the custodian.
* Remind parent/guardian the need for their symptomatic child to stay home and follow Public Health’s advisory.
* Staff will wash their own hands as often as possible during this period and avoid touching their face.

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| **Administering First Aid Safe Work Procedure - COVID-19 SAFE WORK PROCEDURE – First Aid COVID-19** | |
| DATE PREPARED: Aug 2020 | DATE REVISED: |
| PREPARED BY: | APPROVED BY: |
| DESCRIPTION | |
| The purpose of this document is to provide a procedure for staff to follow while performing first aid to either students or staff at schools/sites during COVID-19 to ensure worker safety. | |
| Personal Protective Equipment (PPE) | |
| Nitrile Gloves, Face Shield | |
| Procedure | |
| Before performing administering first aid, first aid attendant must wash their hands.  **Procedure - Flu like Symptoms**   * 1. 1. First aid attendants are not to assess or approach patients with suspected flu like symptoms. Should a staff or a student begin to show flu like symptoms: • Ensure physical distance of 6 feet / 2 meters and reassure the patient.   2. • Ask the student or staff member to go to and remain in isolation room.   3. • Staff – ensure safe ride home is arranged, work with the Principal or supervisor.   4. • Student – alert the Principal or supervisor.   5. • Ensure after the isolation room is cleared, notify site custodian to ensure cleaning begins immediately.   **Procedure - Non-Flu like Symptoms - Standard First Aid**  **First aid attendant must wash their hands before rendering first aid. Perform hand washing as per Hand Washing procedure.**  1. Wear required PPE.  2. Gather first aid supplies.  3. Perform injury assessment verbally and visually prior to administering first aid while maintaining physical distancing.  4. If possible, provide the supplies to the staff or student and instruct the staff or student to render first aid under your direction. If not, render appropriate first aid.   * 1. 1. Remove personal protective equipment:   - Remove Face Shield.   * 1. - Remove Gloves - remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off.   2. - Discard in regular waste.   3. - Wash hands.   4. - Disinfectant all equipment used.   5. - Wash your hands again.   2. Complete First Aid Record for both staff and students. If staff, advise them to complete a Workers Report of Injury. | |
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