



Communicable Disease Prevention Plan

Revised: January 7, 2022

Step 1: Understand the risk

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.

Disease-related information issued by the regional medical health officer, or the provincial health office, is reviewed by the district leadership team, which includes the superintendent, secretary treasurer, directors, and principals/vice-principals. The team meets as often as required.

Information and direction on measures is emailed to school administrators and staff.

Information is posted to the school district's website in a timely fashion.

Step 2: Implement measures, practices, and policies to reduce the risk

Use existing policies, and collective agreements to support staff who have symptoms of communicable disease, so they can avoid being in the workplace when sick.

Overall

Staff and students are reminded of their responsibilities to complete a daily health check via the [Adult Daily Health Check](#), [K-12 Student Health Check](#) or the [BC Self-Assessment Tool](#). Staff and students are regularly reminded to stay home when they are sick and are provided with resources on what to do when they are sick. Call 8-1-1 with any questions about symptoms of illness. If you have severe symptoms, like difficulty breathing (struggling to breathe or you can only speak single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department. Visit the [BC Centre for Disease Control website](#) for more information on COVID-19.

Practices are in place to appropriately respond when a staff member, student or other person develops symptoms of illness while at school.

Health care provider notes are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

Public Health encourages all eligible students and staff to be fully vaccinated to protect themselves and those around them. School districts are encouraged to share evidence-based information and promote opportunities to be vaccinated in partnership with Public Health. Evidence-based immunization information and tools for BC residents are available from [BC Centre for Disease Control](#) and [ImmunizeBC](#).

School district personnel will ensure that all provincial health office, or ministry health office orders, guidance, recommendations, and notices, local or provincial, will be followed.

WorkSafeBC protocols will be implemented as necessary



Hand Hygiene

Hand hygiene facilities are available and accessible throughout buildings and are well maintained. In addition, alcohol-based hand sanitizer is provided at building entrances and throughout schools.

The school district in coordination with the school will ensure that hand hygiene supplies are well stocked at all times including soap, paper towels, and hand sanitizer.

The district promotes the importance of diligent hand hygiene to staff and students regularly. Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes.

Cleaning and Disinfecting

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Other general cleaning occurs in-line with regular practices.

Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.

School custodians are responsible for the cleaning. They have appropriate supplies and have received the Building Service Worker 1 & 2 Training.

Physical Distancing and Space Arrangement

Enhanced Measures (January 2022) – Maximize space between students and staff:

- 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.
- Focus on entry and exit areas, and other places where people may gather or crowd.
- Stagger recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.
- 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.

School Gatherings and Events

School Gatherings and Events Enhanced Measures (January 2022):

- School gatherings and events are to be held virtually (e.g., assemblies, etc.); if they must be in-person, limit the number of people to no more than 50% operating capacity.
- Staff-only gatherings are to be held virtually (e.g., staff meetings, professional development, etc.).
- At this time, no spectators or audience members are allowed at any school events or gatherings.

For spaces without 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.



Sports, Clubs and Extracurricular Activities

Enhanced Measures (January 2022):

All extracurricular sports tournaments are currently on hold. Sports tournaments are defined as a single or multi-day gathering of three or more sports teams, who come together outside regular league play for the purpose of teams playing against multiply other teams. This does not include a gathering where team members compete on an individual basis against members of other teams or, a gathering where the result will decide if a team will advance to play in a national or international competition.

Spectators

Enhanced Measures (January 2022):

At this time, spectators are not allowed in schools.

Field Trips

Enhanced Measures (January 2022):

At this time, field trips are still being contemplated and we are awaiting direction from the Medical Health Officer.

Building Ventilation

All HVAC systems are operated and maintained as per standards and specifications. Buildings are monitored, and preventative maintenance systems are in place to ensure systems are working properly. HVAC programming has been modified to increase fresh air input prior to and during building occupancy whenever possible.

The school district's Heating, Ventilation and Air Conditioning (HVAC) systems are operating in compliance with Part 4 of the Occupational Health and Safety Regulation. These HVAC systems are maintained in accordance with best industry practice. All schools have had mechanical adjustments to boost/maximize the airflow intake – the school district's Facilities Team monitors these systems daily.

In addition, the Facilities Team worked hard through the summer to maintain and update our ventilation systems. Details on ventilation systems have now been posted to the [school district website](#).

Risk mitigation strategies are identified for extreme weather events or times of poor air quality. Windows may be opened when weather permits, if it does not impact the functioning of ventilation systems.

Transportation

Busses are cleaned daily and disinfected prior to each trip. Practices are in place to encourage bus drivers, and passengers to practice hand hygiene before and after trips. If empty seats are available, passengers are to spread out. When weather allows windows are to be open.

Bus drivers, adult volunteers and students in Kindergarten to Grade 12 are required to wear masks when they are on the bus in accordance to the guidelines, or applicable public health orders/recommendations.



Food Services and Programs

Enhanced Measures (January 2022):

Food sharing is restricted. No homemade food items are to be brought into schools at this time.

Step 3: Communicate measures, practices, and policies

Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices, and policies for managing communicable disease.

Processes are in place to ensure itinerant staff, teachers on-call and visitors are aware of the school's communicable disease plan and their responsibility to follow **these** measures at all times, including the daily health check, to stay home when sick, hand hygiene, and wearing a mask in accordance to the guidelines, or applicable public health orders/recommendations.

Signage is and check-in at the school office is required. Information is posted on the school district and school websites.

Staff are kept abreast of changes through virtual staff meetings or sessions and via email communication.

Staff, adult volunteers, visitors, and students in Kindergarten to Grade 12, in “bricks and mortar” schools wear a non-medical mask or face covering (a “mask”) according to the guidelines or applicable public health orders/recommendations. For exceptions and further information, please visit the [B.C. Ministry Health website](#).

Masks are available.

Step 4: Monitor your workplace and update your plan as necessary

Continually evaluate and update your plan to reflect changing risk levels and work practices.

Site Joint Health and Safety Committees are kept informed of ongoing evaluation of measures, practices, and policies through their school principal. The District Joint Occupational, Health and Safety Committee works closely with the secretary treasurer and are kept informed.

Workers escalate health and safety concerns through their Site Joint Health and Safety Committee members.

Administrators monitor regularly to ensure measures, policies, and practices are being followed through their Site Joint Health and Safety Committees and staff meetings.

Workplace inspections and ongoing supervision are used to ensure measures are functioning properly, and being followed, and maintained. Individual employees are reminded to monitor their workplace and risk level.

Plans will be updated to reflect changes as they occur.

Employees are made aware of the process required to raise health and safety concerns.



Appendixes:

- A. How to Use a Mask
- B. When to Perform Hand Hygiene
- C. Prevent the Spread
- D. Coughs and Sneezes
- E. Room Occupancy
- F. Daily Health Check

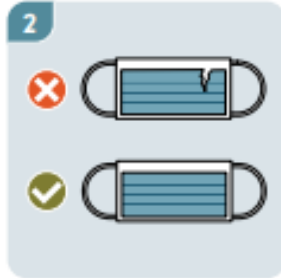


APPENDIX A: How to Use a Mask

Prevent the spread of communicable disease: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face. If there is a metallic strip, press it to fit the bridge of your nose.



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose. Wash your hands again.




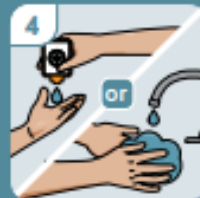


8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse it. Follow the correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.



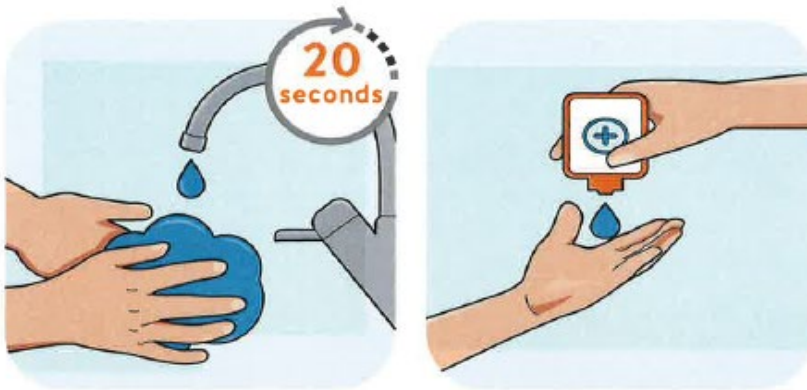
APPENDIX B: When to Perform Hand Hygiene

When Students 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 (e.g. the gym, music room, science lab, etc.).• 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.



APPENDIX C: Prevent the Spread

Prevent the spread of communicable disease



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment



APPENDIX D: Coughs and Sneezes

Prevent the spread of communicable disease

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.



APPENDIX E - Room Occupancy

Prevent the spread of communicable disease


In order to reduce the spread of communicable disease, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: _____ **people**



APPENDIX F – Daily Health Check

 DAILY HEALTH CHECK	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C) Chills Cough Difficulty breathing Loss of sense of smell or taste	<p>If yes to 1 or more of these symptoms: Stay home and get a health assessment.</p> <p>Contact a health care provider or 8-1-1 about your symptoms and next steps.</p>
OTHER SYMPTOMS	WHAT TO DO
Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea and vomiting Diarrhea	<p>If yes to 1 symptom: Stay home until you feel better.</p> <p>If yes to 2 or more of these symptoms: Stay home for 24 hours.</p> <p>If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.</p>
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	<p>If yes: All students and staff who have travelled outside of Canada are required to self-quarantine for 14 days after arrival under both provincial and federal orders.</p> <p>This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before they are scheduled to attend school to adhere to the self-quarantine orders. Additional information is available here.</p>
CLOSE CONTACT	WHAT TO DO
Have you been contacted by public health and notified that you are a close contact of a person confirmed to have COVID-19?	<p>If yes: Please follow the instructions provided by Public Health.</p> <p>You can call 8-1-1 anytime to get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.</p>

Check your symptoms with the [K-12 Health Check](#). If you have any questions, or the symptoms get worse, contact your healthcare provider, or call 8-1-1. For more information on COVID-19, please go to www.bccdc.ca. If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.

Please check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.