



Communicable Disease Prevention Plan Cassie Hall Elementary School (Jan. 7/22)

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 on the 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. 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 (e.g. the BC Self-Assessment Tool app).

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.

The school district supports employees in receiving vaccinations. Vaccinations are the most effective way to reduce the risk of COVID-19 in schools.

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.

Use a trauma informed lens when planning school activities and interacting with students and staff. Staff will model personal preventive strategies.

The Provincial Health Office has communicated that contact tracing will no longer occur as it has been throughout the pandemic, and these statements have surfaced questions in each of the communities we serve. The COVID-19 K-12 Steering Committee is currently working with Health on what can and will be done through regional health authorities and school districts to provide assurances to families and communities that COVID-19 is being monitored and responded to at the appropriate level and time.



Attendance and Record Keeping

Visitors will do a health check when they sign in daily. The sign in book will be kept in the front entrance and health check signage about how to do a health check will accompany the book. Information collected will be saved for 45 days.

Front door will be locked and there will a maximum of 2 people in the foyer entrance.

Staff will conduct a daily self-health check. Staff will put a check next to their name to show that they have completed the daily check at the start of the work day. This will be a book that is located in the hallway beside the front office. Staff will be given information about how to do a health check.

Student attendance will be collected daily in the morning and afternoon through My Education BC. These records will be accessible for the entire school year.

Personal Measures

Any students or staff who are experiencing symptoms (fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell/taste, vomiting) **must** stay home.

Staff and students who have taken a covid test must self-isolate until the results have come back negative.

Parents/Caregivers must assess their children daily for any symptoms (fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell/taste, vomiting, runny nose).

If a student arrives at the mudroom door and displays any symptoms, they will be redirected to their parent (if present) or the office so that their parent can be contacted.

Any student or staff member who begins to experience symptoms during the school day will be sent home. The Parent/Caregiver will be contacted and must arrange for the immediate pick-up of their child. The child will wait on the bench by the front door. If this is exceeding space requirements, students will be placed into the lifeskills room until they are picked up.

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.

Parents will be asked to not enter the foyer if there is a sick student waiting to be picked up. Area will be disinfected once the student leaves.

Masks

Staff, adult volunteers and visitors, and students in kindergarten and higher grades will wear a non-medical mask while in school, including during gym. High intensity activities are encouraged to be held outside.

Masks will be available for those who have forgotten.

Staff will model and reinforce proper use of masks.

Hand Hygiene

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



The district 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.

Personal Prevention Practises

Signage, morning announcements, and reminders by staff will be used to routinely support students to practice personal prevention strategies like hand hygiene and respiratory etiquette. Staff will teach students how to sneeze and cough into the crook of their arm.

These same strategies will be used to encourage staff and students to consider and respect others' personal space. Personal space is the distance from which a person feels comfortable being next to another person. Staff will remind students about personal space and students who have difficulty respecting space will be referred to administration.

Positive and inclusive approaches will be identified to support students' personal prevention practices.

Staff will follow their normal supervision schedule (mornings, after school). They will encourage physical distancing between students and mask wearing.

Parents will be informed of school safety procedures through a letter at the beginning of the school year and monthly newsletters.

Parents will confirm their contact information is current and be available at all times to pick up their children in case of illness or emergency.

Cleaning

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Practices are in place to clean and disinfect frequently touched surfaces when they are visibly dirty. 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.

Our school custodians are responsible for the cleaning. They have appropriate supplies, and they have the Building Service Worker 1 & 2 training.

Additional vinegar solution will be made available to staff who want to disinfect items in their classroom. It will also be available to disinfect gym equipment after use.

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.

Portable air conditioners and fans are not normally used, but if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open when weather permits, if it does not impact the functioning of ventilation systems.

Risk mitigation strategies are identified for excessive heat events or times of poor air quality.

Space Arrangement



In indoor spaces, all occupants of the school will have enough room to carry out intended activities without involuntary contact and all available space is used.

For indoor gathering, people will be spread out within the available space and room capacity limits will not be exceeded.

Room	Max Adult Occupancy
Foyer entrance	2
Classrooms	3
Staffroom	3
Copy Room	2
Office	3
Gym	5 with students 20 with distancing
Library	5
Washrooms	2including student washrooms

Gatherings and events will occur inline with those permitted as per relevant local, regional, provincial and federal public health recommendations and orders.

Traffic flow will be managed with directional arrows and designated entrances and exists.

Staff meetings and assemblies will be held virtually.

Staff will be reminded about the limits in the room and the doors to enter and exit. A microwave will be moved to Room 17 to reduce room usage. This room can be used as a lunch room.

Noon hour supervisors will ensure that there is enough space available to prevent involuntary contact while eating lunch. Four classes will play outside from 12:00 to 12:25. Each class will exit from their own mudroom and play in their designated area which switch week by week. The other four classes will eat lunch in their classes at this time. At 12:25 to 12:50, the classes will switch places. The noon hour supervisors will move with their classes.

In order to reduce congestion in the mud rooms, we will stagger mudroom use.

Enter on the bell (morning and lunch): Ms. Tupman, Ms., LeBlond, Ms. Shore, Ms. Jay and Ms. Murch

Enter 5 minutes after the bell: Ms. Clayton, Ms. Jones-Gallant and Ms. Killoran

Exit 5 minutes before the bell (morning): Ms. Tupman, Ms., LeBlond, Ms. Shore, and Ms. Murch

Exit on the bell: Ms. Clayton, Ms. Jones-Gallant and Ms. Killoran and Ms. Jay

Students will quickly hang up their coats/change shoes and proceed directly to their classroom.

All staff that is not in the primary wing will enter through the front door to reduce flow through that wing.

Lunch will be delivered to students who are on the lunch program. We will have a student, EA and lunch supervisor deliver the food.

Parents are **strongly encouraged** not to send their child to school before 8:55. This will prevent children from involuntary contact with other students. While on duty and you see students arriving early for school (and they are not participants of the breakfast club) staff will ask their parent or the student to not come early. If it is a persistent problem, please tell admin so we can call home.

Students who participate in the Breakfast Club will enter the doors on the north wing of the school (door nearest kitchen) at 8:40 and eat at tables with social distancing marking.



Late students will enter through the front doors and check in at the office. They will be supervised while sanitizing their hands before proceeding to their classroom to wash their hands.

Students are encouraged to walk home or be picked up immediately after the bell at 2:46. This will prevent children from involuntary contact with other students.

Staff are encouraged to take students outside whenever possible. For example, the kindergarten outdoor school program and the school garden.

Staff are encouraged to have Physical Education outside so the playground schedule will be the same as the gym schedule. Teachers can choose to go outside during their PE time.

Washrooms will be assigned to classrooms and to staff to ensure less traffic.

Activities that create congestion in the school will no longer occur.

Staff Specific Considerations

Staff only gatherings (eg: meetings, pro-d days) will occur virtually with those permitted as per relevant local, regional, provincial, and federal public health recommendations and orders for workplace gatherings and events and any WorkSafe BC guidance.

Room 17 can be used for lunch and a microwave has been placed in the room to alleviate congestion at lunch in the staffroom. Please follow exit and entrance signs to the staffroom and be aware of room capacity.

Visitors, including Itinerant Staff, Temporary teachers on call, Parents

Visitors who do not contribute to the educational development and well-being of students will not be allowed in the building. The front doors will be locked and parents will be encouraged to send money and forms with students.

Visitors, including itinerant staff, temporary teachers on call, and other educational staff will be asked to read the Communicable Disease Prevention Plan and sign that they have read it.

After hours groups will not be permitted.

Staff will use sign in book in front if they come after hours.

Working with students with Disabilities/Diverse Abilities

Supporting students with disabilities/diverse needs may require staff providing support services in to be close proximity or in physical contact with a student. When service can not be provided behind a barrier, and you are indoors, staff are required to wear a mask.

When working with students where seeing facial expression and/or lip movement is important, and the service can not be provided from behind a barrier, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth.

Curriculum, Programs and Activities

Physical education and programs that use the gym will use prevention practises specific to the activity. Equipment will be disinfected after use.

In music classes, all equipment will be cleaned after use. Students must wear a mask while singing.

Clubs will have limited participation and will be held in larger spaces.

No sports tournaments will take place.



Transportation

General cleaning occurs in line with regular practices. 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, visitors, and students in Kindergarten or higher wear masks according to the guidelines, or applicable public health orders/recommendations. Drivers may also wear a face shield in addition to a mask

Food Services

The breakfast program and hot lunch program will resume and follow regular operational and food safety practises.

Food and beverages should not be shared; therefore, we will restrict food brought from home for sharing and celebrating.

Water Fountains

The use of water fountains is limited. We will, however, encourage water bottles and offer refilling at school.

Community Use of Schools

Community use of schools will cease.

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 measures at all times, including the daily health check, to stay home when sick.

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

Staff are kept abreast of changes through the start of year orientation session, email, and staff meetings.

Staff, adult volunteers, visitors, and students in Kindergarten, and higher, 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.

All students and staff must wear masks unless there is a behavior/medical exemption..

Masks are available for those who have forgotten theirs.

[Open School BC | K-12 Resources](#) – resources for trauma informed practise



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 health and safety committee works closely with the secretary treasurer, and are kept informed through them.

Workers escalate health and safety concerns through their site joint health and safety committee members.

Administrators constantly monitor that measures, policies, and practices are being followed through their site joint health and safety committees, 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.

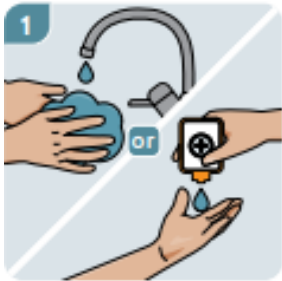
Appendixes:

- 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

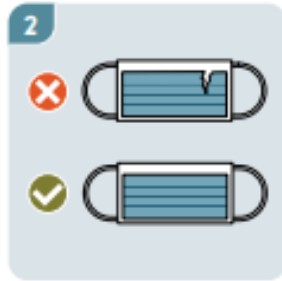


APPENDIX: A - How to Use a Mask

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.



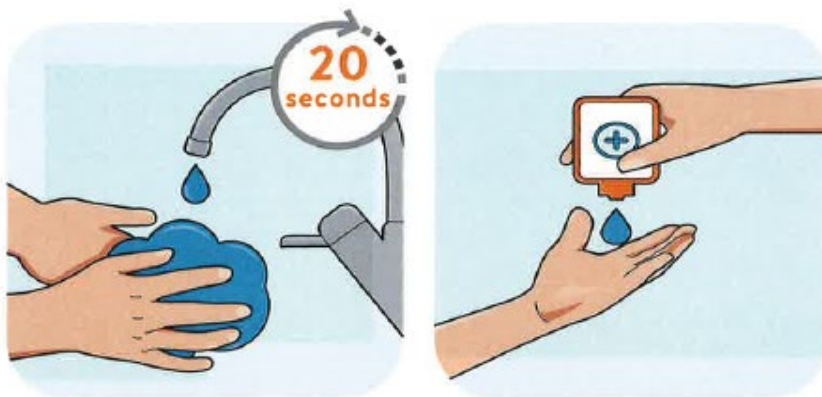
APPENDIX B – When to Perform Hand Hygiene

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.