



## Communicable Disease Prevention Plan Majagaleehl Gali Aks Elementary School (January 7/22)

### Communicable Disease Prevention Plan

#### 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

**Access to our school will be by appointment only. The front doors will remain locked. Signs are in place notifying visitors that they must have an appointment.**

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).

- Staff and visitors will complete a daily health check using the guidelines provided by BCCDC.
- Visitors will be required to sign in and to leave contact information. Visitors at this time are limited to those who are supporting activities that directly benefit student learning and wellbeing.
- Parents/Guardians will be reminded to complete a daily health check for their children and to keep their children home when they are sick.

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

- Any staff member who develops symptoms, based on the guidelines provided by BCCDC, at school will notify the office and return home. They will follow the guidance of BCCDC or their health care provider in determining when they can return to work.

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.



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

## **Environmental Measures**

### **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 have the Building Service Worker 1 & 2 training.

### **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, if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open windows 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.

### **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, and visitors, and students in Grade 4 or higher wear masks according to the guidelines, or applicable public health orders/recommendations. Grade K-3 students wear masks based on their personal, or family/caregivers' choice.



### 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.*

#### Administrative Measures

##### Signage

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. Additionally, notifications are sent home with students and through email that communicate the school's communicable disease prevention plan.

Staff and parents/guardians are kept abreast of changes through virtual meetings (when applicable), email, notifications being sent home, Facebook and the district and school websites.

##### Hand Hygiene

**Rigorous hand-washing with soap and water is the most effective way to reduce the spread of illness.**

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.

- Hand-washing will be encouraged upon school entry, during transition times, before and after eating and drinking, and before/after using frequently touched, shared equipment.

Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes.

- Staff will be encouraged to teach students how and when to wash their hands using soap and water.

##### Masks

Staff, adult volunteers, visitors, and students from kindergarten to grade 12 in “bricks and mortar” schools must wear a mask in accordance with the PHO Order on Face Coverings.

**Exceptions are made for staff, students and visitors who cannot tolerate wearing a mask for health or behavioural reasons. They are not required to provide a medical note or personal information. Schools will work with those who have mask exemptions to explore potential strategies to reinforce and enhance other safety measures. These include, social distancing and wearing a face shield. Additionally, those not able to wear a mask all day will be encouraged to wear one as much as they are able to. This includes times when they are in high traffic areas such as hallways.**



**Positive and inclusive approaches are used to address non-compliant behaviour for those able to wear masks.**

Staff are reminded that the use of masks should not reduce or replace other more effective infection prevention and exposure control measures such as:

- Frequent hand hygiene
- Performing daily health checks.
- Personal spacing

Staff and students will be reminded and shown how to wear masks properly through the day.

Masks are available for those who have forgotten theirs.

### Gatherings and Events

**Staff only, school gatherings and school events will be held virtually -- These include staff meetings, in-service, and professional development activities-- as will parent-teacher interviews.**

**School gatherings are held virtually when possible. These include concerts, and assemblies. If gatherings must be in person i.e., theatre and musical productions, the number of people in attendance is minimized and does not exceed 50% capacity and spectators are not present.**

We will work to utilize a trauma-informed lens when planning school activities. Considerations will be made around respecting personal space and the need to utilize space as much as possible.

- We must respect staff and student comfort levels regarding personal space
- We will use space available to spread people out as much as possible.
- **At this time only two school assemblies will be held, the First Day of School and Remembrance Day. These will only include staff and students.**

### School Sports

inter-school programs, sports, events can continue.

- Masks must be worn by all students as well as adults, except when participating in high intensity activities. Staff are encouraged to hold high intensity activities outside whenever possible.
- Hand hygiene must be practiced.
- All available space will be used to spread students and staff out.
- Spectators from outside of the school will not be allowed.
- Shared equipment can be used.

### Space Arrangement

- Room occupancy limits for extra-curricular activities and other times when in-person gatherings are held, will not exceed 50% capacity. People will be spaced out using all available space.
- Face-to-face seating arrangements will be limited and avoided whenever possible
- Masks will be required for those who can wear them and hand hygiene will be encouraged.
- Spacing in classrooms will be optimized to support students being spaced apart.



## Visitors

- Processes are in place to ensure visitors and staff are aware of the communicable disease plan and their responsibility for following it. Staff all have the plan and it is reviewed with Health and Safety Team as well as the entire staff.
- Visitors are required to sign in at the office and indicate they have completed the health check.

## Food Services

- Food preparation and service can occur on site provided that level 1 food safe guidelines are followed.
- Food that is packaged and purchased at a store can be brought to school and shared.
- Food can not be made at home and brought to school to share
- Students are discouraged from sharing their lunches.

## Community use

- Community groups will be able to use the school facilities provided they have a detailed Communicable Disease Plan that meets the guidelines of the BCCDC. This plan must be shared with school administration as well as with the school district.

## Regularly Scheduled Emergency and Evacuation Drills

- Staff will be notified in advance of all emergency/evacuation drills.

## Personal Measures

### Daily Health Check

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).

- Staff and guests will complete a daily health check using the guidelines provided by BCCDC.
- Visitors will be required to sign in and to leave contact information.
- Parents/Guardians will be reminded to complete a daily health check for their children and to keep their children home when they are sick.
- School doors will remain locked and visitors will be required to have made appointments.

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

- Any staff member who develops symptoms, based on the guidelines provided by BCCDC, at school will notify the office and return home. They will follow the guidance of BCCDC or their health care provider in determining when they can return to work.

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.



**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

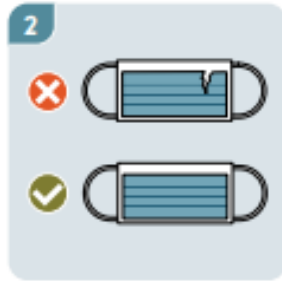


## APPENDIX: A - How to Use a Mask

### 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

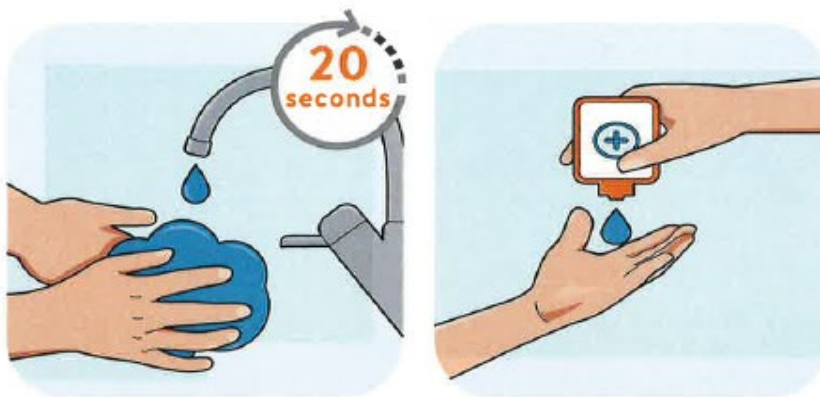
When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Before and after eating and drinking (excluding drinks kept at a student’s desk or locker).</li><li>• Before and after using an indoor learning space used by multiple classes (e.g. the gym, music room, science lab, etc.).</li><li>• After using the toilet.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g. recess, lunch).</li><li>• Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>





## 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**



 <b>DAILY HEALTH CHECK</b>	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C) Chills Cough Difficulty breathing Loss of sense of smell or taste	<b>If yes to 1 or more of these symptoms:</b> Stay home and get a health assessment.  Contact a health care provider or 8-1-1 about your symptoms and next steps.
OTHER SYMPTOMS	WHAT TO DO
Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea and vomiting Diarrhea	<b>If yes to 1 symptom:</b> Stay home until you feel better.  <b>If yes to 2 or more of these symptoms:</b> Stay home for 24 hours.  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.
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	<b>If yes:</b> All students and staff who have travelled outside of Canada are required to <a href="#">self-quarantine</a> for 14 days after arrival under both provincial and federal orders.  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 <a href="#">here</a> .
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?	<b>If yes:</b> Please follow the instructions provided by Public Health.  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.

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](http://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.