



# Catholic Independent Schools Kamloops Diocese

## Health & Safety Protocols

**Aug 25, 2020**

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### INTRODUCTION

The government of British Columbia directed all schools in the province to open the 2020/21 school year in Stage 2, effective September, 2020 [Ministry of Education's K-12 Education Restart Plan](#) . This stage includes the goal of “maximizing in-class instruction for all students within the revised public health guidelines to reduce the risk of COVID-19 transmission. Having students in the classroom helps to minimize learning gaps and provide the academic, social, and emotional supports essential for learning. Schools and school districts will also have the necessary plans in place to be able to shift quickly between stages if and when required”.

The following objectives and principles are taken directly from the Ministry of Health and/or Ministry of Education documents.

#### **Objectives**

*Comprehensive guidelines build on the [COVID-19 Public Health Guidance for K-12 School Settings](#) developed by the Office of the Provincial Health Officer and the BC Centre for Disease Control (BCCDC) to ensure schools have robust measures in place to prevent the transmission of COVID-19. These guidelines are intended to support K-12 employees, students, parents, caregivers, administrators and school community members to:*

- *Be informed about public health measures and how they support a safe school environment;*
- *Understand their roles and responsibilities in maintaining and promoting safe and healthy schools.*

#### **Foundational Principles:**

September start-up will continue to be supported by the four foundational principles established at the beginning of the COVID-19 pandemic:

- *Maintain a healthy and safe environment for all students, families and staff*
- *Provide the services needed to support the children of our essential workers*
- *Support vulnerable students who may need special assistance*
- *Provide continuity of educational opportunity for all students.*

This document was updated based on various Ministry of Education, Ministry of Health and WorkSafeBC resources, primarily:

[Ministry of Education Provincial COVID-19 Health & Safety Guidelines for K-12 Settings \(Aug 17 2020\)](#)

[BC CDC COVID19 Public Health Guidance for K-12 School Settings \(revised July 29 2020\)](#)

[WorkSafeBC guidelines during COVID19](#)

The protocols identified in this CISKD document are designed to keep everyone as safe as possible while still providing important educational services to our families and community.

**Employees are to review this document and follow these operational guidelines when in any CISKD School facility in order to ensure the health & safety of self and others;** everyone must do their part to help reduce the spread of the virus in our communities.

**NOTE: This document will be updated as needed to reflect experience and any new guidelines from the Ministry of Health, Ministry of Education, or WorkSafeBC.**

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*Note: A significant portion of the information in the following pages is taken directly from various Ministry documents. From there, some decisions have been made on how to best implement them in CISKD Schools.*

## **A) PUBLIC HEALTH MEASURES**

1. Avoid mass gatherings of more than 50 people is a public health measure that does not apply to schools. Schools will use cohorts (60 person groupings for elementary schools and 120 person groupings for secondary schools) as directed by the Ministry in Stage 2. Large group assemblies will be avoided at this time.
2. Active testing of anyone with cold, influenza or COVID-19-like symptoms, even mild ones, helps identify cases early in the course of their disease. Schools will work with and follow the direction of the local medical health officer when a person is confirmed as testing positive for COVID-19.  
*Note: If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with CISKD and the school administration to determine an action plan, including appropriate and approved communication strategies. Confidential information regarding any staff or student will only be released if authorized by the appropriate authorities.*
3. Schools will work with their school medical health officer regarding reporting elevated staff and student absenteeism due to influenza-like illness to the local public health/school medical health authority as directed by that authority.
4. Students and staff with common cold, influenza, or COVID-19 like symptoms must stay home, self-isolate, and be assessed by a health-care provider. Testing is recommended for anyone with these symptoms, even mild ones.
5. Self-isolation is required for those who are considered a close contact of a 'confirmed' case and are waiting to see if they develop COVID-19. These people are to be tested for COVID-19.
6. Self-isolate for 14 days if you have travelled outside of Canada.
7. Maintain physical distancing according to Public Health Guidelines.
8. Practice respiratory etiquette.

## **B) ENVIRONMENTAL MEASURES**

1. General cleaning and disinfecting of the premises will occur at least once a day.
2. Frequently-touched shared surfaces will be cleaned and disinfected at least twice a day. (e.g., doorknobs, light switches, cupboard handles, handrails, tables, phones, bathrooms, keyboards). Limit frequently-touched items that are not easily cleaned.
3. Any surface that is visibly dirty is to be cleaned and disinfected immediately.
4. Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
5. Avoid use of fabric or soft items that are not easily cleaned or disinfected.
6. Empty garbage containers daily; if  $\frac{3}{4}$  full, they should be emptied during the day.
7. Wear disposable gloves when cleaning blood or body fluids (*e.g. runny nose, vomit, stool, urine*).
8. Wash hands before wearing and after removing gloves.
9. Access to drinking water sources in the school is to be engaged for bottle refilling only. Everyone should avoid contact with the fountain spout and bring a personal water bottle (filled) for consumption instead. Schools are encouraged to convert more water fountains or other water sources to provide for no-touch water refill stations. Hand hygiene practices

- before/after contact with high touch surfaces, coupled with increased disinfection scheduling of high touch surfaces is recommended.
10. Use paper hand towels instead of cloth towels.
  11. Each classroom, staff, and/or learning or working space ex, (library, computer lab, etcetera) will have a health and safety package available for staff to manage (cleaning and disinfection products, paper towels, masks, gloves, etc.). Wash hands before wearing and after removing used gloves.
  12. Cleaning and disinfection products (eg. hand sanitizer as well as wipes or spray and paper towels) will be provided and readily available for common areas (*e.g. photocopy room, computer lab, gym, library, entrances*). *Note: only use wipes approved by IT department for computers, keyboards, and other technology equipment/devices.*
  13. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.
  14. 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 to students.
  15. Follow floor markings and posters that address traffic flow throughout the school. This may include one-way hallways and designated entrances and exits. Maintain the number of exits and ensure Fire Code regulations are met.
  16. Physical barriers can be installed in places where physical distance cannot be regularly maintained (ex., front office, administrative offices, library desk, canteen counter, etcetera).

### C) ADMINISTRATIVE MEASURES

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This shall be accomplished in CISKD school settings through two different but complementary approaches: cohorts and physical distancing.

#### ***Public Entry to the Building***

Public entry to the school is limited to staff and students and others approved by administration. Staff, students, parents, guardians, caregivers and visitors are expected to follow all health & safety protocols. Visitor access during school hours will be prioritized to those supporting activities that benefit student learning and well-being (e.g., teacher candidates, public health nurses, meal program volunteers, parent meeting, etcetera). **Schools are to keep a list of the dates, names, times, contact information and areas visited in the school for each visitor.**

If crowding at entry and exit locations means that physical distancing requirement of at least two metres cannot be maintained, schools should consider staggering start and end times. Alternatively, schools may designate doors for entry and exit to prevent workers and others from coming into proximity with one another. Hand sanitizing station should be clearly visible and accessible upon entry to the school/facility. Post signage indicating employees, students, or visitors exhibiting COVID-like symptoms are not allowed to enter the building.

Regular hours for facility access will be set by the Principal (eg. 7:30am – 5:30pm). There will be no access to facilities after hours or on weekends unless approval has been granted by the administrator.

### ***Community Use of Facilities***

In Stage 2, the Ministry Guidelines note that after hour community use of facilities is allowed with permission of the administrator who is responsible to ensure the user group's plan for facility use aligns with health and safety measures to minimize risk to the host community. This matter is under review by CISKD at this time and an update, along with any protocols that may be involved, shall follow. Please note that there is no community access granted in Stages 3 or 4.

### **Protocols for Offices**

#### ***Workplace Operations***

- Avoid meetings or gatherings where physical distancing cannot be maintained. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually.
- Consider creating cohorts of workers who work together and who do not interact in close proximity with others.
- Consider establishing one-way staircases to minimize contact – post signage to indicate direction.

#### ***Workstations***

- Designate a 2 metre area in front of or behind a kiosk or workstation.
- If office attendance is required, position staff and furnishings in a location that permits greater distance between themselves and co-workers or visitors. Arrange workstations at least 2 metres apart and away from communal pathways.
- Consider making communal pathways one directional to reduce personal interactions.
- If necessary, install effective transparent barriers between workstations.
- Where possible, cancel in-person meetings and hold meetings by teleconference, video conference or email instead.
- Minimize sharing office space or workstations. If workers must share office space, integrate these locations into school cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone.

#### ***Communal Spaces***

- Ensure that whatever changes made to communal areas is clearly communicated to staff and includes posted signage in the area.
- Consider single-room access if entry into constricted area is required.
- Limit the number of personnel allowed in common areas at any one time. Consider staggered break times to reduce large gatherings and encourage personnel to take breaks at their own desk or outside. Limit or stagger personnel from entering change areas or rooms with assigned lockers.
- Encourage personnel to eat outside or at their desk.
- Consider distancing the tables in lunchrooms or installing plexiglass dividers at the tables.
- If breaching the physical distancing requirement is unavoidable, plan the work task and provide instructions to personnel to ensure that time spent in close proximity is minimized.
- Restrict eating to a clearly identified and dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
- Require personnel to bring their own breaktime dishes, utensils and beverage containers.
- Refrain from providing and consuming communal foods.
- Allow communal doors to remain open throughout the workday to reduce contact with door handles.

- Instruct workers to designate their own supplies separate from others (ex., pens, staplers, headsets, and devices). Minimize the number and frequency of personnel using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etcetera). Shared equipment should be cleaned and disinfected after each use.
- Establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.

### **Visitors**

- If presence is required, visits to the school should be pre-arranged, staggered, and safety protocols should be communicated before entry into the facility is permitted (ex., email and/or signage posted at entrance).
- Post signage at the facility to inform everyone that measures are in place.
- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Minimize non-essential, in-person interaction between personnel and visitors (ex., use of virtual meeting tools, email, or phone).
- Waiting areas should be arranged to maintain physical distancing requirement. If unable to sustain the requirement, consider installing transparent barriers between receptionists and visitors. Place markings on the floor directing visitors where to stand when approaching front desk.
- Provide visitor-facing staff with hand sanitizer for their use only.
- Visitors should attend appointments alone and minimize the time spent in waiting area before their appointments (ex., request visitors to wait safely outside or in their vehicles and text message or call when ready).
- Remove non-essential communal items, such as candy, magazines, and complementary phone charges.
- Beverages (coffee, tea, water) should not be offered at this time.
- Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

### **Deliveries**

- Ensure delivery zones are clearly identified and limited to receivers and deliverers only.
- Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
- Request contactless delivery to maintain physical distancing requirement. This option may be limited if signing or proof of receipt is required. Practice hand hygiene after coming into contact with a shared resource from the vendor.

### **Transportation**

- Non-essential transportation or business travel should be limited and on an exceptional basis only.
- Restrict travel between offices or work locations to critical business functions.
- Minimize the use of shared vehicles. If required, follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles.
- Where possible, communicate using telephone, text message, or other communication technology.

### ***Elevator Use***

- Limit use/access to those requiring elevator service
- Post occupancy limits on elevators.
- Place tape or markings on the ground to indicate where individuals should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Ensure elevator panels and buttons are routinely disinfected.

### ***Student Cohorts:***

In Stage 2, students and school personnel will be organized into cohorts (learning groups). Cohorts are composed of a group of students and staff who primarily interact with each other and remain together throughout their school term. The grouping is based on a variety of factors that best meet the educational needs of the majority of students and the logistical needs of the school. Cohorts reduce the number of in-person interactions without requiring physical distancing. Cohort grouping remains consistent for all activities that occur in CISKD schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etcetera). In Stage 2 mode of pandemic operations, physical distancing between cohort groupings of staff and students must be maintained as often as possible.

Division and Grade Levels	Cohort groupings of staff and students	Physical Contact	Physical Distancing
Elementary: Kindergarten to Grade 7	Up to 60	Minimize physical contact within cohort	*Between cohorts indoors *Minimize physical contact outdoors
Secondary: Grades 8-12	Up to 120	Minimize physical contact within cohort	*Between cohorts indoors <u>and</u> outdoors

\*Instructional and/or support staff who provide services between or across cohorts should maintain physical distance from each other at all times, including breaks and meetings. Should circumstances not permit physical distancing to occur, the staff member must wear a non-medical face mask and face shield.

\*Students from different cohorts required to be together to receive instructional programming must practice physical distancing. Where physical distancing is not sustainable for students between different cohorts, physical barriers or face masks may be required (ex., learning resource, choir, band, etcetera). In such circumstances, teachers of these students must wear a non-medical face mask and face shield.

\*Students from different cohorts required to be together to receive social supports, programs or services (ex., After School Care, Meal Programs), physical distancing is to be maintained as much as is practical to do so.

\*Physical distancing must be maintained for extra-curricular activities between members of different cohorts.

Should the Ministry mandate schools moving from Stage 2 to Stages 3 or 4, maximum cohorts will be adjusted as per Ministry guidelines (30 for elementary and 60 for secondary). In addition, physical distancing is required at secondary grade levels even if they are part of the same cohort. Density targets and hybrid learning will be implemented as per the [K-12 Education Restart Plan](#).

### ***Student Management and Hygiene***

- Rigorous hand-washing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed for COVID-19). Follow these guidelines to ensure effective hand hygiene in schools:
  - If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol. If hands are visibly soiled, alcohol-based hand rub may not be

effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty. Personnel should assist young students with hand hygiene, as needed.

- Students may bring their own sanitizer or plain soap if they are on the list authorized by Health Canada or have a medical condition that requires specialized soaps. (See the [List of Hand Sanitizers Authorized by Health Canada](#) for approved products)
- To learn about how to perform hand hygiene, please refer to the BCCDC's [hand washing poster](#).
- Food should not be shared.
- Encourage students and staff to avoid touching their faces.
- Encourage students and staff to practice Respiratory Etiquette:
  - Cough and sneeze into their elbow, sleeve, or a tissue.
  - Throw away used tissues and immediately perform hand hygiene.
- There is no need to limit the distribution or sharing of books or paper-based educational resources to students.

### ***Student Absenteeism & Attendance***

- School Administration will notify their local medical health officer if staff and/or students absenteeism exceeds 10 percent of regular attendance, or as directed otherwise by a BC Health Authority.
- **Note:** According to the Provincial Health Officer and the BC Centre for Disease Control, most children who are immunocompromised can return to in-class instruction when safety measures are in place. Protective self-isolation is only recommended for children who are severely immunocompromised, as determined on a case by case basis. School administration is to be aware of [BCCDC Guidelines for Children with Immune Suppression](#) and [BCCDC Guidance for Families of Immunocompromised Children in School and Group Gatherings](#) and share these documents with families of children with immune suppression. Program planning is to be based on the Provincial *COVID-19 Health and Safety Guidelines for K-12 Settings*.

### ***Physical Distancing***

Due to physical space limitations, it may be necessary to reduce the number of individuals within grades 8-12 at any given time to ensure that physical distancing can be maintained when required. Should this be a necessity, CISKD schools with secondary grades should continue to prioritize the attendance of students who most benefit from in-person support and learners with diverse needs, as well as consider alternative learning modalities and off-campus learning.

### ***Staff and Cohorts***

Where possible, schools will minimize the number of adults who interact with cohort while continuing to support learning and a positive, healthy, and safe learning and working environment. Staff working outside their cohort will practice physical distancing. If physical distancing and/or other means to deliver the service are not possible, physical barriers, videoconferencing, or PPE (non-medical mask, face shield or both face shield and mask).

Specialist teachers are not considered a part of any cohort. Substitute teachers and substitute EAs are not considered part of a cohort unless they are working continuously in the same cohort for more than a week.

### ***Trauma-Informed Practice***

Schools will make every effort to become aware of and implement trauma-informed practices to assist and support all children, youth, and adults during this pandemic. Resources that school staff may find beneficial are:

- Ministry of Education website: "Compassionate Learning Communities Framework"  
<https://mytrainingbc.ca/traumainformedpractice/>
- NACTATR: [Guidelines for Re-Entry into the School Setting During a Pandemic](#)



### ***School Gatherings:***

School gatherings (ex., mass, liturgies, assemblies) should occur as minimally as required. When identified it is required to gather, they should occur within the cohort, involving only those required to meet the gathering's purpose and intended outcome. Consider livestreaming for larger gatherings and/or to include others. Gatherings should occur as minimally as required.

### ***Extracurricular Activities***

"In school" extracurricular activities such as sports, arts or special interest clubs can occur if physical distancing is maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort. Inter-school competitions are not permitted at this time.

### ***Student Transportation on Buses***

Buses transporting students should be cleaned and disinfected in accord with the guidance provided by the [BCCDC's Guidelines on Cleaning and Disinfectants for Public Settings](#) document. Additional guidance is provided by [Transport Canada](#).

- Bus drivers will clean their hands often, including before and after completing trips and to regularly use alcohol-based sanitizer with at least 60% alcohol during trips.
- They are required to wear a non-medical mask and face shield when they cannot physically distance from others, or be behind a physical barrier in the course of their duties.

To reduce the number of close, in-person interactions, the following strategies will be followed:

- Use consistent and assigned seating arrangements. If space is available, students should each have their own seat and sit beside a window.
- When seats are shared, students should share a seat with a member of their household or cohort where possible. The seating arrangement can be altered whenever necessary to support student health and safety (ex., accommodating children with a physical disability, responding to behavioural issues, etc). If there is high ridership on one run, consider adding additional run(s).

Parents and caregivers must assess their child(ren) daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. **If a child has any symptoms they must not take the bus or go to school.**

Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.

Where possible, bus line up areas should be established to prevent crowding and allow for physical distancing of two (2) metres (ex., tape markings on pavement, etc), where required.

Schools should provide support to students who are not able to physically distance.

Secondary students (Grades 8-12) are required to wear non-medical masks when they are on the bus, put on prior to loading and removed after loading. Exceptions will be made for students who cannot wear masks for medical reasons.

To reduce the number of close, prolonged interactions, the following strategies are recommended to schools:

- Keep up-to-date passenger and seating arrangement lists to share with public health should contact tracing need to occur. The seating arrangement may be altered when necessary to support student health and safety (ex., accommodating children with a physical disability; responding to behavioural issues, etc.).
- Load buses from back to front and offload from front to back
- Prioritize students sharing a seat with a member of their household or cohort. Seating arrangements may be altered as necessary to support student health and safety.

- If space is available, students should each have their own seat, and if possible, by the window.

For schools whose students access local district bussing, they must follow all District protocols.

Additional measures related to student transportation may be considered by schools, including:

- Installing a physical barrier made of transparent materials between the driver and students.
- Encourage private vehicle use and active transportation options (ex., cycling, walking, etcetera) when possible to decrease bus density.

### **Curricular Programming and Activities**

All curriculum, programs and activities may continue to operate in alignment with the [Provincial K-12 Health & Safety Guidelines for K-12 Settings](#).

Schools will implement health and safety measures that promote inclusion of students with disabilities/diverse abilities. See aforementioned Provincial *COVID-19 Health & Safety Guidelines for K-12 Settings* document for further details.

### ***Kindergarten Entry***

Students transitioning into Kindergarten will need additional time to adjust to the new school environment and develop relationships with educators and peers in the context of COVID-19.

Consider implementing pre-transition strategies to familiarize students with the people, spaces, and expectations as they start school.

- Send home a social story from the perspective of the student that describes what a day may look like, how they may feel, and what their choices may be.
- Share a video of the school that outlines of the health and safety measures used including signage, washing hands, and class environment.
- Provide an introduction to and a warm welcome from the educators in the building.
- Organize video calls to families from the classroom so children and families can see the space and ask questions.

Provide clear, simple communications to parents about having to limit the number of adults in the building and the classroom, and the need for adults to maintain physical distance from one another and from children not their own.

Implement gradual entry of students, commencing no earlier than when all students are welcomed into schools, and may include:

- Scheduling fewer caregivers into the classroom at a time to account for physical distancing of adults;
- Outdoor learning or transition activities with a caregiver in attendance.

Students themselves will be part of a learning group. Ensure enough space for parents/caregivers to maintain physical distance.

As students transition to full-time, consider frequent communication with families with photos and/or information about classroom activities.

Provide research to parents, caregivers and staff that demonstrates low transmission rates in young children.

Kindergarten students are expected to minimize physical contact. Consider how the room is configured and rearrange furniture to encourage small group and individual play.

Provide clear communication to students about expectations for the classroom materials, play, and physical contact. Gently remind students of the expectations throughout the day and encourage students to kindly support one another.

Teachers should continue to provide comfort and reassurance in a way that feels comfortable for the teacher and the student. Students can be comforted through different means, including:

- Stories
- Comfort objects
- Drink of water
- Songs
- Soothing words

Kindergarten classrooms should maintain a focus on play-based learning, while limiting the use of shared materials and following the cleaning and disinfecting protocols outlined in the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) document.

**Note:** CISKD Schools may consider implementing a gradual entry plan for their schools during the week of September 9-11.

### ***STEM Programs, Science Labs, Technology Education, Textile Programs***

Practice diligent hand hygiene. Students and staff should wash their hands:

- before and after handling shared tools set up for students
- whenever hands are visibly dirty

Have personal spaces and tools set up for students, as best as possible:

- avoid sharing hand tools by numbering and assigning each student their own supplies, if possible.
- when entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- clean and disinfect shared equipment as per guidelines in the Cleaning and Disinfection section of the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) document.

Safety demonstrations and instruction: ensure appropriate space is available to allow for all students to view and understand demonstration. If needed, consider breaking students into smaller groups to allow appropriate spacing and/or potentially using technology to assist.

### ***Field Trips***

During Stage 2, field trips may be organized provided they meet the COVID-19 health and safety guidelines, with a preference for outdoor activities. No field trips will occur when school is in Stages 3 or 4.

Staff should follow CISKD policies and procedures as well as the COVID-19 health and safety guidelines when planning field trips. These include:

- Submitting a field trip request form complete with all required details to the school principal a minimum of two weeks and ideally three weeks in advance of the proposed field trip date for due consideration.
- Ensuring field trip numbers align with PHO guidance on mass gatherings (ie., no greater than 50 people)
- Conduct a risk assessment considering the field trip location – science exploration vs exploring at the beach.
- No overnight field trips at this time.
- No international field trips at this time.

At this time, outdoor field trips will be considered. Parent drivers should avoid driving students with whom they do not live.

### **Music**

Music will continue as part of learning programs for students closely following the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) and [Guidance for Music Class in BC During COVID-19](#).

#### *Under Stage 2:*

Physical contact is minimized for those within the same learning group (cohort);

- Physical distance (2 metres) can be maintained for elementary students when interacting outside of their learning groups when indoors;
- Physical distance (2 metres) can be maintained for staff and for secondary students when interacting outside of their learning groups;

Instruments requiring air to be blown into them will not be shared. Other music equipment not requiring air intake, such as percussion instruments, could be shared. All instruments (shared or otherwise) will be cleaned and disinfected as per Cleaning and Disinfecting sections in the previous documents.

#### *Under Stages 3 to 4:*

- Physical distance (2 metres) can be maintained for staff and secondary students at all times.
- Schools may consider installing a transparent barrier in places where physical distance cannot be regularly maintained. See guidance from WorksafeBC on [designing effective barriers](#) for more information.
- No in-person interschool festivals/events should occur at this time. Where possible, schools should seek virtual alternatives to continue to support these events in a different format.

### **Theatre, Film and Dance Programs**

No in-person interschool festivals/events should occur at this time. Where possible, schools should seek virtual alternatives to continue to support these events in a different format.

Dance and drama classes should minimize contact by reorganizing warmups, exercises and performance work into smaller groups allowing for physical distancing to occur as per individual space limitations.

This could mean that portions of the class:

- act as an audience and audit work.
- work in alternate areas on their own small group or individual exercises.

Blocking of scenes and dance numbers should be choreographed in ways that limit physical touch and face-to-face interactions, and instead seek creative solutions to dynamic storytelling and expressing movement.

Shared equipment such as set pieces, props cameras, etcetera, should be cleaned and disinfected as per the Cleaning and Disinfecting guidelines in the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#). Students should be encouraged to practice diligent hand hygiene before and after participating in drama, film or dance classes.

Costume items should be limited in their shared use at this time. Follow laundry protocols on page 17 of this document.

Where possible, make use of outdoor and site-specific performance spaces that allow physical distancing for drama, film and dance, especially if working in theatres, green rooms and studios that have no windows. Consider alternatives for audience engagement such as online streaming, in class or family-oriented presentations.

The Association of BC Drama Educators (ABCDE) is currently developing additional guidelines for teaching drama during COVID-19. Staff should refer to the [ABCDE website](#) for more information.

### **Physical Education**

Physical education activities should occur outdoors as often as possible.

Teachers should plan physical activities that limit the use of shared equipment and and:

- Minimize physical contact inside learning groups (under Stage 2); or
- Support physical distancing outside of learning groups
- emphasize individual activities

Shared equipment should be cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) document. Students are to practice effective hand hygiene before and after participating in physical activity and equipment use.

Refer to [Physical and Health Education Canada](#) guidelines:

- Include more emphasis on individual healthy lifestyle and active living pursuits such as dance, alternative environment, land-based activities, exercises without equipment, fitness, mindfulness, gymnastics and target games, in preference to traditional team activities.
- Explore local parks and green space to promote outdoor learning and activity
- Focus on activities that do not involve equipment or equipment sharing  
If equipment must be used:
  - Avoid sharing equipment by numbering and assigning each student their own supplies.
  - Assemble individualized PE kits to use at home or school and set aside a budget for additional kits to be purchased or created.
  - Anticipate equipment hygiene compromises and keep extra equipment on hand so that instructional time is not lost to re-cleaning equipment. Have disinfection product on hand in a secure location and managed by the Teacher.
  - Disinfect teaching aids (ex., clipboards, whiteboards, pens, plastic bins for transporting materials, etc)
  - Encourage students to come to school in clothing that is appropriate for PE and weather conditions to eliminate the use of change rooms.
  - When transitioning to/from outside remind students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in a designated desk area or a marked side of the hallway.
  - In elementary, consider having homeroom teachers pick up/drop off their students for PE classes to maintain schedules, smooth transitions, and time on task.

### **Sports**

Programs, activities, and sports academies can occur if:

*Under Stage 2:*

- Physical contact is minimized for those within the same learning group (cohort).
- Physical distance (2 metres) can be maintained for staff and for middle and secondary school students when interacting outside of their learning groups;
- Physical distance (2metres) can be maintained for elementary students when interacting outside of their learning groups when indoors.

*Under Stages 3 to 4:*

- Physical distance (2m) can be maintained for staff and secondary students at all times.

No in-person, inter-school competition/events. This will be re-evaluated throughout the school year. See the [Memorandum from BC School Sports](#) for additional information.

### **Playgrounds**

There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment in schools. Ensure effective hand hygiene is practiced before and after outdoor play and minimize opportunity for direct contact between students.

### **Dual Credit**

When CISKD students are learning in a post-secondary environment, they are expected to adhere to [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#). As well, schools must ensure students are aware of and adhere to the health and safety guidelines set out by post-secondary institutions. Information on health and safety guidelines for post-secondary institutions can be found on the [B.C. Government website](#) and in individual institutions.

### **Work Experience**

The work environment has changed due to the impact of COVID-19 and employers will need to follow current guidelines from the Provincial Health Officer and WorkSafeBC. Students can still engage in work placements in accordance with the following guidance:

Schools must ensure students are covered with the required, valid workplace insurance for placements at standard worksites and follow WorkSafeBC guidelines.

- Information for workers is available on the [WorkSafeBC COVID-19](#) web page, including:
  - [What Workers Should Do](#)
  - [Staying Safe at Work](#)
  - [Information Specific to Various Industries](#)
- For current and any new placements, standards in the ministry [Work Experience Program Guide](#) must be followed. Note: As part of set up and monitoring, worksite visits can now be conducted virtually if needed.
- Schools, in consultation with CISKD, will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering [Provincial Health Officer](#) and [WorkSafeBC](#) guidance regarding COVID-19. To ensure awareness and support for placements under these conditions, it is recommended that school districts and schools obtain parent/guardian signed consent for all new and continuing placements during the COVID-19 pandemic.
- Students and support workers who accompany special needs students to work sites, life skills course and locations, etcetera, will adhere to the health and safety guidelines of the workplace including wearing PPE if required.

### **Culinary Programs & Food Services**

Schools may continue to include food preparation as part of learning programs for students.

### **Food Safety**

In the case of food and culinary programs, where food is prepared as part of learning and is consumed by the students who prepared it, the following health and safety measures apply:

- Continue to follow normal food safety measures and requirements
- Follow the measures articulated in the [BCCDC Public Health Guidance for K-12 School Settings](#) (ex., FoodSafe trained staff, a food safety plan, etcetera)
- Implement the cleaning and disinfecting measures outlined in the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings document](#).

- Practice diligent hand hygiene at the beginning and end of the class, before and after handling food, before and after eating and drinking, and whenever hands are visibly dirty.

### **Food Service**

- If food is prepared within or outside a school for consumption by people other than those who prepared it (including for sale), it is expected that the [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: protocols or returning to operation](#) are implemented as appropriate and relevant to the school setting, in addition to normally implemented food safety measures and requirements (Foodsafe trained staff, a food safety plan, etcetera). Some of the guidance within may not be relevant to a school's food services. For example, the July 23, 2020 Order of the Provincial Health officer *Restaurants, Coffee Shops, Cafes, Cafeterias and Licensed Premises, Including Pubs, Bars, Lounges, Nightclubs and Tasting Rooms* does not apply to schools. As such, the restriction of six patrons at a table does not apply.
- [Food Safety Legislation](#) and the [Guidelines for Food and Beverage Sales in BC Schools](#) continue to apply as relevant.
- Homemade food items shall not be available to other students at this time (ex., birthday treats, bake sale items).

### **Cleaning**

Schools are to be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document. General cleaning will occur at least once in a 24 hour period. Frequently (high touch) surfaces will be cleaned and disinfected at least twice in a 24 hour period, including (but not limited to) doorknobs, light switches, hand railings, faucet handles, tables, desks and chairs used by multiple students, water fountains/stations, keyboards, etcetera.

#### *Guidelines for cleaning and disinfecting:*

- Schools will remove or limit the use of: frequently touched items that are not easily cleaned (ex., fabric/soft items, plush toys, upholstered furnishings) shared equipment, as much as is practical to do so.
- Students and staff are to wash hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids are to be cleaned as soon as possible and between uses by different children.
- Dishwasher safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle.

#### General Cleaning Items to Note:

##### *Cleaning*

- Use damp cleaning methods such as damp clean cloths and/or a wet mop for cleaning. Do not dust or sweep, as this can agitate particles into the air. Mop or spray floor with disinfection solution and let air dry.
- 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 and disinfected (misted with bleach solution and allowed to air dry).
- 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.
- If cleaning is required, staff should notify the principal or school office.
- The principal or school office will request cleaning, as per the school protocol with custodial staff.
- Employees using school vehicles must clean and disinfect, misting with bleach solution and allow to air dry vehicles after each use. When cleaning the vehicle, make sure to clean it outdoors in a well ventilated area with the vehicle windows down.

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

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

- To clean, use a cleaning product first to remove visible soil, followed by spraying the surface with the disinfectant solution and let air dry. Custodians shall prepare a daily supply for the school, pour into bottles and develop a procedure for staff to receive and return the bottles for refilling.
- Should you have incident where diluted bleach solution cannot or shouldn't be used (ex., worker allergy; damaging to surface), it is appropriate to accommodate by either cleaning when person is not in room or if needed, use alternate disinfection product that has been approved by Health Canada and is absolutely NOT an accelerated hydrogen peroxide product as this will create a severe chemical interaction with bleach with a highly offensive smell. If a new product is used, you will need to have new MSDS sheets prepared, instructions for safe handling/use, labels on bottles, and any other notices/training involved as could have different disinfection procedures than the diluted bleach solution.

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

- Cleaning and disinfecting of personal workspaces shall be conducted at the end of the day or shift.
- Allocate enough time to do a thorough cleaning of surfaces and/or tools/equipment touched during the workday.
- All sets of keys used by staff, and keys loaned out to other staff, must also be cleaned and disinfected prior to shift/lending out and upon end of shift and return of keys.
- If any tools or equipment cannot be cleaned and disinfected, please contact your supervisor for further direction.
- Limit sharing of tools and/or equipment with other staff while on shift.
- Practice hand hygiene after doing any cleaning and disinfecting.

### *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:
  - First, remove visible dirt, grease, etc. – try a soft tissue or cloth
  - Check the manufacturer's instructions for cleaning and disinfecting.
  - If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 60% alcohol.
  - Let surface air dry
  - Do not immerse devices in liquids or spray liquids onto devices as may damage the device. 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 60% 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.

### **Laundry**

Follow these procedures when doing laundry (Home Economics, Physical and Health Education, Life Skills Programs, etcetera):

- Laundry should be placed in a laundry basket with a plastic liner
- Do not shake dirty linens or disturb the basket with dirty linens contained.
- Wash with regular laundry soap and hot water (60-90°C)
- Practice hand hygiene after handling laundry.

### **De-Cluttering Classrooms**

- Classrooms must be decluttered to minimize the number of surface contacts and items that will need to be cleaned and disinfected, as well as provide additional room/space.
- 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 empty.
- Staff will clearly label toys, manipulative and resources that were used and need to be disinfected. These items will be placed in plastic bins or agreed upon containers to clearly identify the need for cleaning.
- No soft toys, furniture or items should remain in the classroom (e.g. teddy bears, fabric sofas, etc).

### **Ventilation and Air Circulation**

School administration will ensure that heating, ventilation and air conditioning (HVAC) systems have been inspected and are maintained so as to be operating effectively. Increased outdoor activity for students and staff are encouraged.

#### **i. Principals and Vice-Principals will:**

1. Ensure all personnel, volunteers and visitors have been trained in the updated health & safety protocols.
2. Ensure all contractors (ex., bus, cleaning, SLPs, OTs, Psychologists, other service providers, etcetera) are trained in terms of PPE and health and safety standards in the school. Refer to training modules. Unpredictable visitor (ex., repair technicians, delivery driver, etc) employed by other companies shall do a self-assessment, hand hygiene and encourage to wear a mask.
3. Review and update gradual entry strategies for Kindergarten students with Kindergarten teachers. If implementing school-wide, review and update planning strategies with staff.
4. Ensure specialist teachers have reviewed additional health and safety protocols for their area based on this document and the *Provincial COVID-19 Health and Safety Guidelines for K-12 Settings*.
5. Determine the composition of cohorts (based on grade levels):

- Ensure cohorts remain consistent for all activities.
  - Encourage minimized physical contact within cohorts as the two metre physical distance does not need to be maintained within a cohort group.
  - Encourage consistent seating arrangements within cohorts.
  - Ensure up-to-date lists of all members of a cohort are kept in order to share with public health should contact tracing need to occur.
  - Minimize the number of adults (staff and others) who interact with cohorts while supporting a positive, healthy and safe learning and working environment.
  - Ensure students and staff outside of a cohort practice physical distancing when in contact with others. This includes meetings, clubs, and extra-curricular activities. If physical distancing is not possible, staff will be asked to use alternate means to accommodate, and if not possible shall use physical barriers, videoconferencing or PPE (non-medical mask, face shield or both shield and mask).
  - In elementary schools when students interact outside their cohort, ensure students minimize physical contact and encourage physical distancing.
  - In secondary schools when students interact outside their cohort, ensure students maintain physical distancing and wear a mask.
6. Provide information to community members of the updated school health and safety protocols, and applicable health and safety training in support of family and community health and safety.
  7. Designate and provide training and resources for First Aid (Appendix B) and Sick Room (Appendix C, known in Ministry documents as *Isolation Room* protocols) personnel.
  8. Maintain CISKD cleaning and disinfection schedule and procedural particulars as provided and updated from time to time. Consult with Superintendent on any inquiries.
  9. Determine what entrance will be the main entrance (or approved designated entrance and exit) to the school.
  10. Encourage personnel and students to remain on site and not to leave during lunch or break times.
  11. Ensure the number and processes of sanitizing locales can provide for the maximum number of workers and students at peak times. Consider the implementation of efficient processes.
  12. Ensure limited access (capacity) signs are posted for all shared spaces such as lunchrooms and breakrooms, consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for personnel to have their breaks, including outside areas.
  13. Ensure other signage is located where necessary in the building and/or onsite.
  14. Establish regular hours for facility access and share these hours with staff (eg. 7:30am – 5:30pm).
  15. Determine student drop off and pick up protocols; these procedures to maintain social distancing.
  16. Where possible, plan strategically for the use of space in order to consolidate cleaning efforts.
  17. When scheduling, strive to minimize the number of different teacher(s) and educational assistant(s) that interact with learning cohort groups of students and staff throughout the day and term and minimize the amount of mixing between cohort groups in the setting.
  18. Develop strategies that prevent crowding and congregating at arrival, dismissal, pick-up, drop-off and other occasions during the day. Schedule staggered pick-up and drop-off times on campus that maintains the integrity of the learning cohort group as much as possible (eg., 8:30 & 8:40am ; 2:30 & 2:40pm)
  19. Schedule staggered recess/snack, lunch and transition times by learning cohort group.
  20. Plan for the flow of students throughout the school (ex., arrows for directional traffic in hallways, distancing lines, etcetera) to minimize crowding and allow for ease of people passing through common areas with distance.
  21. Ensure school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID19 or other infectious respiratory disease prior to entering the school.
  22. Encourage private vehicle use and active transportation (ex., biking, walking, etcetera) by students and staff where possible to decrease transportation density.
  23. Clearly communicate with parents and caregivers about their responsibility to assess their child(ren) daily before sending them to school. As part of the process, provide a sample Daily Health Check Form (*Appendix A*) for family reference along with the school Health Commitment Form that clearly communicates the daily

symptom check to be followed in the home on a daily basis. *The Health Commitment Form must be signed by the parent/guardian and completed prior to students being received by the school on the first day.*

24. Plan for the flow of students throughout the school by learning cohort group (eg., arrows for traffic in hallways, distancing lines, etc.) to avoid crowding and keep people safely moving in hallways
25. Encourage community members to practice non-contact greetings, avoid touching one's face, classroom and learning environment configurations that allow distance between students and adults, permit consistent seating arrangements, and outdoor learning activities and break times as often as possible.
26. Incorporate more individual activities or activities that encourage greater space between students and staff. For elementary students, adapt group activities to minimize physical contact and reduce shared items. For secondary students, minimize group activities and avoid activities that require physical contact.
27. Ensure those outside of a cohort practice 2 metre physical distancing when interacting with those from a different cohort. Those providing instructional or support services across multiple cohorts should maintain physical distance from students and other staff as much as possible at all times.
28. During break times, elementary (K-7) level cohorts may interact with different cohorts if outside while avoiding physical contact. If inside, physical distancing must be followed.
29. During break times, middle and secondary years cohorts may interact with others though are required to practice physical distancing to do so.
30. If students normally ride a bus to school, encourage parents to drive their own children to school. School Administration will facilitate and maintain the seating plan for transported students. If students are travelling on a bus, ensure the bus driver is aware of the seating plan and protocols that students are to ride one to a seat unless from the same family. Grades 8-12 students are required to wear masks to ride the bus.
31. Ensure parents, caregivers, health-care providers, volunteers and other non-staff adults (ex., predictable visitors) entering the school are prioritized to those supporting activities that are of benefit to student learning and well-being (ex., teacher interns, community nursing, school resource officer, etcetera). All visitors must confirm they have completed the requirements of a daily health check before entering.
32. Ensure predictable visitors within the community (staff, university interns, parents, volunteers, pastors, CISKD personnel, etcetera) have completed the health and safety training modules. For other visitors who may not have received this or other training, the school shall provide training as part of entry procedures (ex., delivery drivers, tradespeople, etcetera) to advise them upon entry of protocols (self-assess, wash hands, physically distance, and encourage to wear a mask if not already wearing one and provide instruction how to do so safely. Schools are to maintain a list of dates, times (arrival and departure), names, contact information and locales visited while in the school.
33. Ensure Effective Communication and Training/Orientation
  - Schools must clearly and consistently communicate guidelines from the Provincial Health Officer (PHO) and resources available for information on COVID-19 as needed.
  - Fulfill Worksafe responsibilities.
  - Ensure communication of infection prevention and exposure control measures is related in multiple formats for ease of understanding (ex., visual representation, videos using sign language, etc).
  - Schools must provide early and ongoing health and safety orientation for staff, parents/caregivers and students to ensure employees, families, school community and others connected to the school are well informed of their responsibilities and resources available.
  - Essential health and safety information is communicated to staff in writing before returning to the workplace.
  - Upon return to the workplace, a health and safety meeting is to be held to review workplace practices that include training personnel on:
    - the risk of COVID19 and the signs and symptoms of the disease.
    - safe work procedures or instruction to be followed, including handwashing and cough/sneeze etiquette.
    - how to report an exposure to or symptoms of COVID19.

- changes made to work policies, practices and procedures due to the COVID-19 pandemic and keep records of that training document COVID-19 related meetings and post minutes at a central location.
- Maintain records of instruction and training provided to personnel regarding COVID-19 (includes volunteering visitors who are providing service in support of school/student programming, as well as reports of exposure and first aid records.
- Daily check-in meetings with staff are to be held initially to provide new information and review concerns, then moving to a weekly meeting schedule.
- Staff, students, parents/guardians/caregivers are to be provided a clear understanding that staff and students must stay home if they are sick and symptomatic visitors may not enter the building and should contact their health provider or call 811.
- The school is minimizing the number of non-essential people (parents, caregivers, contractors) entering the school.
- The school will keep parents/caregivers informed and updated. Encourage everyone to check email notifications regularly.
- All information relating to COVID-19 is to be posted on the school website and shared by email.

ii. **Staff are expected to:**

1. Read and adhere to all health & safety protocols.
2. Complete provided training modules.
3. Access the building during regular established hours and access the building outside those hours only if approval has been granted by the administrator. Any school staff member entering/exiting the building must sign in and out.  
NOTE: Custodial, Maintenance and IT will have access to building during and after hours and on weekends; the administration is to be informed prior to access outside of regular Monday to Friday daytime hours.
4. Use the main entrance (or approved designated entrance and exit) to the school.
5. Upon arrival, use the hand sanitizer, report your attendance to the office.
6. Upon leaving, wash hands or hand sanitize before you sign out and leave the building.
7. If you leave facilities at any time during the day, follow the same guidelines as when you arrived.
8. When working, stay in your office/classroom/space as much as possible.
9. Use safe social distancing guidelines at all times; be aware especially in tight spaces. This includes maintaining a 2-metre distance from the office counter when interacting with public, including parents, students and colleagues.
10. Continue to use zoom meetings where possible (i.e. staff prayer, council meetings). If you need to talk to someone in the building, use your phone/zoom/google meet as first option; make sure you maintain social distancing if you must meet face to face and be sure that it is in a space large enough to accommodate such distancing.
11. Avoid in-person meetings with parents, consultants, sales people, etc. unless required and approved by administration.
12. Stay out of other employee's work spaces; observe social distancing if standing at doorway. If invited into someone's work space only enter if social distancing can be maintained.
13. Wash hands before and after accepting deliveries and handling mail. Deliveries from outside agencies, including mail delivery, should be conducted in a manner so as to minimize contact.
14. Avoid sharing personal items (*e.g. electronic devices, writing instruments, etc.*).
15. Bring own filled water bottle.
16. Kindergarten teachers meet with administrator to review and update gradual entry strategies for Kindergarten students.
17. Specialist teachers review additional health and safety protocols for their area based on [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#).

18. Staffroom/Kitchen

- a. Minimize the use of the staff room.
- b. If two entrances, use one as an entrance and one as an exit.
- c. Wash your hands before you go into the staff room.
- d. Keep lunch in your own workspace, if possible.
- e. Observe acceptable maximum occupancy; if maximum occupancy is reached, do not enter until one has left.
- f. Clean and disinfect any area or surface used.
- g. When you are finished, wash your hands before you go back to your workspace.
- h. Do not share food or drink with others, this includes potlucks, birthday cakes, etcetera.
- i. Minimize the use of shared items where cross-contamination is possible (coffee stations, etc.). If shared, strict cleaning procedures are to be followed (i.e. disinfected after each person's use).
- j. If any cloth items are used (i.e. tea towels), they are to be bagged and tied, and taken to be laundered daily.

19. Photocopy Room

- a. Disinfect the photocopier when finished using it (i.e. areas touched).
- b. Disinfect any shared surfaces or equipment used at the photocopy area such as staplers, hole punches, etc.
- c. Observe acceptable maximum occupancy in the photocopier areas.
- d. When you are finished at the photocopier or in the mail area, wash your hands before you go back to your office or workspace.

20. Essential Meal programs (i.e. breakfast program)

- a. Follow all regular Food Safe Guidelines
- b. Food should be prepared and placed in individual bags, plates or other medium of service that avoids sharing of service utensils and provides for pre-portioned servings available for distribution.
- c. Students must eat in designated classroom or area and follow all hygiene protocols related to food.

21. Follow maximum capacity guidelines posted.

22. Increase how often you clean your personal work area.

23. Avoid sharing common work areas (i.e. desk). If you must the share a common work area, sanitize the area before you leave the area.

24. Arrange different classroom, workspace, and/or learning environment configurations to allow maximum distance between students and adults so as to avoid students facing each other in close proximity. Use consistent seating arrangements to assist with contact tracing if needed.

25. Incorporate more individual activities or activities that encourage greater space between students and staff. For elementary students, adapt group activities to minimize physical contact and reduce shared items. For secondary students, minimize group activities and avoid activities that require physical contact.

26. Welcome students each day based on protocols established by the school (ex., Staff will greet students at the entrance door, provide them hand sanitizer and then students will go directly to their rooms to sanitize their hands).

27. Students will only be permitted entry to the school if the parents have a signed current health and safety form noting that they perform the health check at home and by bringing them to school means they have met the morning health check standards.

28. Teach, model and remind students of health & safety protocols appropriate to the grade level of the student.

NOTE: In Stage 2, elementary students are to minimize physical contact when outside their cohort; secondary students are expected to maintain a 2metre distance when interacting with those outside their cohort, whether indoors or outdoors.

29. Staff working outside their cohort or who work across cohorts or schools, will practice physical distancing. If physical distancing is not possible, staff will use physical barriers, alternative remote modes of engaging or PPE (non-medical mask, face shield or both shield and mask).
30. Inform parents what supplies are to be brought to school (ie., crayons, scissors, glue, etcetera) and ask parents to label all personal items. Other supplies (ex., paper) will be supplied and distributed by the teacher as needed. Textbooks/workbooks/supplies can remain in the student's personal storage locale at school if the classroom has established a locale for student use.
31. Distribute materials if necessary (ie., textbook).
32. Students transport all backpacks and gear to/from school daily.
33. Avoid close greetings (e.g. hugs, handshakes, high fives) and regularly remind students about keeping their "hands to yourself". Smiles can be seen from any distance! Remind students to not touch their faces and remember to model this yourself in daily practice, using as a teachable moment to teach response strategies.
34. Incorporate more individual activities or activities that encourage more space between students and staff.
35. Take students outside more often where possible, both for physical activity and recreation as well as for learning activities.
36. Permit fresh air flow (windows open) in occupied rooms, whenever possible.
37. Contact sports, including tag games, are not permitted. If personal sports equipment/balls are used, they are labelled and only touched by their 'owner'.  
BEFORE and AFTER any equipment used, it must be disinfected by the supervisor with a diluted bleach spray and left to air dry.
38. Adhere to protocols with regard to moving throughout the school and teach students the same (eg. follow arrows for traffic, distancing lines, etc.)

**iii. Students are expected to:**

1. Use the main entrance (or approved designated entrance and exit) to the school.
2. Upon arrival, use the hand sanitizer and proceed directly to the classroom. Once in the room, wash hands. If there is no sink in the room, use the designated space or resources to practice hand hygiene.
3. Upon leaving the building, wash or sanitize hands (includes recesses, lunch break, and end of day).
4. Remain on site for the duration of attendance each day and in their assigned area(s) during the day. Students may not leave the school property (i.e. for lunch), nor return once they have left the school building for the rest of the school day.
5. Remain in their own classroom and not move about the school unless directed to do so by the teacher or administration.
6. Avoid physical contact and maintain physical distancing.  
NOTE: In Stage 2, elementary students are to minimize physical contact when outside their cohort; secondary students are expected to maintain a 2 metre distance when interacting with those outside their cohort, whether indoors or outdoors.
7. Avoid close greetings (e.g. hugs, handshakes, high fives); try to remember to keep your "hands to yourself". Smiles and a wave are a great greeting! Avoid touching your face.
8. Sit in the desk assigned to you.
9. Follow protocols with regard to moving throughout the school (eg. arrows for traffic, distancing lines, etc.)
10. Transport all backpack and gear supplies to/from school daily.
11. Bring a lunch that is ready to eat and requires no preparation at school; this includes labelled, filled water bottle(s). Food items and containers are to be kept in the student's backpack, which only the student touches. Students must be able to open their own food containers and packages.
12. Eat all snacks and lunches in the classroom or designated space before or after scheduled recess or lunch recess time. Food and drink must not be shared.
13. Use your own school supplies and do not share any school supplies (pencils, erasers, phones, etc.) with others.

14. Play games (whether inside or out) that don't require sharing of equipment. Students may bring their own ball, skipping rope, etc., for personal use, on the understanding that they are the only ones to handle it.
15. At end of the day, exit the school from the designated exit and wait in a family group, while maintaining 2-metres of physical distancing between other family groups.
16. If students are travelling on a bus, follow all protocols including hand hygiene, seating arrangements, loading/offloading procedures, line up/waiting areas, behavioural expectations and any requirements for non-medical masks that may apply.

**iv. Parents/Guardians/Caregivers are expected to:**

1. Read and adhere to all health & safety protocols.
2. Review all "student" health & safety protocols with your children before they come to the school for the first time. Review them time to time with your child(ren).
3. Conduct a daily health check of child(ren) for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. A sample checklist form (Appendix A) and *School Health Commitment Agreement* will be provided by the school that note that by bringing the child to school each day, it means that a parent or guardian has completed the health check with their child(ren) and that they are symptom-free. If the health check was not completed and the Agreement not signed and returned, the school is unable to accept the student.
4. Limit exposure of child(ren) to other groups beyond family and school that may not be observing the same protocols.
5. Wash or scrub all fruits and vegetables with cold, running, potable tap water before consuming.
6. Ensure child's lunches require no preparation at school (ie., nothing to be microwaved) and that the child is independent with their food items. Include a filled water bottle each day.
7. Call the school to request an appointment if presence is physically required in the school. Parents/Guardians/Caregivers will only be allowed to enter the building if they are healthy, their presence is deemed by the Office as required, and have completed health and safety training modules of the school. They shall practice hand hygiene and maintain physical distancing while in the building. If there is risk of individual being unable to maintain physical distancing, a face mask will be required to proceed onsite and available from the office if the individual does not have their own.
8. Use the main entrance (or approved designated entrance and exit) to the school if approved to enter the school. Upon entry, sanitize hands at the front door and sign in at the office. Complete health and safety training modules if not already done so prior to being permitted to proceed to the area involved. Wash hands or hand sanitize before leaving the building.
9. Maintain a 2-metre distance from the office counter when interacting with others when approved to be in the school.
10. Avoid close greetings (e.g. hugs, handshakes). Smiles and a wave are wonderful gesture too!
11. Drop off and pick up children at scheduled times established by the school and follow the school's established protocols for drop off and pick up.
12. Remain outside the school when dropping off or picking up your children. Parents/Guardians/Caregivers may not drop off children if they have not conducted a daily student health check. If students arrive late, Parents/Guardians/Caregivers are to ring the doorbell and a staff member will meet you at the main entrance doors, while maintaining physical distancing.
13. Ensure that child's lunches are ready to eat and require no preparation at school; this includes labelled, filled water bottle(s) sent from home.
14. Ensure each child brings a self-contained personal supply kit with them (pencils, erasers, scissors, glue, etcetera) and that these and any other personal items are labelled.

**D) PERSONAL MEASURES**

1. Any student, staff or other person within the school who has symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** was identified as a close contact of a confirmed case or outbreak **must stay home and self-isolate, including children of essential service workers.**

2. **Stay home if sick.** Staff and students who are ill, including children of essential service workers, are not be permitted to attend school. *Note: Students and employees should stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.*
3. Parents and caregivers must assess their child(ren) daily for symptoms of common cold, influenza, COVID19, or other infectious respiratory disease before sending them to school. **If a child has any symptoms, they must not go to school.**
4. Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID19 prior to entering the school. **If staff or any adult has any symptoms, they must not enter the school.**
5. Students or staff may still attend school if a member of their household has cold, influenza or COVID19 - like symptoms, provided that the student or staff member has no symptoms. If symptomatic, the household member should be assessed by a health care provider.
6. Students or staff who experience seasonal allergies or other COVID-19-like symptoms which are related to an existing condition can continue to attend school or work when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.
7. Anyone unsure if they should self-isolate should be directed to and use the [BC COVID-19 Self-Assessment Tool](#). They can also be advised to contact 811, a family physician or nurse practitioner to be assessed for COVID19 and other infectious respiratory diseases. If concerned, they can be advised to contact the local public health unit for further guidance. Anyone experiencing any symptoms of illness is strongly encouraged to be tested for COVID-19. Anyone being tested is to inform administration that they are being tested and are to share the results of test with administration as soon as they have been received.
8. Practice diligent hand hygiene and respiratory etiquette.
9. Personal Protective Equipment (PPE) is not needed when working within one's cohort beyond that used as part of routine practices for the hazards normally encountered in their regular course of duties (ex., first aid, exposure to body fluids, cleaning/disinfecting, disposing of body fluid or viral load waste, etcetera). Any staff member working outside their cohort or across cohorts must physically distance him or herself from others, and if unable to do so (busses, hallways, common areas, classes), he or she must wear a non-medical mask or non-medical mask and shield. They should only be used when all other controls fail (*e.g. only used when other control methods cannot reduce the risk to a low enough level*).

#### **10. Students with Medical Complexity, Immune Suppression and/or Receiving Delegated Care**

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. Where there is low incidence and prevalence of COVID19, additional PPE over and above that required for routine practices is not required.

If a person providing health services assesses the need for additional PPE following a point of care risk assessment (PCRA), it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at higher risk of severe illness due to COVID19 (ex., children with immune suppression), particularly those that work at multiple sites.

Those providing health services may be receiving different guidance related to PPE from their regulatory college or employer. They are encouraged to work with them directly to confirm what PPE is recommended for services they provide in CISKD schools.

No health services should be provided to a student in school who is exhibiting any symptoms of COVID19 (beyond those detailed for CISKD schools for those who become ill while at school).

Parents and caregivers of children considered at higher risk of severe illness due to COVID19 are encouraged to consult with their health-care provider to determine their child's level of risk and work with the school-based team for the child's health and safety support plan.



## 11. Students with Disabilities and Diverse Abilities

Staff or other care providers working with students with disabilities and diverse abilities should continue with regular precaution. No additional mitigation measures or PPE are required unless recommended by a local health officer or student or employee's health care provider.

### Non-Medical Masks

Wearing a non-medical mask or face covering within schools is a personal choice for students and adults. Non-medical masks or face coverings may be useful when physical distancing cannot be consistently maintained and the person is interacting with people outside of their cohort for extended periods of time (ex, secondary students on a school bus). It is important to treat people wearing masks or face coverings with respect.

- Those that choose to wear non-medical masks must still seek to maintain physical distance from people outside of their cohort.
- There must be no crowding, gathering, congregating of people from different cohorts, even if non-medical masks are worn.
- All students and staff will be requested to have a non-medical mask or face covering available at school.

Schools are to provide reusable masks for students, staff members (includes itinerant workers, Pastor/Parochial Administrator/Bishop's Representative, and regular volunteers). Each school is to provide a face covering (shield) for staff members.

Visitors who are not considered to be 'within or from' the school community such as delivery drivers, trades personnel, etc, shall be subject to school protocols while onsite. They are required to self-assess, practice hand hygiene, physical distance, sign in/out, and be encouraged to wear a mask while visiting. Training may be verbal in being directed to do so. Most of these visitors have had training with their own employer and may also be required to wear a mask by their employer while onsite.

12. Schools will continue to use and develop practices and procedures for the use of personal protective equipment based on universal precautions in the course of their duties of caring for children and each other.

### ▪ **Principals and Vice Principals**

1. Ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Self-assessment includes:
  - Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - Anyone directed by Public Health to self-isolate.
  - Anyone who has arrived from outside of Canada
  - Anyone who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
2. Clearly communicate with parents, guardians and caregivers their responsibility to assess their children for respiratory or other illness symptoms daily before sending them to school. Parents and caregivers will be provided a copy of a daily health check form that confirms to support the completion of the daily health check (see Appendix A sample).
3. Ensure all parents have signed and submitted the required Health Commitment Form to the school before the student arrives on the first day back. Ensure no student is allowed into the school without proper signed authorization of the Health Commitment Form.

4. Staff will be responsible to self-assess daily before attending the school. School Administrators will establish standards and procedures for self-assessment of any person who is not a student or staff member who may require entry to the school.
5. Establish procedures for students and staff who become sick while at school. Staff are to go home immediately after informing administration. Students are to be picked up by a parent/guardian as soon as possible. In the event that the symptomatic student or staff member are unable to go home directly, they are to be immediately separated from others and relocated to a supervised isolation room, where procedures for *Sick Room Protocols for Symptomatic Staff or Students* will be followed by the designated staff member providing care.
  - When the parent arrives to pick up their child, they are to call the office to say they arrived and a staff member will escort the student outside to his or her parent. Parents will be advised to contact their child's health care provider or call 8-1-1 HealthLink BC line, a family physician or nurse practitioner, to be assessed for COVID19 and/or other infectious respiratory diseases, and as appropriate, asked to advise the school of the outcome/results and prognosis of return to school.
  - Staff are also encouraged to contact their health care provider or call 8-1-1 HealthLink BC as appropriate, advised the school of the outcome and prognosis of return to duties.
6. Provide a first aid care room separate from the sick room.
7. Ensure sufficient hand washing stations and hand sanitizer are available for ease of access.
8. Ensure sufficient hand washing supplies are well stocked at all times including liquid soap, paper towels and where appropriate, alcohol-based hand sanitizer with a minimum of 60% alcohol.
9. Place signage related to hand hygiene and respiratory etiquette throughout the school.
10. Regularly remind staff and students about the importance of diligent hand hygiene and respiratory etiquette.
11. Access to drinking water sources in the school are to be available for bottle refilling only. Everyone should avoid contact with the fountain spout and bring a personal water bottle filled for consumption instead. Schools are encouraged to convert more water fountains or other water sources to provide for no-touch water refill stations. Hand hygiene practices before/after contact with high touch surfaces, coupled with increased disinfection scheduling of high touch surfaces is recommended.
12. Monitor and support staff and students in the area of mental health and trauma-informed principles.
13. The threshold for reporting student and/or staff illness in regard to public health will be determined in consultation with the local medical health officer.
14. Request all staff and students bring a non-medical mask or face covering available at school.
15. Ensure a supply of disposable face masks are available on site.

### **Staff**

1. Must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Self-assessment includes:
  - Have you had any symptoms of COVID-19 in the last 10 days? Symptoms include but are not limited to fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - Were you directed by Public Health to self-isolate?
  - Have you arrived from outside of Canada in the last 14 days?
  - Have you recently been in contact with a confirmed COVID-19 case? If so, you must self-isolate for 14 days and monitor for symptoms.
2. Inform administration immediately and go directly home if they are experiencing symptoms of illness while at school. If unable to leave immediately:
  - Symptomatic staff should separate themselves into an area away from others – ideally reporting to the office and school's isolation room or requesting assistance to do so.
  - Maintain a distance of 2 metres from others

- Use a tissue or mask to cover their nose and mouth while they wait to be picked up.
  - Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (ex., bathroom, classroom, common areas).
3. Leave the school because of symptoms of illness and are advised to be tested for COVID-19 and to share the results with the school. Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.
  4. Must remain at home until it is safe to return.
  5. Not allow any student to enter the building without the health check agreement form signed by the parent/guardian.
  6. Model, encourage and teach all students about effective hand hygiene and respiratory etiquette.
    - Wash hands with plain liquid soap and water for at least 20 seconds.
      - Upon arriving at school
      - Prior to departure from school
      - Before and after eating and drinking
      - Before and after any breaks
      - After using the toilet
      - After sneezing or coughing into hands or tissue
      - Before and after giving medication to a student or self
      - After handling common resources/equipment/supplies or pets
      - After contact with body fluids (ex., runny nose, saliva, vomit, blood, urine feces, infection)
      - Before and after using gloves
      - After handling garbage
      - After cleaning or disinfecting
      - When hands are visibly dirty; and
      - When moving between different learning environments (classrooms/gym, indoor/outdoor, etc).
    - If sinks are not available (*e.g., students are outdoors*), use an alcohol-based hand sanitizer containing at least 60% alcohol.
    - Staff should assist younger students with hand hygiene as needed.
    - Cough and sneeze into the elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
    - Refrain from touching eyes, nose or mouth with unwashed hands.
  7. Incorporate additional hand hygiene opportunities into the daily schedule.
  8. Are encouraged to inform the principal if they are struggling with mental health at this time.
  9. Monitor and support students in the area of mental health.

**Students are expected to:**

1. Stay home if ill.
2. Notify their teacher if they are feeling ill during the school day.
3. Practice and model effective hand hygiene and respiratory etiquette.
  - Wash their hands (at minimum):
    - Upon arriving at school
    - Before/after any breaks
    - Before/after eating and drinking
    - After using the toilet
    - After sneezing or coughing into hands or tissue
    - After handling common resources/equipment/supplies or pets
    - When hands are visibly dirty
    - When moving between different learning environments (classrooms, indoor/outdoor, etc), and
    - When asked to do so.

- If sinks are not available (*e.g., students are outdoors*), use an alcohol-based hand sanitizer containing at least 60% alcohol.
  - Cough and sneeze into the elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
  - Refrain from touching eyes, nose or mouth with unwashed hands.
4. Inform their teacher or counsellor if they are struggling with mental health at this time.

**Parents, guardians and caregivers must:**

1. Assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. A temperature higher than 37.5 degrees Celsius is considered a fever. Refer to sample
2. Sign and submit the required school Health Commitment Form to the school with their child on the first day.
3. Keep child at home and have him or her self-isolate if child has symptoms or has travelled outside of Canada in the last 14 days or was identified as a close contact of a confirmed case or outbreak.
4. Keep their child at home if child develops symptoms of illness while at home until their symptoms have resolved. Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and to share the results with the school.
5. Notify the school if their child is staying home, as per usual school attendance procedures.
6. Parents and caregivers of children who are considered higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk and attendance at school.
7. Immediately come to the school to pick up their child if he/she becomes ill at school. Once at the school, the parent is to call the office to notify of their arrival. A staff member will escort the student, along with any other family members, outside to join the parent. In this case, parents are strongly advised to have their child assessed by a health care provider or the 8-1-1 HealthLink BC line to exclude COVID-19 or other infectious diseases, and to share the results with the school.
8. Ensure their child has a non-medical mask or face covering available at school.

## **E) ADDITIONAL ITEMS**

### **I. FOR CUSTODIANS/CLEANERS**

#### **A. Cleaning/Disinfecting During School Hours**

- Common, commercially-available detergents and disinfectant products are to be used.
- Maintain and record the Daily Cleaning Schedule during shift.
- Frequently touched (high touch) surfaces are cleaned and disinfected at least twice a day, including (but not limited to) doorknobs, light switches, toilet handles, stair railings, etc.) spaces.
- Mask must be worn when dealing with garbage at any time.
- Garbage containers are to be emptied once three quarters (3/4) full to avoid spillage, or, at least twice per day, whichever comes first. Under no circumstances is anyone permitted to 'push' the contents down into the garbage can in order to make 'room' for more.
- Garbage cans will have plastic bags as liners.
- Before tying the bag, all garbage will be misted (sprayed) with water or bleach solution to settle particles.
- Once misted, garbage bags can be securely tied before removing the bag from the can and area.
- If any soiled cloths were used for cleaning, they can be disinfected in bleach solution water and hung to dry. Though bleach solution will disinfect the cloths, it is recommended they are washed in a washing machine and dried in a dryer on a weekly basis.
- Personal protective equipment shall be used to address usual workplace hazards.

## B. Cleaning/Disinfecting After School Hours

- Schools are to be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfecting for Public Settings](#).
- Cleaning practices are in line with the PHO's [COVID-19 Public Health Guidance for Childcare Settings](#)

## C. WHMIS

- Employees working with or using disinfectants, detergents or hand sanitizers must review safety data sheets and ensure products are stored out of the reach of children.
- Safety Data Sheets for all cleaning products are available through MSDS Online (<https://www.msds-online.com/sds-search/>). Sheets and instructions must be available. School health and safety committees should have these sheets available for staff members.
- All chemicals must be properly labelled, in accordance with WHMIS requirements by a school designated person.

## II. MENTAL HEALTH RESOURCES

[Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

[Mental Health and COVID-19](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.

[Taking Care of Your Mental Health \(COVID-19\)](#) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

## IV. REFERENCES

Ministry of Education	<a href="#">K-12 Education Restart Plan.</a>
BC CDC	<a href="#">Provincial COVID-19 Health &amp; Safety Guidelines for K-12 Settings.</a>
BC CDC/Ministry of Health	<a href="#">COVID-19 Public Health Guidance for K-12 School Settings.</a>
BC CDC's	<a href="#">Cleaning and Disinfecting for Public Settings</a>
Health Canada's	<a href="#">List of Hard Surface Disinfectants for Use Against COVID-19</a>
Provincial Health Officer	<a href="#">COVID-19 Public Health Guidance for Childcare Settings</a>
BC Government	<a href="#">COVID-19 Self-Assessment Tool</a>
British Columbia	<a href="#">COVID-19 Dashboard</a>

## Appendix A: Daily Health Check – Sample

The following sample form could be used as an example of a tool that can be used for parents and caregivers to complete prior to their child(ren) coming to school each day. It should be adapted if used for school personnel and visitors.

Daily Health Check			
Symptoms of Illness <sup>1</sup> :	Does your child have any of the following symptoms?	Circle One	
		Yes	No
	Fever (37.5°C or higher is considered a fever)	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Runny nose and/or stuffy nose	Yes	No
	Loss of sense of smell or taste	Yes	No
	Headache	Yes	No
	Fatigue	Yes	No
	Diarrhea	Yes	No
	Loss of appetite	Yes	No
	Nausea and vomiting	Yes	No
	Muscle aches	Yes	No
	Conjunctivitis (pink eye)	Yes	No
	Dizziness, confusion	Yes	No
	Abdominal pain	Yes	No
	Skin rashes or discolouration of fingers or toes	Yes	No
International Travel:	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	Yes	No
Confirmed Contact:	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	Yes	No

Please note:

1. If you answered “Yes” to any of the questions and the symptoms are not related to a pre-existing condition (ex., allergies), your child should **NOT** come to school.
2. If your child(ren) are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner.
3. If you answered “Yes” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.

<sup>1</sup> Check [BC CDC’s Symptoms of COVID-19](#) regularly to ensure the checklist is up to date.

## Administering First Aid Safe Work Procedure – COVID 19

Description:	This purpose of this document is to provide a safe procedure for staff to follow while performing first aid to either students or staff during COVID-19 to ensure worker safety
Personal Protective Equipment (PPE)	Nitrile gloves: standard Mask: to help protect the client and care provider Face Shield, safety glasses or goggles: to provide eye protection for the care provider from contact with body fluids while providing care/supervision
Procedure	Before Administering first aid, attendant must perform hand hygiene
<b>GENERAL PROCEDURE: FLU LIKE SYMPTOMS (potential COVID care)</b>	
<ol style="list-style-type: none"> <li>1. First aid attendants shall offer assistance to those with suspected flu-like (aches, pains, coughing) symptoms and guide them to the designated sick room, supervise them within distance guidelines as appropriate. Don required PPE and follow <i>Sick Room Protocols for Symptomatic Students or Staff</i>.</li> </ol> <p><u>Should a staff or a student begin to show flu like symptoms, the first aid attendant shall:</u></p> <ul style="list-style-type: none"> <li>• Put on full PPE (gloves; mask; safety glasses/goggles or face shield)</li> <li>• Maintain physical distance of 6 feet/2 meters, as appropriate, and reassure the student/adult.</li> <li>• Ask the student or staff member to remain in sick room until transportation is arranged.</li> <li>• For an ill staff member, ensure safe ride home is arranged, work with the Principal or supervisor.</li> <li>• For an ill student, the attendant will alert the Principal or supervisor.</li> <li>• Ensure after the isolation room is cleared, notify site custodian to ensure cleaning and disinfection as per protocols begins immediately.</li> </ul>	
<b>GENERAL PROCEDURE: NON-FLU LIKE SYMPTOMS - Standard First Aid (bleeding/open wound/concussion, etc)</b>	
<ol style="list-style-type: none"> <li>1. Before administering any first aid, attendant must perform proper hand hygiene as per Hand Washing procedure.</li> <li>2. Put on required PPE (gloves, mask, goggles, face shield) as appropriate to potential hazards during care.</li> <li>3. Perform injury assessment verbally and visually prior to administering first aid while maintaining physical distancing, as appropriate.</li> <li>4. Gather required first aid supplies (stored outside of room - only take required supplies into room).</li> <li>5. The first aid attendant shall render first aid to the student.</li> <li>6. Dispose of any used and unused materials brought into the room in the garbage can</li> <li>7. Where appropriate, provide the supplies to the injured adult member who may render first aid under your direction.</li> <li>8. Ensure the ill person is comfortably waiting in the room while awaiting transportation and under direct supervision.</li> <li>9. PPE remains worn while providing care and supervision in the room.</li> <li>10. After the student/staff have departed or when attendant is exiting the room, discard gloves into the room's waste basket and perform hand hygiene after removal (worn gloves must not be taken outside room -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.</li> <li>11. Leave face shield protection in place until after staff/student has departed.</li> <li>12. Should re-entry of the room be necessary, put on new gloves, and mask, as appropriate.</li> <li>13. Exit the room and supervise the staff/student until transportation arrives for them.</li> </ol>	
<b>For Non-Urgent Care (bandaids, icepacks, hangnail, paper cuts, sore arm, etc)</b>	
Mask + hand hygiene before and after care.	
<b>PROCEDURE: POST-CARE FOR ALL FIRST AID CARE</b>	
<ol style="list-style-type: none"> <li>1. Remove mask and gloves, discarding in garbage can in the room. Wash hands.</li> <li>2. Exit room with shield still on face.</li> <li>3. Notify custodian to complete cleaning and disinfection.</li> <li>4. Proceed with disinfecting shield as per protocols with disinfectant spray or disinfectant wipes. Allow to air dry.</li> <li>5. Wash hands again.</li> <li>6. <b>Complete First Aid Record</b> for both staff and students. If staff, advise them to complete a Worker's Report of Injury.</li> </ol>	

# **Sick Room Protocols for Symptomatic Staff or Students**

## **\*POST ON SICK ROOM DOORS & INSIDE SICK ROOMS\***

### **Preparing the Sick Room:**

- 1) Plan to have two prepared rooms: one for COVID-like symptoms, the other room reserved for First Aid. Non-urgent care can be done in the First Aid room if required (disinfection may not be required depending on level of non-urgent care involved).
- 2) The furniture in the room consists of a chair and a garbage can with liner. Should body fluids require disposal, they must be triple bagged before being disposed.
- 3) Each sick room should have a cleaner, disinfectant spray, and paper towels stored securely outside of room and outside of student reach.
- 4) Hand sanitizer will be stored securely outside of the sick room and accessible only by the designated staff member. Under no circumstances should students self-administer hand sanitizer. Designated staff dispenses amount of sanitizer and supervises related hand hygiene practice.
- 5) PPE (ex., mask, gloves) will be stored outside the room. Designated staff will also wear eye protection (face shield or goggles) when attending to those referred to the sick room.
- 6) Staff members designated to provide care for students or staff in the sick room will be trained in these protocols. Designated staff should have a spare set of clothes on hand.

### **Caring for Those Referred to the Sick Room:**

- 1) Only one symptomatic person is permitted in the sick room at any time (no visitors).
- 2) At no time should an ill person be left unattended.
- 3) In the event of someone becoming ill at school, the office will be notified immediately for the designated staff member to attend to the person. Under no circumstances is the ill person to leave the room without the designated personnel to accompany them.
- 4) Upon the office receiving a notification of a person with illness in the school, the designated staff member will don their PPE (mask, gloves, face shield or goggles) as per protocols and go to the locale of the ill person to accompany the ill person to the isolation room. The office secretary shall contact the parents/guardians or emergency contact of ill person to arrange for immediate pick up.



- 5) Upon arrival at the sick room, both the designated staff member and ill person will perform hand hygiene as per protocols prior to entering and exiting the sick room.
- 6) If not vomiting and after the ill person has performed hand hygiene, he or she will don a mask as per protocols under the guidance of the designated staff member.
- 7) The designated staff member will direct the ill person into the sick room and direct them to the chair, placing the waste bin close to the ill person, before taking their place two meters away so as to still be able to directly observe the ill person until transportation has arrived and be able to respond quickly should there be a sudden change in their health. Under no circumstances are ill children (under 18 years old) to leave the school alone. If caring for an adult, the adult's next of kin will be notified, prior to leaving the school.
- 8) If the ill person needs to leave the sick room for any place other than home (ie., bathroom), they will perform hand hygiene before exiting the area. They will also need to perform hand hygiene upon re-entering the sick room.
- 9) Once transportation for the ill person arrives, any siblings or family members within the school will be called to go home with the ill family member. The parent/guardian or ill staff member will be encouraged to contact their medical health care provider or call 8-1-1 Healthlink BC to report their symptoms, receive direction and advise the school of the outcome.
- 10) If directed by the local Health Authority, the designated staff member may be asked or required to report the potential case to 8-1-1 HealthLinkBC.

### **After Caring for the Ill Person:**

- 1) The sick room will be thoroughly cleaned and disinfected after each use.
- 2) If a staff member's clothing becomes soiled with bodily fluids, the clothing should be removed and placed in a plastic bag, sealing the bag by tying it, and taking the sealed bag for laundering. The staff member shall change into alternate clothing of their own.
- 3) Upon arrival at home, the soiled clothing will be washed in a washing machine and dried in a dryer.
- 4) The sealed bag is emptied directly into the washing machine without touching the soiled clothes. The plastic transport bag is then disposed in the garbage. Hand hygiene is performed. Remember to disinfect any surfaces that came into contact with your hands, clothing or bag, with the diluted bleach solution (1/3 cup bleach to 1 gallon of water or 50 ml of bleach to 1 litre of water) and let air dry.