



NISGA'A  
SCHOOL  
DISTRICT NO.  
92

**COMMUNICABLE DISEASE PREVENTION PLAN**

This document has been created to plan pro-actively for the safety of staff, students, and the community, in response to Communicable Diseases.

The plan considers measures to be taken when students enter schools and will be updated as needed, as more information is provided by the Provincial Health Officer, the Minister of Education and Nisga'a Lisims Government.

# COMMUNICABLE DISEASE PREVENTION PLAN

*\*A copy of this plan will be made available on the District website and will be posted at each site.*

## Table of Contents

Introduction .....	3
Purpose .....	3
Communicable Disease Prevention Plan Reivews.....	3
Risk Control Measures .....	4
Responsibilities.....	6
Record Keeping .....	8
Precautionary Measures .....	8
Hand Washing .....	8
Respiratory Etiquette.....	8
Personal Protective Equipment (PPE).....	9
Personal Items.....	10
Staff Only Spaces.....	11
Cleaning & Disinfecting.....	11
Enhanced Environmental Cleaning .....	12
Visitor Access.....	13
Illness & Self-Assessment Policies and Protocols.....	13
Advice for Parents & Caregivers.....	16
School & Site Protocols.....	16
Transportation of Students on Buses.....	17
Safe Work Procedures .....	17
Appendices, Visuals & Daily Assessment Tool.....	19

## COMMUNICABLE DISEASE PREVENTION PLAN

### Introduction

The purpose of this document is to outline control measures to minimize the transmission of COMMUNICABLE DISEASES and maintain a safe and healthy school environment for students, families, and staff. To coordinate the district's response and safety measures, a combination of measures will be used to minimize the spread of communicable diseases. Based on guidance from the Provincial and Regional Health Officer and experience to date within BC and other jurisdictions, schools continue to be low-risk sites for COVID-19 transmission.

**A copy of this plan will be made available via the SD92 website. All staff will be familiar with, and have access to, the document.**

The purposes of this plan include:

1. To ensure all school district staff understand that preventing communicable diseases involves taking ongoing measures to reduce the risk of transmission. It also involves implementing additional measures when advised to do so by Public Health Authorities.
2. To ensure all school district staff take reasonable care and cooperate with the district to ensure the health & safety of themselves, other staff, and students.

School and district administrators must regularly review communicable disease prevention plans, and should do so with their Site Committees and Joint Health and Safety Committees and address areas where there are identified gaps in implementation.

### Purpose

The district is committed to providing a safe working and learning environment. In accordance with the **WorkSafeBC Act Occupational Health & Safety Regulation 6.34**, this plan outlines measures to ensure the safety of all employees when there is an increased risk of exposure to a chemical or biological agent.

For advice and more information, refer to the **WorkSafeBC Exposure Control Planning Guidelines** <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-safe-schools> and **Public Health Agency Workplace and Risk-Informed Decision Making Guidelines for COVID-19** <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

## COMMUNICABLE DISEASE PREVENTION PLAN REVIEWS

School and district administrators will regularly review Communicable Disease Prevention plans with Site Committees and Joint Health and Safety Committees to address areas where there are identified gaps in implementation. BCCDC has developed a School Health & Safety Checklist that can support these safety plan reviews.

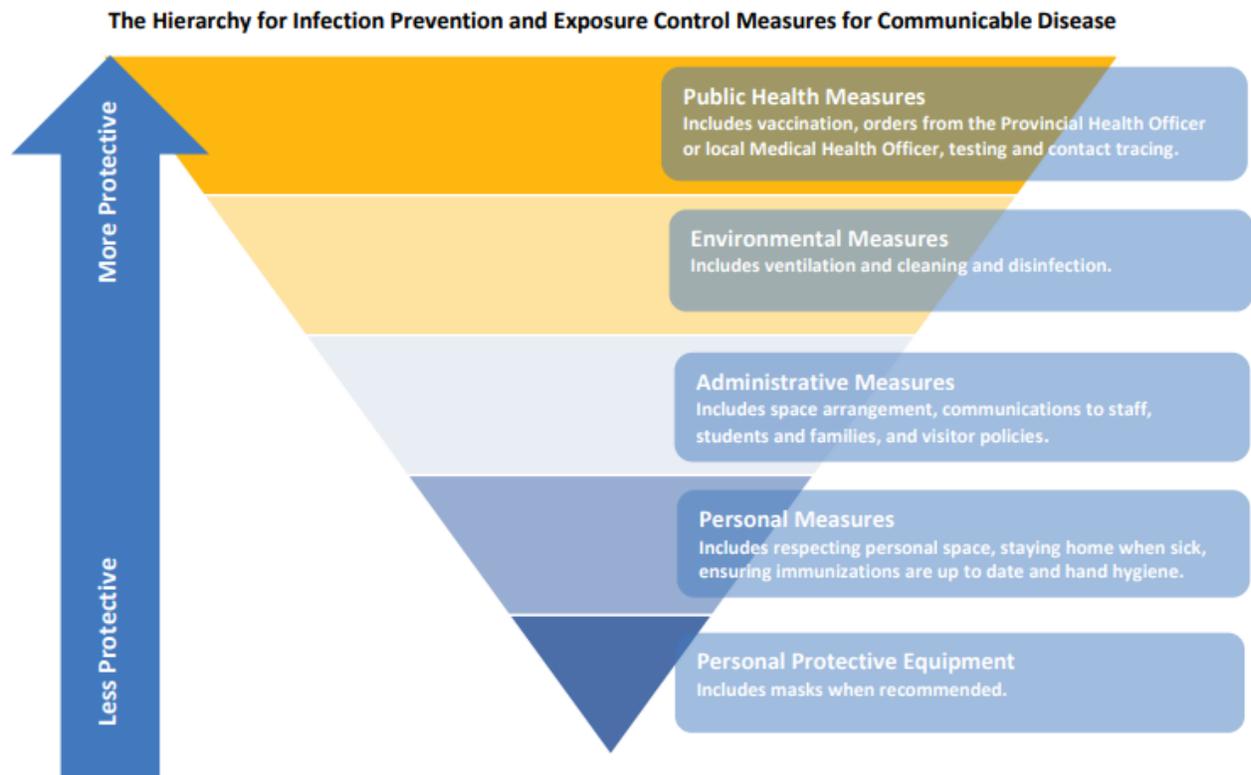
### **Infection Prevention and Exposure Control Measures**

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases. There are more effective settings, such as schools, where there is a relatively consistent grouping of people and multiple measures of various effectiveness can be routinely implemented, including:

## COMMUNICABLE DISEASE PREVENTION PLAN

- Robust illness policies for students and staff.
- Reinforcement and adoption of effective personal practices (e.g., diligent hand hygiene, respiratory etiquette, physical distancing, etc.)
- Various health and safety measures (e.g., enhanced cleaning and disinfecting practices, using outdoor space for learning activities, implementing staggered schedules, etc.)

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to prevent transmission of communicable diseases in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of transmission is substantially reduced.



## Risk Control Measures

Control measures are planned interventions that eliminate or minimize risk of exposure to workers. This plan prescribes precautionary measures and safe work procedures. Precautionary measures apply for all job duties, while work procedures apply to job-specific control measures and documented procedures.

Schools are considered a controlled environment. This is because schools include a consistent grouping of people, there are robust illness policies for sick students and staff and there is an ability to implement effective personal practices that are followed by most people most of the time in the setting.

## COMMUNICABLE DISEASE PREVENTION PLAN

The district prescribes the following measures to be considered for implementation (in order of preference) for safe work procedures for the job duties identified in the risk assessment:

### A. Public Health Measures

- Vaccination
- Orders from the PHO or local MHO
- Testing
- Self-isolation & self-monitoring
- Current procedures are being updated.

### B. Environmental Measures

- Physical barriers for service counters on a case by case basis
- Monitor HVAC ventilation to ensure systems are designed, operated and maintained as per standards and specifications and are working properly.
- Quarantine/Isolation (site medical room)
- Visual cues/signage for maintaining personal space, proper hand hygiene and respiratory etiquette
- Visual cues/signage for site access by public/visitors
- Visual cues/signage for common/shared area capacity
- Frequently touched surfaces are cleaned and disinfected at least 1x/day and when visibly dirty.
- Physical barriers are no longer recommended for communicable disease prevention.

### C. Administrative Measures

- School site/Facilities Procedures
- Transportation Department Procedures
- Meal Plan/Food Distribution Procedures
- Take students outside more often
- Access to schools is limited to those who are supporting activities that directly benefit student learning and well-being (e.g. teacher candidates, immunizers, meal program volunteers, etc.) ALL visitors must sign in at the office.
- Staggered breaks (site specific)
- In ALL indoor spaces, people should have enough room to carry out the intended activity without involuntary physical contact with another person.
- Floor markings and posters to address traffic flow in hallways and common areas.
- Hold school and staff gatherings and events virtually.

### D. Personal Measures

- Stay home when required to self-isolate or self-monitor
- Stay home when sick and when new symptoms of illness develop
- Daily Health Check
- Parents & caregivers MUST assess their child daily for key symptoms
- Procedures are in place for managing illness at school
- Diligent hand hygiene
- Respiratory etiquette

### E. Personal Protective Equipment (PPE)

- Non-medical masks are required for all students and staff; exceptions include:

## **COMMUNICABLE DISEASE PREVENTION PLAN**

- When eating and drinking
- When outside

Non-medical masks must fit properly and follow health requirements.

### **Responsibilities**

All staff must follow the procedures and instructions outlined in, or referred to in this plan as this will minimize the risk and reduce the potential exposure and transmission of communicable diseases. As required by WorkSafeBC, this plan supports measures to eliminate or minimize risk of exposure to employees. The measures and procedures prescribed in this plan are in place not only for our employees, but also for the students and visitors who enter our facilities.

#### **Employer**

The District will:

- Ensure that a copy of the Communicable Disease Prevention Plan is implemented, maintained, and made available to workers.
- Select, implement, and document the risk assessment and appropriate control measures used.
- Ensure that all the resources (information, authorization of administrative changes, technology, training, human resources) and materials (personal protective equipment, cleaning, disinfecting products and systems) required to implement and maintain the plan are reasonably made available, as practical, when required.
- Ensure that supervisors and workers are informed about the content of this plan.
- Conduct a periodic review of the plan's effectiveness. This includes a review of available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

#### **Supervisors**

Following recommendations outlined by both the Provincial Health Officer and WorkSafeBC, administrators and supervisors of the school district will:

- Ensure that workers are adequately instructed on controls for hazards at the work site.
- Educate staff and students on good respiratory etiquette and hand hygiene.
- Ensure cleaning requirements are met as per public health.
- Maintain privacy and protect an individual's right to confidentiality.
- Ensure that workers use proper PPE (Personal Protective Equipment) as outlined in this plan.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and information material in an accessible area for workers to see.

#### **Workers**

All on-site staff and contractors will:

- Follow established safe work procedures and instructions provided by the employer or supervisor.
- Appropriately use and maintain any required PPE as instructed and trained.

## COMMUNICABLE DISEASE PREVENTION PLAN

- Report any unsafe conditions or acts to the supervisor.
- Notify their supervisor of high student absentee rates (when school is in session).
- Practice good respiratory etiquette and hand hygiene.
- *Do not come to work when you are sick, or you have been told to self-isolate or self-monitor.* Contact your supervisor and follow usual HR practices for sick leaves.
- If you develop even mild symptoms while at your workplace or school, separate yourself from others and go home, avoid contact with others if possible.
- Notify your supervisor immediately of confirmed illness, such as COVID-19, and other reportable illnesses.
- Staff and students are strongly encouraged to be vaccinated as recommended or required by public health.
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

### Director of Operations

The Director of Operations is responsible for:

- Maintaining an inventory of PPE for appropriate staff, disinfectant/antiviral chemicals and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe procedures specified in this response plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure prior intensive cleaning of impacted work area surfaces and touched points.

### Parents and Students

Parents and students are responsible for the following:

- Practicing and encouraging good respiratory etiquette and hand hygiene.
- Follow the advice given by Nisga'a Valley Health emergency contact or medical professionals. *Do not come to school when you are sick, if you have taken aspirin, Tylenol/acetaminophen, ibuprofen, or if you have been told to self-isolate or self-monitor.*
- Keep children home if they are symptomatic or ill.

### Communication and Training/Orientation

Staff will receive information on the following:

- The risk of exposure to communicable diseases, including COVID-19, and the signs and symptoms of this disease.
- Safe work procedures to be followed, including hand hygiene and respiratory etiquette. (BCCDC Guidelines for K-12)
- How to report exposure to or symptoms of the COVID-19 virus.

## COMMUNICABLE DISEASE PREVENTION PLAN

### Record Keeping

The district will keep records of instruction and training provided to workers regarding COVID-19, as well as first aid records and reports of exposure.

These documents include:

- Safe work Procedures
- Workplace inspection Reports
- Joint Occupation Health & Safety meeting minutes
- Accident/Incident Investigation Reports
- Training Records

### Precautionary Measures

All employees should ensure that they understand and comply with the infection prevention policies and practices that are in place in their workplaces.

### Hand Washing

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

### Respiratory Etiquette

Students and staff should:

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene.

## COMMUNICABLE DISEASE PREVENTION PLAN

### Alternatives:

- Use waterless antiseptic agents that are approved for use in schools.  
**\*Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.**
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.
- If you are unable to perform hand washing as above due to injury or medical skin conditions, please advise your supervisor.

### Personal Protective Equipment (PPE)

Although personal protective equipment (including masks) is the lowest level on the [hierarchy of Infection Prevention and Exposure Control Measures](#), it can provide an additional layer of protection when more effective measures are not feasible. Non-medical masks and face coverings (hereafter referred to collectively as “masks”) have a role to play in preventing the spread of communicable diseases. They provide some protection to the wearer and to those around them.

Masks should not be used in place of the other safety measures detailed in this document. For example, masks are not a replacement for the need for physical distancing for in-class instruction delivered to students from more than one learning group.

#### K-12 STAFF:

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools, except when:

- eating and drinking; and
- outdoors.

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

Exceptions will also be made for staff who cannot tolerate masks (e.g. health or behavioural reasons). Schools must not require a health-care provider note (i.e. a doctor’s note) to confirm if staff cannot wear a mask.

#### SECONDARY SCHOOL STUDENTS:

All secondary school students are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in schools - both within and outside of their learning group – except when:

- eating and drinking; and
- outdoors.

All secondary school students are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

## **COMMUNICABLE DISEASE PREVENTION PLAN**

Exceptions will also be made for students who cannot tolerate masks (e.g. health or behavioural reasons). Schools must not require a health-care provider note (i.e. a doctor's note) to confirm if a student cannot wear a mask.

Staff should utilize positive and inclusive approaches to engage students in the use of masks, and should not employ measures that are punitive or stigmatizing in nature.

### **ELEMENTARY SCHOOL STUDENTS:**

Students in kindergarten – 7 are required to wear a mask in schools and on school buses.

Schools and school districts will have non-medical masks available for staff and students who do not have their own, including anyone who becomes sick while at school.

**\*\*No student should be prevented from attending or fully participating at school if they do not wear a mask.**

### **PERSONAL ITEMS**

Students can continue to use their lockers, as it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school. If possible, lockers should not be shared. If lockers have to be shared, schools must assign shared lockers to students in the same learning group.

Staff and students should not share personal items (including electronic devices, writing instruments, etc.)

Additional measures should be taken, including:

- Personal items should be labelled with student's name to discourage accidental sharing.

### **Food and beverages:**

- Schools should continue to emphasize that individual food and beverages are not to be shared.
- Schools should not allow homemade food items to be made available to other students at this time (e.g. birthday treats, bake sale items).

## COMMUNICABLE DISEASE PREVENTION PLAN

The use of masks should not reduce or replace other more effective infection prevention and exposure control measures in schools, such as:

- Ensuring students and staff stay home when they are sick or required to self-isolate, including ensuring everyone entering the school performs a daily health check;
- Enhanced cleaning and disinfection;
- Adapting learning environments to maximize the use of space;
- Ensuring physical distance can be maintained between learning groups; and
- Frequent hand hygiene

These measures provide multiple layers of protection that reduce the risk of transmission.

### Staff Only Spaces

[WorkSafeBC guidance for offices](#) lists measures that should be considered and implemented as applicable to the workplace for staff in office environments (both inside and outside of 'bricks and mortar' schools).

## CLEANING & DISINFECTING

### General:

- Clean and disinfect shared high-touch surfaces regularly (door handles, bathroom faucets, front desk counter, shared tables, etc.).
- Focus cleaning efforts on locations where students and staff will be present (as opposed to the entire school). This will help maximize cleaning supplies and focus cleaning efforts.
- Cleaning to remove debris/soil (e.g. floor care and dusting) will be done as time permits.

### Cleaning Equipment:

- Ensure adequate hand washing supplies are always available (e.g. soap, water, paper towels and alcohol-based hand sanitizer minimum 60%) where hand washing is not readily available.
- Household detergents and common disinfectant products are sufficient for cleaning and disinfection in schools.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90 degree Celsius). Clean and disinfect surfaces that people touch often.

## COMMUNICABLE DISEASE PREVENTION PLAN

### Cleaning Responsibilities:

- Regular, enhanced, and as needed cleaning will be performed by custodial staff.
- Other staff may also clean areas as needed in to maintain a clean environment. **Cleaning supplies are provided. Do NOT bring cleaners from home and do NOT bring 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, per their protocol with custodial staff.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper-based products (e.g. children’s books or magazines) and items with plastic covers (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

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

### Enhanced Environmental Cleaning

Custodial staff will engage in an enhanced environmental cleaning, including:

<p style="text-align: center;"><b>Main entrance and exit doors</b></p> <ul style="list-style-type: none"> <li>○ Door handles on both sides of door</li> <li>○ Push area above door</li> </ul>	<p style="text-align: center;"><b>Reception offices</b></p> <ul style="list-style-type: none"> <li>○ Countertops</li> </ul>
<p style="text-align: center;"><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>○ Handles (and above handles on both sides)</li> <li>○ Light switches</li> <li>○ Cabinets handles</li> <li>○ Teacher’s chair (top, back, and arm rests)</li> <li>○ Classroom chairs and stools (top, back, sides)</li> <li>○ Desks and tables (top and area around sides)</li> </ul>	<p style="text-align: center;"><b>Washroom</b></p> <ul style="list-style-type: none"> <li>○ Handles (and above on both sides)</li> <li>○ Faucets, soap, and towel dispenser</li> <li>○ Toilet stall locking mechanisms and area</li> </ul>
<p style="text-align: center;"><b>Handrails</b></p> <ul style="list-style-type: none"> <li>○ Staircase handrails</li> </ul>	<p style="text-align: center;"><b>Water fountains</b></p> <ul style="list-style-type: none"> <li>○ Handles and buttons</li> </ul>
<p style="text-align: center;"><b>Exceptions when school is NOT in session</b></p> <p>Custodial staff clean the following as required:</p> <ul style="list-style-type: none"> <li>○ Shop equipment</li> <li>○ Kitchen equipment</li> <li>○ Computers</li> <li>○ Furniture brought in by teachers</li> <li>○ Sensory room mats</li> </ul> <p>Telephones</p>	

## COMMUNICABLE DISEASE PREVENTION PLAN

### VISITOR ACCESS

Visitor access during school hours should be prioritized to those supporting activities that benefit student learning and well-being (e.g. teacher candidates, public health nurses, meal program volunteers, etc.).

- Parents/caregivers and other visitors should avoid crowding while on school grounds, including outside.
- Schools must ensure that visitors are aware of health and safety protocols and requirements prior to entering the school (e.g. hand hygiene, requirement to wear a non-medical mask inside the school).
- Schools are responsible for ensuring that all visitors confirm they are not ill and are not required to self-isolate before entering.
  - Schools could include, as part of their visitor registration/sign-in process, for the visitor to confirm they are not ill and are not required to self-isolate.
- All visitors must wear a properly fitted non-medical mask when they are inside the school.
- Adult volunteers can continue to support outdoor supervision/monitoring, provided that they follow required health and safety protocols

### ILLNESS & SELF-ASSESSMENT POLICIES AND PROTOCOLS

Every employee is responsible to:

- assess themselves daily for illness prior to entering the school/worksite (e.g. emails/letters to parents and staff, orientation video, signage on doors).
- stay home and self-isolate if they are sick **OR** travelled outside Canada in the last 14 days

#### DAILY HEALTH CHECK

A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.

- Parents and caregivers should assess their children daily for illness before sending them to school.
  - Parents/caregivers and students can utilize the provincial [K-12 Health Check app](#) for daily assessment of symptoms.
  - Schools are not required to verify that the student health check has occurred every day or require that parents/caregivers submit a daily health check form.
- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer's [Order on Workplace Safety](#), prior to entering the school.
  - School and district administrators are required to verify that staff and other adult health checks have been completed before they enter the school.
  - An entry check poster for worksites, and additional information on health checks for workers, is available on the [WorkSafeBC website](#).
- If a student, staff or other adult is sick, they must not enter the school.

## COMMUNICABLE DISEASE PREVENTION PLAN

### Symptoms of Illness and Return to School

**Students, staff or other adults should stay at home when sick**, as this is one of the most important ways to reduce the transmission of communicable diseases in schools.

When a staff, student or other adult can return to school depends on the type of symptoms they experienced (as indicated in the [K-12 Health Check app](#) and BCCDC “[When to get tested for COVID-19](#)” resource) and if a COVID-19 test is recommended. See [Appendix B – COVID-19 Symptoms, Testing & Return to School](#) for more information.

Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health-care provider.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

### What to Do if a Student or Staff Member Develops Symptoms at School

**COMMUNICABLE DISEASE PREVENTION PLAN**

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p><b>Parents or caregivers must keep the student at home</b></p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>Staff must stay home</b></p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> </ol>
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p><b>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</b></p>	

## COMMUNICABLE DISEASE PREVENTION PLAN

### Advice for parents and caregivers

#### Mental Health:

- Workers in the workplace may also be affected by the anxiety and uncertainty created by the transmission of communicable diseases.
- It is important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.

#### Provide reassurance, good listening and maintain routines.

Children hear and take in a lot of what is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure that the information is suitable for their age level. Communicate calmly and clearly.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines as it reinforces a sense of security of children. At the same time, build physical distancing strategies into your learning activities.

### School Site Protocols

The following protocols will ensure control of access and movement for school sites.

#### Entering/Exiting:

- Limit crowding at entrances and exits.
- Signage on designated entrances and exits to provide instructions and public health information.
- Sign in/out for visitors – name, phone number, date, time in, time out, areas occupied.
- Handwashing requirement (or hand sanitizer if handwashing is not possible) at point and time of entry.

#### Visitors

- Visitors must make an appointment prior to visiting the school.
- Contact information for making appointments will be posted on school website and at school entrance.
- Visitors who have travelled or had any symptoms in the past 14 days should not enter the school.

#### Classrooms

- Furniture should be arranged to reduce close contact when students are sitting.
- Students should practice limiting/minimizing contact with each other. They need to keep their hands to themselves.
- Students should wash their hands when they enter and leave the classroom/school.

#### Washrooms

- Student access to the washrooms should be staggered to avoid congregation.

#### Fire/Emergencies

- Follow all regular emergency procedures outlined in the school emergency management plan.

## COMMUNICABLE DISEASE PREVENTION PLAN

### Emergency and Evacuation Drills

Schools should continue to practice emergency (e.g. fire, earthquake, lockdown) and evacuation drills, including the six required annual fire drills as per [BC Fire Code 2.8.3.2](#). Staff should be notified in advance of emergency/evacuation drills (i.e. no “surprise” drills).

- The BC Fire Code requires schools to conduct “total evacuation fire drills” involving all occupants in the building. Partial evacuations involving smaller groups of students would not comply with the fire drill requirements of the Fire Code.
- Schools must continue to update their fire safety plans on an annual basis, as per the BC Fire Code, to “ensure it takes account of the changes in use and other characteristics of the building” (such as current pandemic protocols). School fire safety plans, including fire drill procedures, should be developed in cooperation with the local fire department and other regulatory authorities.

### Transportation of Students on Buses

Students should wash their hands before leaving home to ride the school bus, when they leave school prior to taking the bus, and when they arrive home.

Bus Drivers will clean their hands often, including before and after completing trips. They are encouraged to regularly use hand sanitizer during trips, as well as wear a non-medical mask or face covering during the course of their duties.

Additional measures should be taken:

- **ALL students and staff need to wear non-medical masks while on the bus.**

### Safe Work Procedures

#### Roles

##### All staff

- Follow responsibilities contained within this document
- Review the Communicable Disease Prevention Plan
- Review protocols for school site procedures
- Check emails at least daily for new information and additional guidance
- Abide by all signage and instructions when visiting and/or working at a school site
- Wash hands (as prescribed) on arrival, departure, and throughout the day.
- Do not touch your face (eyes, nose, and mouth) with unwashed hands.
- Do not come to work when you are sick, or if you have been told to self-isolate. Contact your supervisor and follow usual HR practices for sick leave.
- Do not share food or utensils.
- Must wear a properly fitted non-medical mask.

## COMMUNICABLE DISEASE PREVENTION PLAN

### Teachers & Support Staff working with Students

- Demonstrate exceptional hygiene practices
- Watch for potential signs of illness in students
- Rearrange desks/chairs to allow students their own space and minimize contact

### Staff working at multiple sites

- Work that normally requires personal protective equipment (PPE) for known workplace hazards (as per WorkSafeBC), other than COVID-19, will continue to require the use of
- Sign in/out at all schools and sites.

### Custodians

- Utilize rubber/nitrile gloves when cleaning
- Perform additional cleaning in areas as directed by supervisor/manager
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your supervisor/manager know as soon as possible

### Bus Drivers

- Bus drivers will be supporting enhanced cleaning practices on all buses

## Guiding documents:

### BCCDC

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

### WorkSafeBC

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

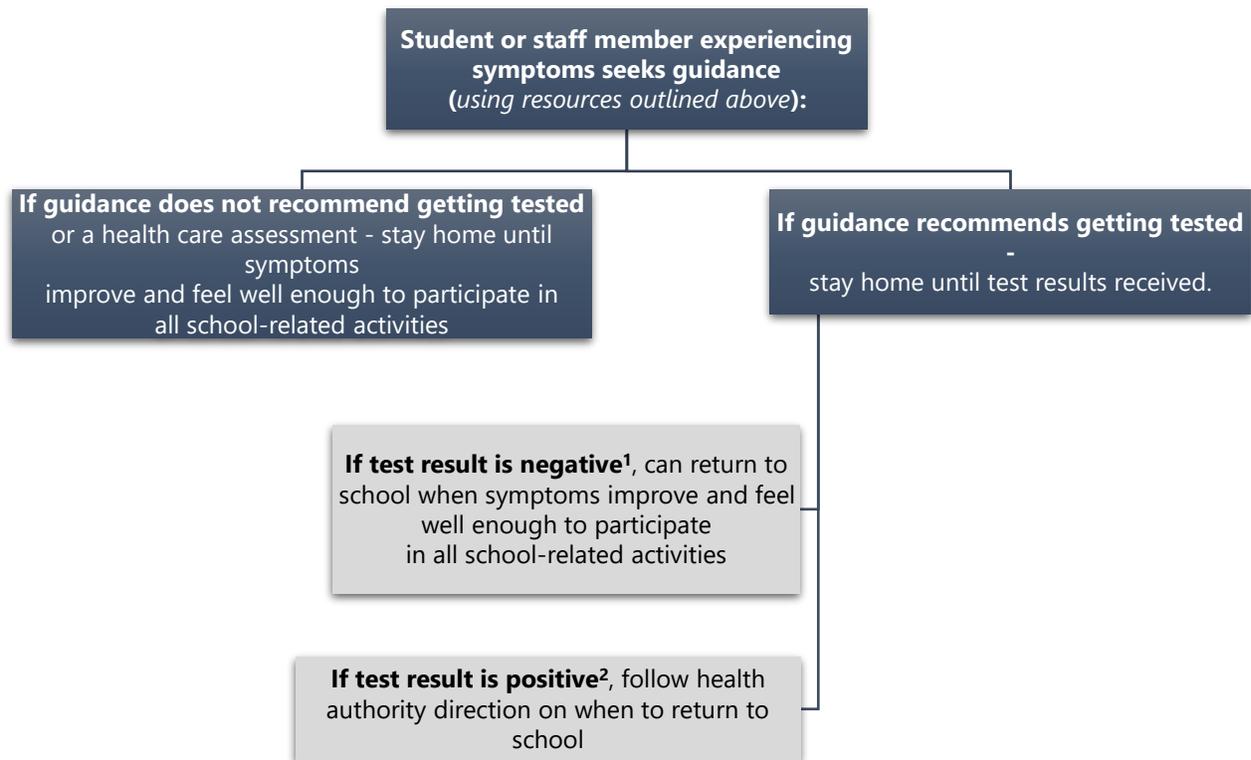
### Ministry of Education Guidelines:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

## Appendix:

### COVID-19 Symptoms, Testing & Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC "[When to get tested for COVID-19](#)" resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the [BCCDC website](#) for more information on [positive test results](#).

# Coronavirus COVID-19

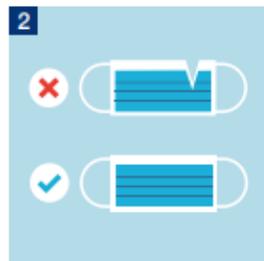
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## How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.

## Face masks: How are they different?

Physical distancing, hand washing and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19. Masks do not replace these actions but when worn properly offer protection. Masks are particularly important in indoor settings and when you are not able to keep a two metre distance from others. For work settings, refer to specific workplace guidance on masks.



### Cloth masks (homemade or bought)

- May be used by the public to reduce the spread of large respiratory droplets
- Can be made from various types of machine-washable and dryable cloth. Should be constructed with three layers
- If homemade, use clean woven cotton or linen (for example a tea towel, bedsheet, pillowcase or t-shirt)
- Must be designed and worn to fully cover nose and mouth
- Should fit snugly, let you breathe easily, and attached securely with ties or ear loops
- Re-usable and need to be washed regularly
- A bandana, neck gaiter or scarf do not offer the same protection



### Face and mouth shields

- Face shields do not replace non-medical masks and are not recommended as a substitute
- They may block some droplets or spray but should be worn with a mask underneath for full protection
- Non-medical clear masks are an option when visual communication is necessary but they have not been assessed for effectiveness
- Mouth shields offer even less protection than face shields



### Industrial N95 respirators

- Used to protect workers from inhaling dust, fumes, and hazardous aerosols
- Available in hardware stores
- These masks are not recommended to prevent COVID-19 because if they have a valve and you cough or sneeze, you may spread a stream of germs through the valve

## Personal protective equipment (PPE)



### Medical/surgical masks

- Required for patients, clients, staff and visitors in healthcare settings
- Protect against large droplets
- Flat, pleated or cup shaped with a looser fit
- Water resistant; and may come with visor
- Meant for one-time use



### Medical N95 respirators

- Used by healthcare workers for specific procedures. Not for use by the general public
- Protect against inhaling and exhaling very fine droplets
- Fits closely over the nose and mouth to form a tight seal
- Must be custom fit and worn properly



# Coronavirus COVID-19

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## Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



Remove hand and wrist jewellery

### HOW TO HAND WASH

- 

Wet hands with warm (not hot or cold) running water
- 

Apply liquid or foam soap
- 

Lather soap covering all surfaces of hands for 20-30 seconds
- 

Rinse thoroughly under running water
- 

Pat hands dry thoroughly with paper towel
- 

Use paper towel to turn off the tap

### HOW TO USE HAND RUB

- 

Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

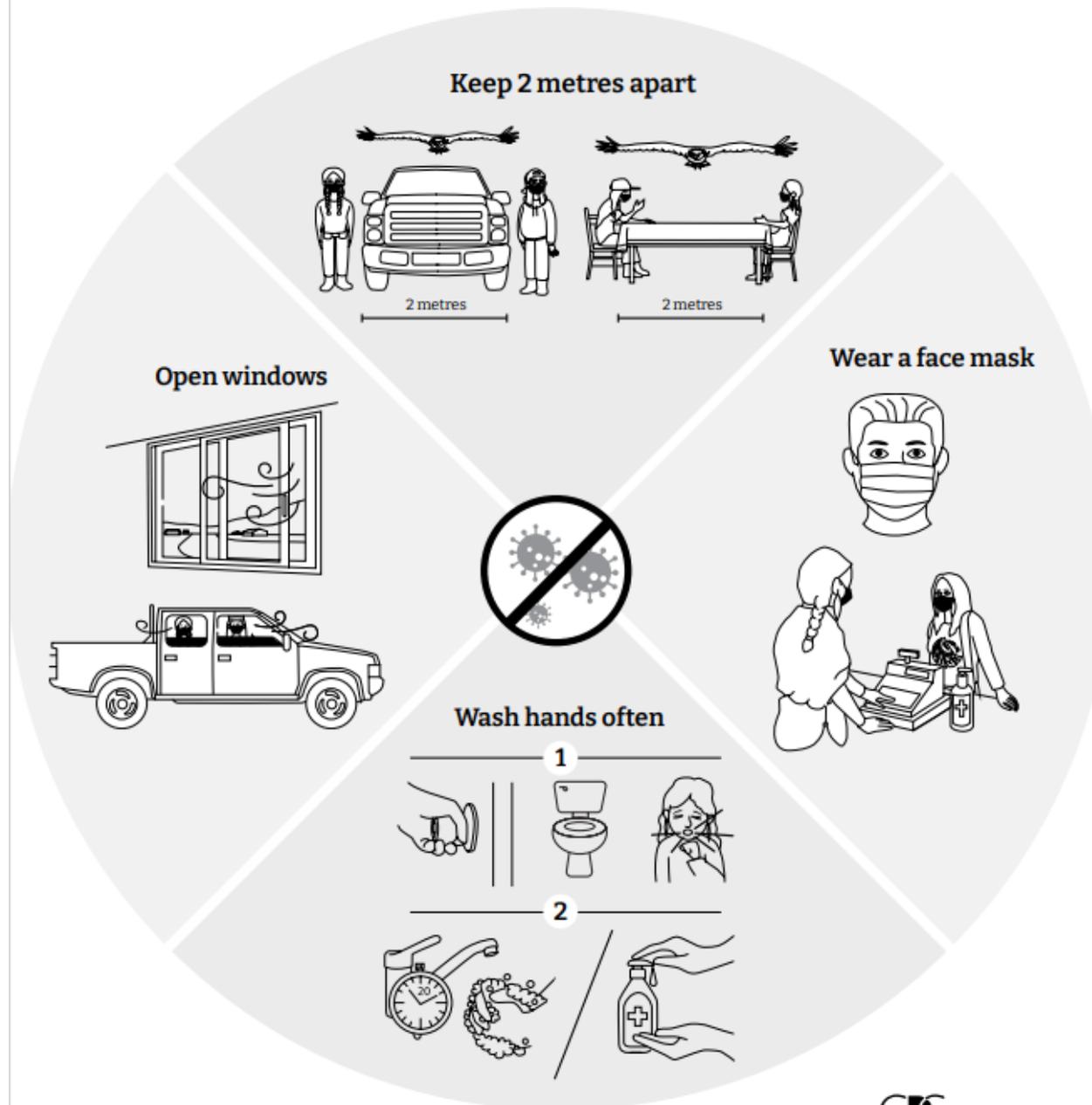
Apply about a loonie-sized amount to your hands
- 

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19\_HH\_001



# Stop the spread of COVID-19



For more info on COVID-19, visit [www.bccdc.ca](http://www.bccdc.ca)

Questions? Call Healthlink BC at  8-1-1



COMMUNICABLE DISEASE PREVENTION PLAN

 <h2 style="text-align: right;">DAILY HEALTH CHECK</h2>	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C)	<b>If yes to 1 or more of these symptoms:</b> Stay home. Contact a health care provider or call 8-1-1 about your symptoms and next steps.
Chills	
Cough	
Difficulty breathing	
Loss of sense of smell or taste	
OTHER SYMPTOMS	WHAT TO DO
Sore throat	<b>If yes to 1 symptom:</b> Stay home until you feel better.
Loss of appetite	
Headache	<b>If yes to 2 or more of these symptoms:</b> Stay home for 24 hours. If symptoms don't get better or get worse, contact a health care provider or call 8-1-1 about your symptoms and next steps.
Body aches	
Extreme fatigue or tiredness	
Nausea or vomiting	
Diarrhea	
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	<b>If yes:</b> Fully vaccinated students, staff and other adults who have travelled outside of Canada may qualify for the <a href="#">fully vaccinated traveller exemption</a> .  Students, staff and other adults who are not <a href="#">fully vaccinated</a> and have travelled outside of Canada <b>CANNOT attend school for 14 days after arrival</b> , as part of <a href="#">federal requirements</a> .
CLOSE CONTACT	WHAT TO DO
Have you been notified by public health that you are a close contact of a person confirmed to have COVID-19?	<b>If yes:</b> Follow the instructions provided by Public Health.

You can also check your symptoms with the [K-12 Health Check](#) or the [BC Self-Assessment Tool](#).

Call 8-1-1 with any questions about symptoms of illness. If you have severe symptoms, like difficulty breathing (struggling to breathe or you can only speak single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.

Visit the [BC Centre for Disease Control website](#) for more information on COVID-19.

# Coronavirus COVID-19

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## 9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Droplet and Contact Precautions

- 1 Gloves**



The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.
- 2 Perform Hand Hygiene**



Clean all surfaces of hands and wrists.
- 3 Gown**



Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).
- 4 Perform Hand Hygiene**



Clean all surfaces of hands and wrists.

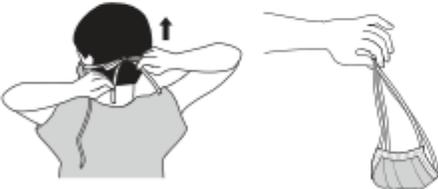
**!** If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.
- 5 Goggles or Face Shield**



Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).
- 6 Perform Hand Hygiene**



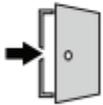
Clean all surfaces of hands and wrists.
- 7 Surgical or Procedure Mask**



Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin.
- 8 Perform Hand Hygiene**



Clean all surfaces of hands and wrists.
- 9 Exit Room**



Exit room and perform hand hygiene.

# Coronavirus COVID-19

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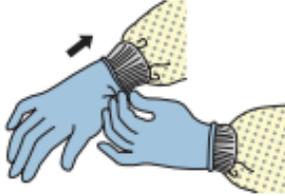
## The 5 steps to Don (put on) Personal protective equipment (PPE)

- 1 Hand hygiene**  


Clean all surfaces of hands and wrists
- 2 Gown**  


Cover torso and wrap around back, fasten in back of neck and waist
- 3 Surgical/procedure mask**  


Secure ties at middle of head and neck, fit nose band to your nose and pull bottom down to completely cover chin
- 4 Eye protection**  


Place goggles or face shield over face and eyes and adjust to fit
- 5 Gloves**  


Extend to cover wrist of gown



Stop the spread of viruses that make you and others sick!



Cover your mouth and nose with a tissue when you cough or sneeze.



Throw tissues away immediately.



No tissue? Cough or sneeze into your upper sleeve, not your hands.



Clean your hands often with soap and warm water, or a gel or alcohol-based hand cleanser.



Stay home if you are sick.



Ministry of Health

For more information, visit [www.health.gov.bc.ca/pho/influenza.html](http://www.health.gov.bc.ca/pho/influenza.html)