



NISGA'A SCHOOL DISTRICT NO. 92

COVID-19 HEALTH & SAFETY RESPONSE PLAN

This document has been created to plan pro-actively for the safety of staff, students, and the community, in response to COVID-19.

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.

Last updated: 5 February 2021

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

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COVID-19 RESPONSE PLAN

Introduction

The purpose of this document is to outline control measures to minimize the transmission of COVID-19 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 potential of exposure at school sites to the pathogen known as COVID-19. Based on guidance from the Provincial 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 Response Plan for COVID-19 include:

1. To ensure all school district staff reduce the risk of infection through transmission of COVID-19.
2. To follow the direction of the Provincial Health Officer, the Minister of Education, and the Nisga'a Lisims Government on the measures for infection control based on current COVID-19 related information available.
3. 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 COVID-19 safety 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>

COVID-19 SAFETY PLAN REVIEWS

School and district administrators will regularly review COVID-19 safety 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

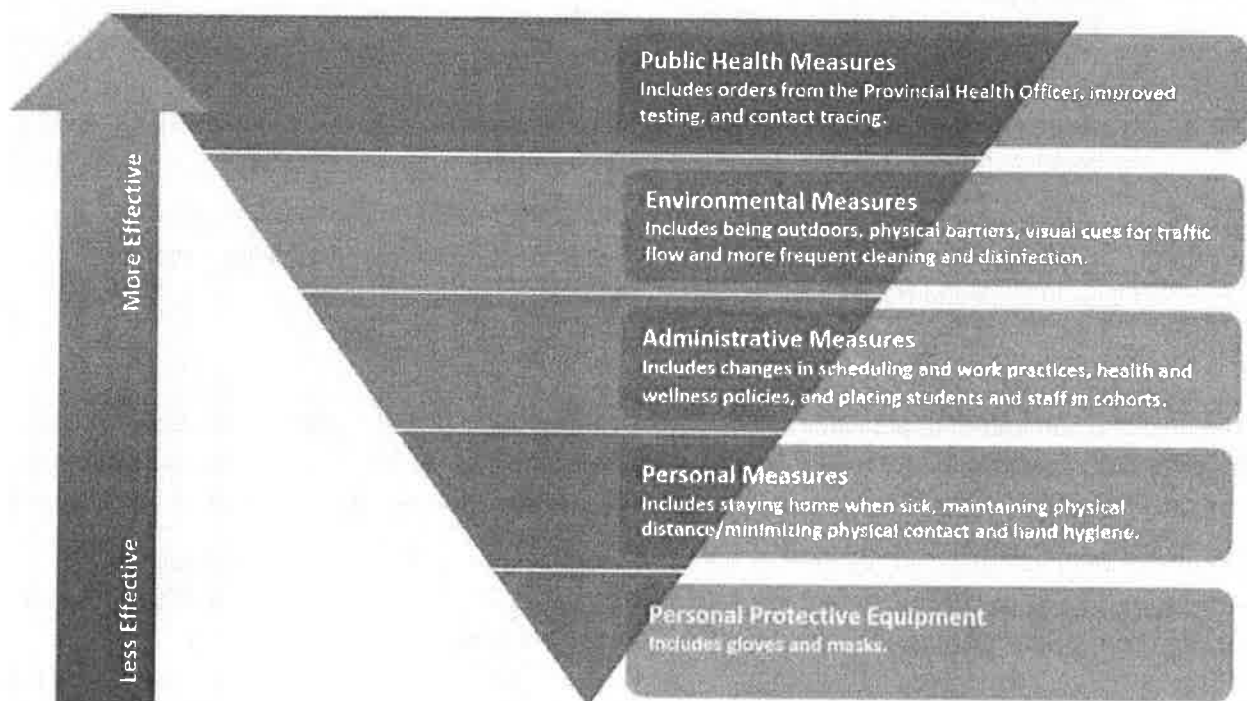
Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. There are more effective settings, such as schools, where there is a relatively consistent grouping of people and multiple measures of various effectiveness can be routinely implemented, including:

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- 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, grouping students and staff in learning groups to limit in-person interactions, implementing staggered schedules, etc.)

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 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 COVID-19 is substantially reduced.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



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.

For COVID-19, it is expected that precautionary measures of **physical distancing and hand washing will have the most significant impact** on exposure risk. These controls are implemented and outlined in safe work procedures.

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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.

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

- Case finding & contact tracing
- Self-isolation & quarantine

B. Environmental Measures

- Physical barriers for service counters on a case by case basis
- Monitor HVAC fresh air make-up system
- Quarantine/Isolation (site medical room)
- Visual cues/signage for maintaining physical distance, proper hand hygiene and respiratory etiquette
- Visual cues/signage for site access by public/visitors
- Visual cues/signage for common/shared area capacity
- Floor markings and posters to address traffic flow in hallways and common areas
- Increased cleaning and disinfection

C. Administrative Measures

- School site/Facilities Procedures
- Transportation Department Procedures
- Meal Plan/Food Distribution Procedures
- Take students outside more often
- Learning groups (An up-to-date list of all members of a cohort is maintained by administration to share with public health if contact tracing is needed)
- Physical distancing
- Seek virtual alternatives for school gatherings
- Schools remain "closed" to the public; entry is by appointment only (and a list of visitors is kept at the office)
- Staggered breaks (site specific)
- Only field trips that take place outside

D. Personal Measures

- Stay home when required to self-isolate
- Stay home when sick
- Daily Health Assessments
- Parents & caregivers should assess their child daily for key symptoms; new app is available to support daily health assessments
- Stay home when new symptoms of illness develop
- Procedures are in place for managing illness at school
- Hand hygiene
- Respiratory etiquette
- Bring an individual, filled water bottle each day; refill stations may be used if needed

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- Personal items can be brought for personal use; these items should be limited to those items that are easily cleaned and/or are considered to be low risk (ie. clothing, paper, etc.)

E. Personal Protective Equipment (PPE)

- Non-medical masks are required for secondary students and staff; exceptions include:
 - Sitting in or standing at their seat or desk/workstation in a classroom or learning space
 - When there is a barrier in place
 - When eating and drinking
 - When outside
- Eye protection – goggles or face shield may be used but are not required

Learning Groups

Learning groups are a recommended public health measure to help reduce the risk of transmission of COVID-19. Organizing students and staff into learning groups helps to reduce the number of different interactions and potential exposure to COVID-19 and supports better contact tracing if there is a confirmed case in a school community.

The composition of learning groups should remain consistent for all activities that occur in schools (i.e. students and staff cannot be part of more than one learning group at the same time). Students and staff from different learning groups can interact with one another while practicing physical distancing.

Learning group composition can be changed at the start of a new term (e.g., quarter, semester). No additional safety protocols are required following a change in learning group composition.

School administrators keep up-to-date lists of all members of a learning group, and others who work with that learning group (e.g. itinerant teachers, TTOCs), and their contact information to support swift communications from the school and to share with public health to support contact tracing, if needed.

Consistent seating arrangements are encouraged where practical. This can further reduce the number of close, prolonged face-to-face interactions a person has, and assist public health should contact tracing need to occur.

Interacting with Learning Groups

Staff who work between learning groups must always maintain physical distance (2m). Masks are not a replacement for physical distancing between staff from different learning groups.

Elementary students:

- When interacting with peers outside of their learning group, students should:
 - minimize physical contact when outdoors;
 - maintain physical distance (2m) when indoors. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

Secondary students:

When interacting with students and staff outside of their learning group, students should maintain physical distance (2m).

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Middle and secondary school students capable of consistently maintaining physical distance, when it is required, should be expected to do so. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

Multi-Learning Group Instruction:

Students from different learning groups can be in the same learning space at the same time if physical distancing can be maintained (as per the requirements outlined above), and there is adequate space available to prevent crowding of those from within the same learning group. Masks are not a replacement for physical distancing between students from different learning groups in the same learning space.

Multi-Learning Group Services:

Students from different learning groups may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services it is expected that learning groups are maintained, and physical distancing is practiced between learning groups, as much as is practical to do so while still ensuring the support, program or service continues.

Itinerant Staff & Specialists

Staff not assigned to a learning group must practice physical distancing when interacting with a learning group.

Supportive School Environments

Schools can support students to practice personal preventative measures by:

- having staff model these behaviours.
- sharing reliable information, including from the BC Centre for Disease Control and the Office of the Provincial Health Officer, to parents, families and caregivers.
- promoting required safety measures in the school through the use of visual aids like floor markings and signage.

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. 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 COVID-19 Response Plan is implemented, maintained, and made available to workers.
- Select, implement, and document the risk assessment and appropriate control measures used.

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- 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.
- 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.
- If you think you might have COVID-19, or if someone in your household is showing symptoms, call the local health authority or use the **BC self-assessment tool** <https://www.thrive.health/bc-self-assessment-tool> to determine appropriate course of action.
- Follow the advice given by Nisga'a Valley Health Emergency Phone Line or medical professionals. *Do not come to work when you are sick, or you have been told to self-isolate.* 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.
- Consider acquiring immunization as recommended or required by public health. (Note: a vaccine is not currently available for COVID-19).
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

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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.
- If you think you might have COVID-19, or if someone in your household is showing symptoms, use the **BC self-assessment tool** to determine the appropriate course of action.
- 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.*
- Keep children home if they are symptomatic or ill.

Risk Assessment

As COVID-19 poses a risk to everyone, this assessment correlates the ability of staff to practice physical distancing appropriate for their level of risk.

Low Risk: Workers who are not required to work within two (2) metres of others.

Moderate Risk: Workers who must work within two (2) metres of others, or who clean and disinfect areas.

High Risk: Workers who must work within two (2) metres of symptomatic students or others.

Role	Low	Moderate	High
Clerical/Administration	X		
Teachers/Educational Assistants		X	
Supporting complex learners		X	
Supporting students with care plans		X	
Custodians/Enhanced Cleaners		X	
Trades/Maintenance	X		
Drivers (Bus Drivers/Maintenance	X		
First Aid Attendants			X

Communication and Training/Orientation

Staff will receive information on the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the 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.

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.

Physical Distancing

Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.

- Within learning groups, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.
 - Young children may not be able to consistently reduce physical contact.
- Outside of learning groups, physical distancing should include avoiding physical contact and close, prolonged, face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people from different learning groups.
- For situations where members of different learning groups interact:
 - If people will be in the same space for an extended period of time (>15 minutes), the space should be sufficiently large, and/or should have limits on the number of people so that 2 meters of space is available between people from different learning groups.
 - If people will be in the same space for transition purposes (e.g. changing between classes), and other measures are in place (e.g. markings on the floor, staggered

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transition times), there should be enough space to ensure no physical contact but 2 meters physical distancing is not required.

- Within and outside of learning groups there should be no crowding.
- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes during break times and in meetings.

To support physical distancing requirement, the following strategies should be implemented where possible:

- Avoid close greetings (e.g. hugs, handshakes).
- Regularly remind students about keeping their hands to themselves. Use visual supports, signage, prompts, video modelling, etc. as necessary.
- Create space between students/staff as much as possible:
 - Configure classroom and learning environment differently to maximize distance between students and adults (e.g., different desk and table formations). Seating arrangements where students directly face one another should be avoided where possible, particularly for middle and secondary schools.
 - Use consistent or assigned seating arrangements where practical.
 - Store excess equipment (e.g. equipment that might not be of use during the pandemic) in order to open more space in schools.
- Implement strategies that prevent crowding at pick-up and drop-off times.
 - Focus on entry and exit areas, and other places where people may gather or crowd.
- Where possible, stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often, where and when possible.
 - Organize learning activities and breaks outside including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside.
- Incorporate more individual activities or activities that encourage greater space between students and staff as much as is practical to do so.
 - For elementary students, adapt group activities to minimize physical contact and reduce shared items.
 - Offer manipulatives and items that encourage individual play, and that can be easily cleaned and reduce hand-to-hand-contact and cross-contamination.
 - Prioritize the acquisition of adequate amounts of high-touch materials, such as pencils or art supplies, in order to minimize sharing between children.
 - For secondary students, minimize group activities and avoid activities that require close face-to-face contact.

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- Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
- Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.
- Ensure communication of physical distancing guidelines is relayed in multiple formats for ease of understanding (visual supports and representation, prompts, video modelling, signage, videos using sign language, etc.).
- Consider installing barriers made of transparent material in places where physical distance cannot be regularly maintained, and a person is interacting with numerous individuals outside of a learning group.

Hand Washing

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

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.

Alternatives:

- Use waterless antiseptic agents. For COVID-19, at least a 60% alcohol where sinks are not available.
***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.**

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- 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 COVID-19. They provide some protection to the wearer and to those around them.

Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.

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 - both within and outside of their learning group, except when:

- sitting in (or standing at) their seat or desk/workstation in a classroom or learning space;
- there is a barrier in place;
- 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:

- sitting in (or standing at) their seat or desk/workstation in a classroom or learning space;
- there is a barrier in place;
- eating and drinking; and
- outdoors.

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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.

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:

Elementary students are not required to wear a mask in schools or on school buses. Elementary students' mask use should be based on their personal or family/caregiver choice, and their choices must be respected.

- In line with current public health guidance, masks are not required for elementary school students based on international evidence regarding younger children's capacity to comply with the correct use of masks (e.g. frequent touching/removal of mask, wearing mask incorrectly, etc.), and potential impact of mask wearing on learning and development.

Schools and school districts will have non-medical masks available for staff and students, including anyone who becomes sick while at school.

PERSONAL ITEMS

Staff and students can continue to bring personal items to school, but they should be encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles, reusable food containers).

Items brought regularly to and from school should be limited to those that can be easily cleaned (e.g. reusable food containers) and/or are considered to be low risk (e.g. clothing, paper, etc.).

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).

Staff Only Spaces

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;
- Placing students and staff into consistent groupings of people (learning groups);
- 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.

Physical distancing **must be** practiced within staff only spaces, including during break times, regardless of whether or not masks are worn. To support this, schools can implement the following strategies:

- Utilize floor markings and signage to direct traffic flow and prevent crowding (e.g. in the break room, by the photocopier, etc.).
- Hold meetings virtually whenever possible.
- Ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors, unable to maintain physical distance, and a barrier is not present.

[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).

Guidelines for Staff Working with Students with Disabilities/Diverse Abilities where Physical Contact may be Required

Supporting students with complex behaviours, medical complexities or receiving delegated care may require staff providing health services or other health care providers to be in close physical proximity or in physical contact with a medically complex or immune suppressed student.

When staff are working with a student indoors, physical distancing cannot be maintained, and the service cannot be provided from behind a barrier, staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield). Additional personal protective equipment is not required beyond that used as part of the personal care routine normally encountered in their regular course of work (e.g., gloves for toileting).

Exceptions will be made for staff and students who cannot wear masks for health or behavioral reasons.

Wearing a non-medical mask, a face covering, or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in schools outside of the circumstances outlined above is a personal choice and will be respected. People providing these services in schools should wear a mask (medical or non-medical) when providing services and physical distance cannot be practiced, or the

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service cannot be provided from behind a physical barrier. Additional PPE over and above that needed for routine practices and the use of a medical or non-medical mask is not necessary.

- Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. Health service providers are encouraged to work with their employer to confirm what PPE is recommended for the services they provide in school settings.
- Parents and caregivers of children who are considered at 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.

SCHOOL GATHERINGS AND EVENTS

School gatherings should be kept to a minimum and where possible schools should seek virtual alternatives for larger gatherings and assemblies to continue to support these events in a different format¹. When it is necessary to gather in larger groups, the following guidance should be followed:

- School gatherings should occur within a learning group.
 - Gatherings should not exceed the maximum learning group size in the setting (which includes students and staff who are part of the learning group), plus the minimum number of additional people required (e.g. additional school staff, visitors, etc.) to meet the gathering's purpose and intended outcome. Additional people should be minimized as much as is practical to do so, and they must maintain physical distance.
 - Adequate space should be made available to prevent crowding of those within the learning group.
- Staff meetings, in-service and professional development activities, and other staff-only gatherings should be held virtually wherever possible.
 - Staff should practice physical distancing (2m) for face-to-face interactions, whenever possible.
 - If physical distancing cannot be maintained, and a barrier is not present, participants are required to wear masks.
 - The number of participants gathered, and the length of the gathering should be minimized as much as possible.
- Examinations or assessments are not considered school gatherings, however they must still be delivered in accordance with the health and safety guidelines outlined in this document and should not include non-student and staff spectators (e.g. performance arts concert or play where families are invited to attend).
- In-person inter-school events (including competitions, tournaments and festivals) should not occur at this time. This will be re-evaluated throughout the school year.
- Gatherings or events at a school that are not educational activities or support services (e.g. meal programs), including social gatherings of students and/or staff, must adhere to the [PHO Order for Gatherings and Events](#).

CLEANING & DISINFECTING

General:

- Clean and disinfect shared high-touch surfaces regularly (door handles, bathroom faucets, front desk counter, shared tables, etc.). A reasonable time for cleaning is every three (3) hours.
- Shared spaces such as kitchens and bathrooms should also be cleaned more often.
- 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.
- Empty garbage containers often.
- Clean high-touch electronic devices (i.e. keyboards, tablets, smartboards) with disinfectant wipes.
- Do not dust or sweep as it can distribute virus droplets into the air. Use damp cleaning methods such as damp clean cloths, and/or a wet mop.
- 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.

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.

Cleaning Tools/Equipment and Desk/Workstations

Staff who must clean equipment will use a spray bottle with disinfectant solution. To clean, spray paper towel or cleaning cloth and then wipe down surface. Do NOT spray cleaner directly onto surfaces. When cleaning a vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.

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

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2. Cleaning shall be conducted at a minimum in the morning, afternoon (after lunch) and at end of day. Additional cleaning throughout the day shall be repeated whenever possible.
3. Allocate enough time to do thorough cleaning of surfaces and of tools/equipment touched during the workday.
4. The surfaces/items to be cleaned include, but are not limited to, spray bottles, mop handles, mop bucket handles, bucket pail handles, cleaning wands/extensions, keyboards, mouse, and monitor within the desk/workstation.
5. All sets of keys that are used by operations staff and keys loaned out to other staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.
6. If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.
7. Limit sharing of any tools/equipment with other staff while on shift.
8. Daily change of work clothes is beneficial to limit the spread of infection.

Cleaning of High Touch Surfaces

Frequently touched surfaces include:

- Items used by multiple students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives and toys.
 - Students and staff should be encouraged to bring an individual, filled water-bottle or other beverage container to school each day for their personal use to support hydration needs.
 - Re-filling water stations can be used to re-fill personal containers (these should not include washroom sinks or other water sources not typically used for drinking water).
 - Water fountains where a person drinks directly from the spout should be used minimally, and only if no other means of water access are available. Hand hygiene should be practiced before and after use.
 - **Access to water and to washrooms should not be restricted.**
- Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, etc.)
- Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces)
- Service counters (e.g., office service window, library circulation desk)

Limit frequently touched items that are not easily cleaned to those that support learning, health, and development.

Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used if hand hygiene is practiced before and after use.

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

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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 multiple times a day (a reasonable timeline for cleaning is every three (3) hours), including:

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

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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 maintain physical distance and 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., maintaining physical distance, 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 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 (e.g. maintaining physical distance, wearing a mask when unable to maintain physical distance, etc.).

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 **OR** were identified as a close contact of a confirmed case or outbreak by NVHA

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.

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- If a student, staff or other adult is sick, they must not enter the school.

STAYING HOME, SELF-ISOLATION AND SYMPTOMS

Stay Home When Required to Self-Isolate

The following students, staff or other adults **must stay home and self-isolate**:

- A person confirmed by the health authority as testing positive for COVID-19; or
- A person confirmed by the health authority as a close contact of a confirmed case of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test result.

Information on self-isolation for international students, and homestay contingency plans for illness, is available in the [COVID-19 Operational Guidelines for K-12](#).

Additional information on self-isolation requirements and support is available from [BCCDC](#).

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 introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the [K-12 Health Check app](#).
- Staff and other adults can refer to BCCDC's "[When to get tested for COVID-19](#)".
- Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), call 8-1-1 or their health care provider.

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.

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

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p>Parents or caregivers must keep the student at home</p> <p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 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. 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. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 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). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff must stay home</p> <p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 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).
<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>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</p>	

Advice for parents and caregivers

Mental Health:

- Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation.
- It is important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.
- Resources that can assist with maintaining mental health in the workplace during this time include:
 - **Mental Health and Psychosocial Considerations During COVID-19 Outbreak**
 - **Coronavirus: Managing Stress & Anxiety**

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 entrance access to avoid crowding (e.g. "Please call office to reduce building occupants").
- Designated entrance(s) and exit(s) to reduce contact when passing.
- Signage on designated entrances and exits to provide instructions and public health information.
- Limited access times and days for staff or students to be in the building (8:00 am – :00 pm Monday -Friday access only).
- 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

- Limit school visitors (e.g. "Visitors/parents please call principal to make inquiries.")
- Visitors can phone office to make an appointment (e.g. pick up student information, material, etc.)
- Visitors can leave messages for staff/teachers to call back when available.
- Contact information for making appointments will be posted on school website and at school entrance.
- Office waiting area with designated sitting/standing area; adjust furniture and use signage.
- Visitors who have travelled or had any symptoms in the past 14 days should not enter the school.

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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.

Movement

- Limit contact of students and staff from different learning groups by staggered time outdoors, lunch in classrooms, staggered entry times, etc.

Washrooms

- Student access to the washrooms should be staggered to avoid congregation.
- Custodians will clean washroom faucets, surfaces, and door handles regularly.
- Washrooms should be designated to allow for alternated cleaning (when possible).

Fire/Emergencies

- In the event of a fire alarm or other emergency, physical distancing may not be possible.
- Follow all regular emergency procedures outlined in the school emergency management plan.

The following ideas should be taken into consideration during planning:

- Avoiding close greetings like hugs or handshakes.
- Help younger children learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided with age appropriate reading material and encouraged to self-regulate.
- **Take children outside more often**, perhaps breaking children into smaller groups to maintain a degree of distance.
- Set up regular learning activities outside such as snack time, and arts and crafts time.
- Regularly clean and sanitize items that are designed to be shared.
- Set up mini environments within the school to reduce the number of children in a group, i.e., set up two or three learning areas for numeracy and literacy activities.
- Consider different classroom configurations to minimize contact between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym, or library, outside).
- Increase the space between children during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- Use visual reminders throughout the school and classroom.
- Follow protocols for isolation areas for children who may have symptoms of illness until they can be picked up.
- Students should not share food or drink.
- Stagger snack/lunch time to accommodate groups with more space.
- Limit access to your classroom/workspace.
- Reinforce and often remind students to keep your "hands to yourself". Visuals are helpful.
- Consider using educational videos and online programs as a part of learning so children can sit independently from each other.

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SCHOOL COURSES & PROGRAMS

Schools are required to follow Ministry Health & Safety guidelines. MUSIC PROGRAMS

- All classes, programs and activities (e.g. Band, Choir) can continue to occur where:
 - K-12 staff and middle and secondary students wear masks while singing indoors.
 - Under Stage 2:
 - physical contact is minimized for those within the same learning group, and students and staff are spaced as far apart as possible;
 - physical distance (2m) can be maintained for K-12 staff and for middle and secondary school students when interacting outside of their learning groups;
 - physical distance (2m) can be maintained for elementary students when interacting outside of their learning groups when indoors; and
 - Under Stages 3 to 4:
 - physical distance (2m) can be maintained for K-12 staff, middle and secondary school students at all times
- Schools could consider installing a barrier made of transparent material in places where physical distance cannot be regularly maintained (e.g., between an itinerant teacher and a learning group). See [guidance from WorkSafeBC on designing effective barriers](#) for more information.
- No in-person inter-school competitions/performances/events should occur at this time. Where possible, schools should seek virtual alternatives to continue to support these events in a different format.
- Shared equipment should be cleaned and disinfected as per [Cleaning and Disinfecting guidelines](#) and students should be encouraged to practice proper hand hygiene before and after participating in music classes and music equipment use.
- Music education should be delivered in line with the [Guidance for Music Classes in BC During COVID-19](#) developed by the B.C. Music Educators' Association and the Coalition for Music Education in B.C.

SHARED OFFICE SPACE FOR STAFF

- [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”, including Distributed Learning office, school/school district offices). Note that learning groups cannot be applied to adult-only settings (an “all adult” learning group is not an acceptable public health measure).

PHYSICAL AND HEALTH EDUCATION (PHE)/OUTDOOR PROGRAMS

- Create space between students and staff, and encourage outdoor activities and programs, as much as possible.
- Teachers should plan physical activities that:
 - Do not involve prolonged physical contact (i.e. physical contact beyond a brief moment) or crowding. For example, activities such as tag and touch football are low-risk, whereas activities like wrestling or partner dancing should be avoided. Teachers are encouraged to adapt activities wherever possible to reduce physical contact.

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- Support physical distancing (2m) outside of learning groups.
- K-12 staff are required to wear masks during PHE/outdoor program classes when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
- In middle and secondary schools:
 - For high intensity exercise activities (that significantly increase respiration rates):
 - If indoors and the activity is stationary, students and/or fitness equipment (e.g. stationary bikes, treadmills, weight training equipment, etc.) should be spaced 2 meters apart. If indoors and the activity involves movement, ensure there is ample space available to reduce the likelihood of physical contact beyond a brief moment.
 - Activities should take place outdoors, or be replaced with low-intensity exercise activities, if the conditions above cannot be met.
 - Wearing masks during high-intensity exercise (indoor or outdoors) is left to personal choice, however masks cannot replace the need for 2 metres between students and/or fitness equipment during high intensity stationary exercise indoors.
 - Guidance for high intensity exercise activities applies within and between learning groups.
 - For low intensity exercise activities, middle and secondary students are required to wear masks when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
 - Students should be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.
 - Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.)
- Refer to Physical and Health Education (PHE) Canada guidelines:
 - Include more individual pursuits than traditional team activities such as dance, alternative environment and land-based activities, exercises without equipment, fitness, mindfulness, gymnastics, and target games.
 - Explore local parks and green spaces to promote outdoor learning and activity.

SCHOOL SPORTS

- Programs, activities (e.g. intramurals, sports team practices and games) and sports academies can occur if:
 - Activities do not involve prolonged physical contact (i.e. physical contact beyond a brief moment). For example, activities such as soccer and touch football are low-risk, whereas activities like wrestling should be avoided;
 - Schools are encouraged to adapt activities/sports as needed to reduce physical contact.

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- No spectators are in attendance – aside from participants, only the minimum number of individuals required to run the activity should be present.
- Masks are worn by K-12 staff and other adults when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
- In elementary schools, physical distancing (2m) can be maintained between learning groups when indoors.
- In middle and secondary schools:
 - For high intensity activities (that result in significantly increased respiration rates):
 - If indoors and the activity is stationary, students and/or fitness equipment (e.g. stationary bikes, treadmills, weight training equipment, etc.) should be spaced 2 meters apart. If indoors and the activity involves movement, ensure there is ample space available to reduce the likelihood of physical contact beyond a brief moment.
 - Activities should take place outdoors, or be replaced with low-intensity activities, if the conditions above cannot be met.
 - Wearing masks during high-intensity sport activities (indoor or outdoors) is left to personal choice, however masks cannot replace the need for 2 metres between students and/or exercise equipment during high intensity stationary activities indoors.
 - Masks are worn by middle and secondary students during low-intensity indoor physical activities where physical distancing (2m) cannot be consistently practiced and a barrier is not present.
 - Under Stage 2, physical distancing (2m) can be maintained between learning groups (indoors and outdoors)
 - Under Stages 3 and 4, physical distancing (2m) can be maintained within and between learning groups at all times.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the [Cleaning and Disinfecting section](#) of this document.
 - Students should be encouraged to practice proper hand hygiene before and after participating in sport activities and equipment use.
 - Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.)
- Sport activities should be held outside whenever possible.
- No in-person inter-school competitions/events should occur at this time.
- See the [Return to School Sports Plan from BC School Sports](#) for additional information. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

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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](#), and modify current drill procedures to adhere to health and safety guidelines (e.g., providing additional muster spots to prevent crowding/congregating).

- 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.
 - Schools may also need to consult with their local medical health officer for guidance on physical distancing and PPE, based on their site specific conditions and evacuation procedures.
- In the event of an actual emergency, emergency procedures must take precedence over COVID-19 preventive measures.

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 alcohol based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering when they cannot physically distance or be behind a physical barrier during the course of their duties.

Additional measures should be taken:

- Encouraging private vehicle use where possible to decrease transportation density.
- **Secondary students need to wear non-medical masks while on the bus.**
- Consider the order students typically load and offload to support buses being loaded from back to front and offloaded from front to back.
- Assign seats to students.
 - Prioritize students sharing a seat with a member of their household or cohort.
 - The seating arrangement can be altered whenever necessary to support student health.
 - Maintain an up-to-date passenger list to share with public health should contact tracing need to occur.
 - Where possible, students should sit next to the window.

Non-medical masks are recommended in situations where a person cannot maintain physical distance for extended periods and is near a person outside of their regular contacts. This includes riding the bus to school where a student may be sitting next to a person outside of their cohort or household. Non-medical masks are not recommended for elementary students on buses due to the increased likelihood they will touch their face and eyes, as well as required assistance to properly put on and take off their mask (requiring increased close personal contact from school staff). No student is required to wear a non-medical mask if they do not tolerate it.

Safe Work Procedures

Roles

All staff

- Follow responsibilities contained within this document
- Review the COVID -19 Response Plan, including the Work Site Safety 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.
- If group work occurs maintain physical distancing (2 metres)
- If meetings can be done virtually, they should
- If group work cannot be achieved while maintaining physical distancing (2 metres). Contact your supervisor immediately for further instruction.
- 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.
- Coffee and lunch breaks – drink/eat away from others if in a shared space and maintain physical distancing (2 metres). Do not share food or utensils.
- In-person meetings should be short, in a large space or an outside open space where staff can maintain physical distancing (2 metres) from each other. If meeting is held in a room, physical distancing (2 metres) must be maintained.

School Clerical Staff

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a two (2) metre area in front of or behind a kiosk/reception counter
- Encourage parents and stakeholders to call instead of visiting the school
- Rearrange desks/chairs to achieve physical distancing
- Limit any school district staff in the office to maintain physical distancing
- Establish communication methods with staff that maintains physical distancing (e.g. PAs, phone calls, email, or video conferencing).

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- Set up chairs outside the school office in the hallway for those people waiting and have these chairs spaced two (2) metres apart.
- Limit any visitor into the school office/reception counter to one at a time
- Apply tape on the floor two (2) metres away from the reception counter
- Create a drop box for documents being turned into the office to avoid handing documents directly to school-based office support staff.

Teachers & Support Staff working with Students

- Limit physical contact while working with a student
- Demonstrate appropriate hygiene practices
- Watch for potential signs of illness in students
- Plan activities that limit physical contact
- Rearrange desks/chairs to allow students their own space and minimize contact
- Limit access to your classroom/workspace to those within your cohort
- Those not in your learning group must maintain physical distance

Staff working at multiple sites

- One worker per vehicle; dash and steering wheel should be cleaned prior to use
- Notify your supervisor of the areas you worked in during a shift (room numbers, common areas)
- When possible, contact your supervisor/manager by phone rather than in person
- If two people are required for a task, maintain two (2) metres distance (wash hands after task is complete)
- 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
- Stagger breaks to reduce congregation
- Lunchroom limited to two (2) people, utilize vehicles and other non-common areas for breaks and lunches
- 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
- Stagger breaks to reduce congregation
- Plan cleaning activities to maintain two (2) metres distance from others
- 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
- Buses will be running limited routes for student pick up and drop off
- Have students sit in their assigned seat. Students from the same household can share seats if space is limited.
- If safe distances cannot be maintained between students and bus drivers, plexiglass barriers may be erected provided they do not obstruct the view of the driver or the safe operation of the vehicle.

Construction Contractors (when applicable)

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees on site

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- Ensure you have a COVID-19 Response Plan in place for your organization.
- Follow School District No.92 safety procedures.

Food Services Staff

- Refer to any recommendations published by the Northern Health Authority for minimizing COVID-19 risk for community-based food programs.
- Follow district protocols for meal delivery.

Greater-School Entrance

- This role may be further developed/considered following directions of the Provincial Health Officer.

Guiding documents:

BCCDC

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

WorkSafeBC

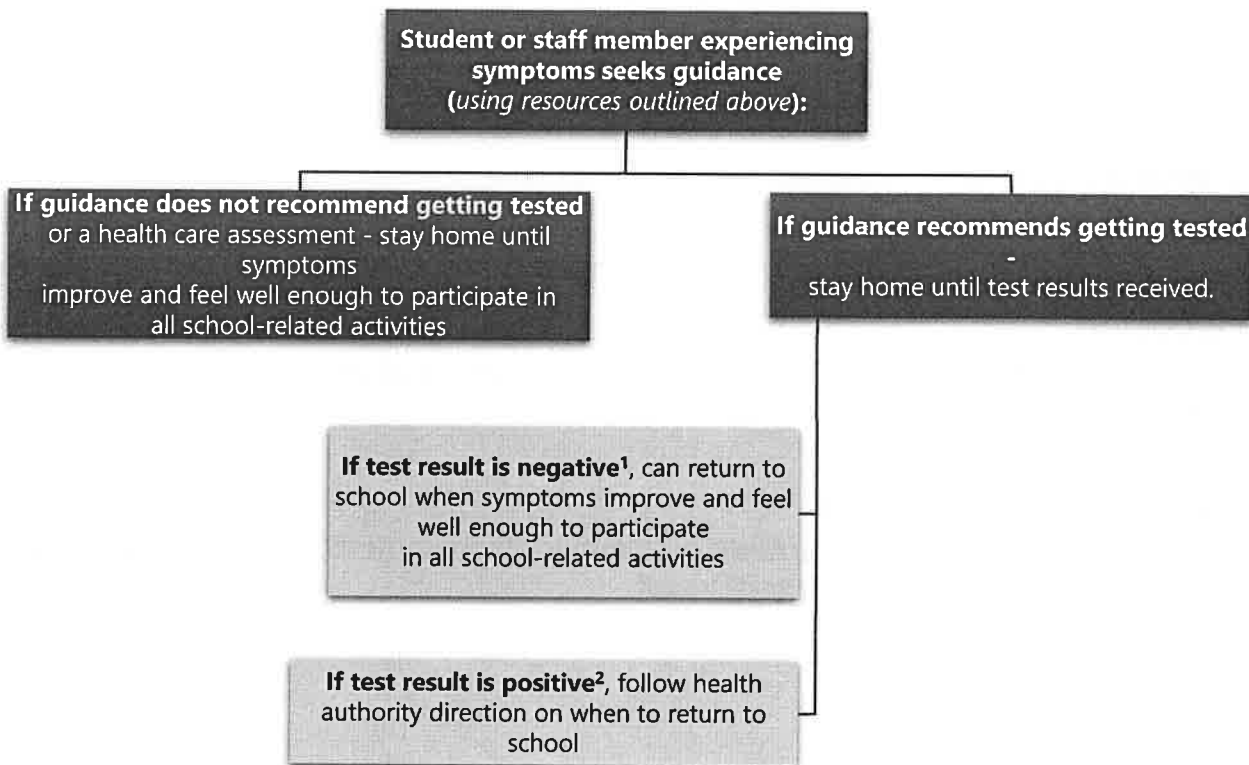
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

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 A: 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.

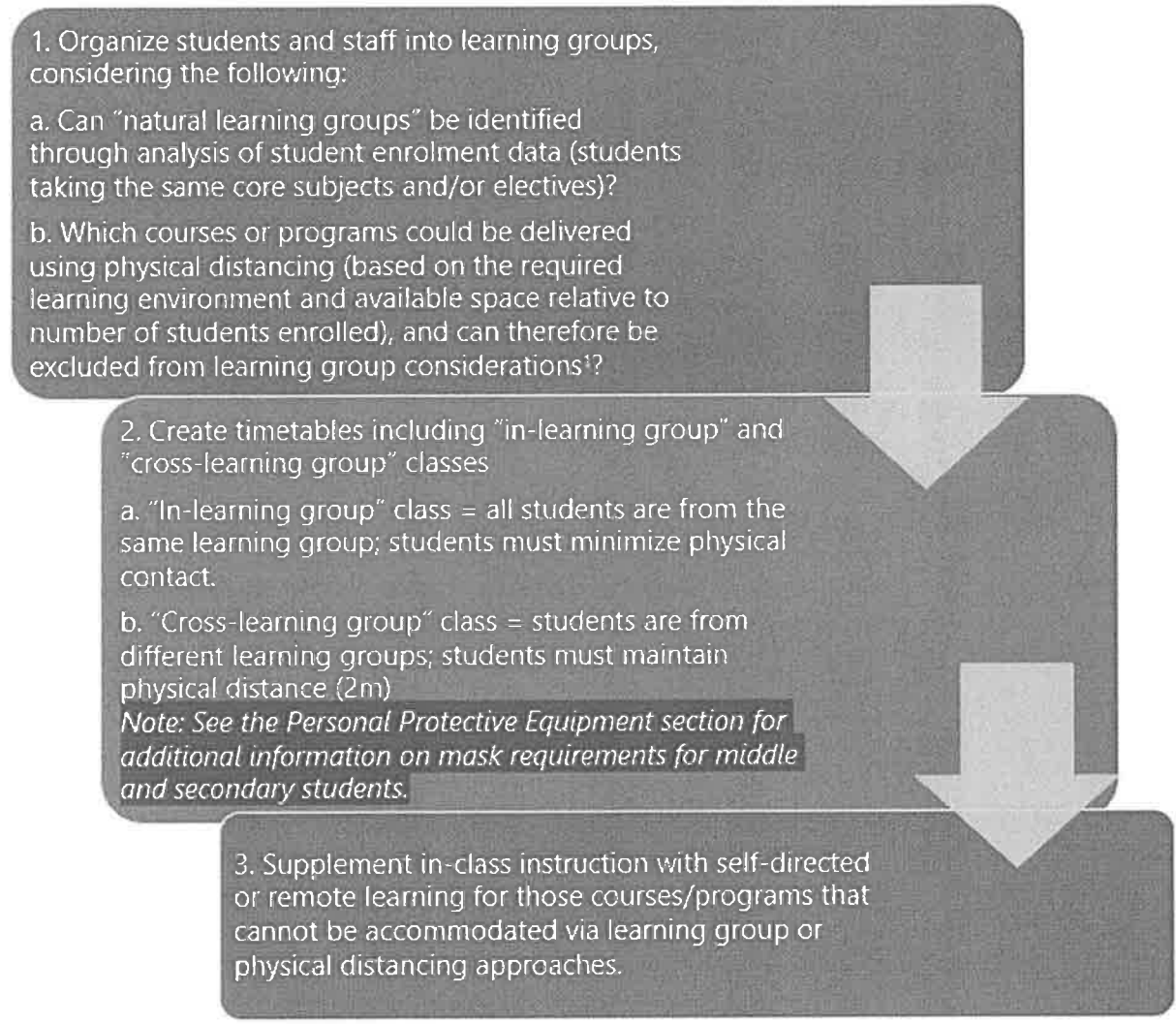


1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the [BCCDC website](#) for more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

APPENDIX B:

INSTRUCTIONAL DELIVERY IN SECONDARY SCHOOLS

Schools and school districts are required to deliver the full breadth of provincial curriculum as outlined in the [Expectations for Each Stage](#). The following flow chart outlines considerations for schools and school districts when planning instructional delivery to students in secondary schools.



APPENDIX C:

WSBC OH & S Regulation Guideline 3.12 Refusal of Unsafe Work

Nisga'a School District's Response Plan for COVID-19 is intended to minimize or eliminate the potential for transmission of the COVID virus at school district work sites, thereby mitigating any undue hazards. Nonetheless, according to WSBC's Occupational Health and Safety Guideline G3.12, workers in BC have the right to refuse work if they believe it presents an "undue hazard". In those circumstances, the district will investigate and consider each refusal on a case-by-case basis. Supervisors will act as needed and as appropriate to address the concerns. The following flowchart from Guideline G3.12 illustrates the district's general process. Both worker and supervisor should consult the guideline to clarify roles and responsibilities and report any unresolved concerns to the Director of Facilities.

Steps to follow when work might be unsafe

1	Report the unsafe condition or procedure <ul style="list-style-type: none">• As a worker, you must immediately report the unsafe condition to a supervisor or employer.• As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.
2	If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task <ul style="list-style-type: none">• As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.• This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.
3	If a worker still views work as unsafe, notify WorkSafeBC <ul style="list-style-type: none">• If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

APPENDIX D:

NISGA’A SCHOOL DISTRICT #92

DAILY HEALTH ASSESSMENT

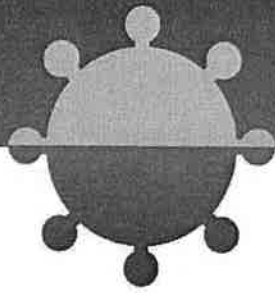

It is an expectation of the Nisga’a School District that ALL employees will complete a Daily Health Assessment each day prior to coming to work. It is also expected that parents will assess their child’s health daily. If an employee or child is sick they should NOT come to work or school. The following checklist can be used to complete the daily health check.

1. Symptoms of Illness	Do you have any of the following symptoms?	CIRCLE ONE	
	Fever or chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Difficulty breathing	YES	NO
	Sore throat	YES	NO
	Loss of appetite	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Extreme fatigue or tiredness	YES	NO
	Diarrhea	YES	NO
	Nausea or vomiting	YES	NO
	Body aches	YES	NO
	Dizziness, confusion	YES	NO
2. Travel	Have you or anyone in your household returned from travel outside of the Northern Health Region in the last 14 days?	YES	NO
3. Confirmed contact	Have you or anyone in your household had confirmed contact with someone who has/had COVID-19?	YES	NO

- If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (eg. allergies) you should NOT come to work or school.
- If you are experiencing ANY symptoms of illness, contact a healthcare provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.
- If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool <https://bc.thrive.health/covid19/en> to determine if your child should be tested for COVID-19.
- You can also use the BC Ministry COVID-19 app to assess your health daily.

Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



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

1 
Wet hands with warm (not hot or cold) running water

2 
Apply liquid or foam soap

3 
Lather soap covering all surfaces of hands for 20-30 seconds

4 
Rinse thoroughly under running water

5 
Pat hands dry thoroughly with paper towel

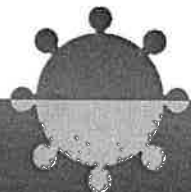
6 
Use paper towel to turn off the tap

HOW TO USE HAND RUB

1 
Ensure hands are visibly clean (if soiled, follow hand washing steps)

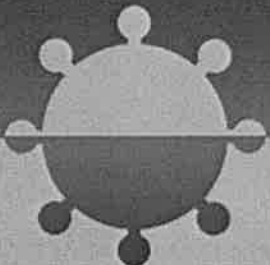

2 
Apply about a loonie-sized amount to your hands

3 
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



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


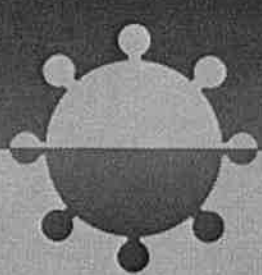
5 Gloves



Extend to cover wrist of gown


Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health





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**

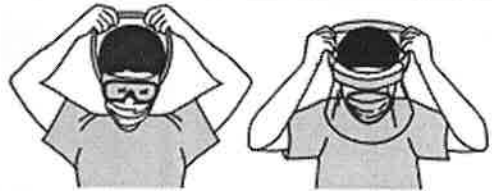


Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).
- 4 Perform Hand Hygiene**




Clean all surfaces of hands and wrists.

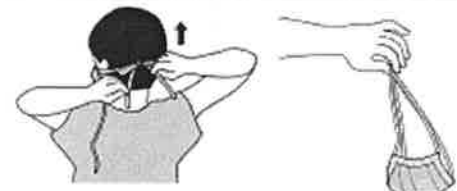
! If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.
- 5 Goggles or Face Shield**




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**



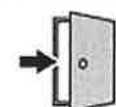
Clean all surfaces of hands and wrists.
- 7 Surgical or Procedure Mask**



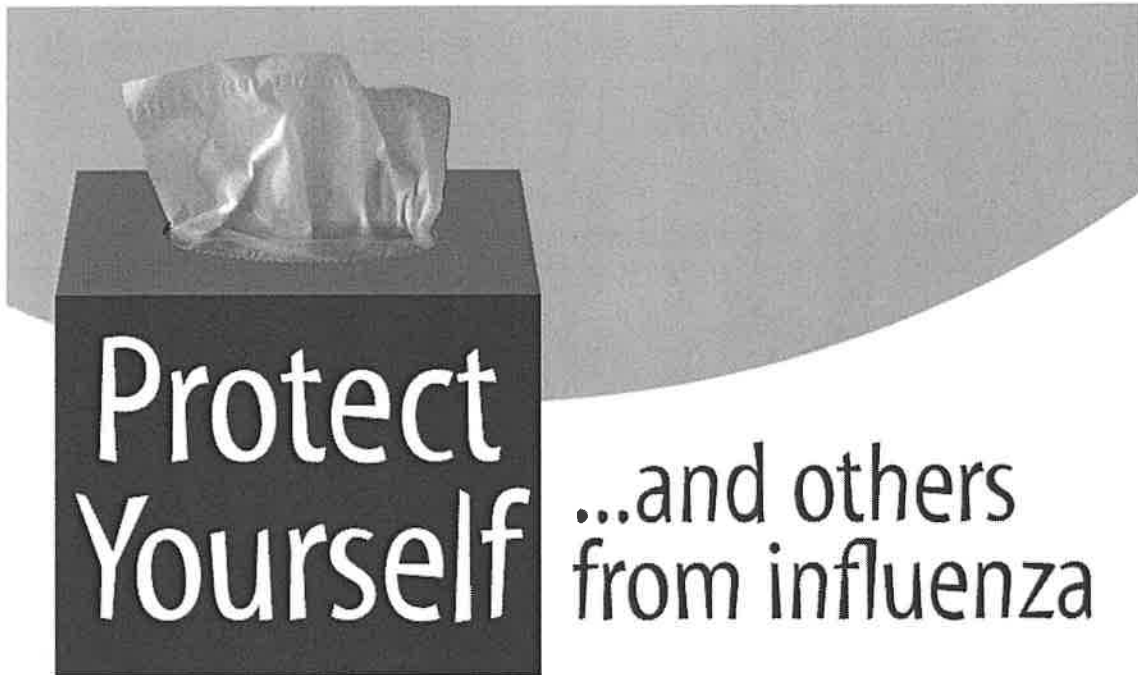
Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin.
- 8 Perform Hand Hygiene**



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



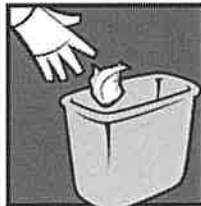
Exit room and perform hand hygiene.



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.



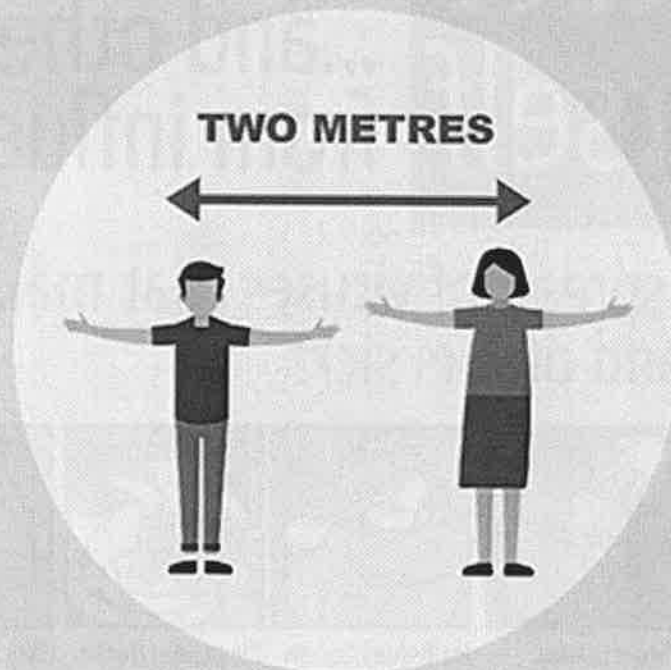
Stay home if you are sick.



Ministry of Health

For more information, visit www.health.gov.bc.ca/pho/influenza.html

PHYSICAL DISTANCING PREVENTS THE SPREAD OF COVID-19



COVID-19 Public Health Guidance for K-12 Schools

Health and Safety Checklist



Complete this checklist with your school's health and safety committee to assess your school's safety plan with the [Ministry of Education's Health and Safety Guidelines](#). Measures that are only sometimes or never in place represent areas where more attention and action may be needed.

SCHOOL: _____

DATE: _____

Administrative Measures		
Entrance and Exits	Staff and students are not crowded when they enter and leave the school. This includes spaces like hallways, coat rooms and bus waiting areas.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Common Spaces	Staff and students can move through common spaces - hallways, washrooms, cafeteria, bus stops - without crowding or physical contact.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Physical Distancing Within Learning Groups	Physical contact and close, face-to-face interactions are minimized. People are spread out as much as possible.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Physical Distancing Outside of Learning Groups	There is 2 meters of space available between people from different learning groups when together for extended periods of time (when indoors for elementary, and at all times for middle and secondary).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Staff Only Spaces (e.g. Administrative Officers, Staff Rooms, Copy Rooms, etc.)	Physical distancing is practiced. Masks are not used in place of physical distancing.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Visual cues (floor markings, posters, etc.) are in place to promote physical distancing.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Masks are worn in accordance with the Health and Safety Guidelines.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Itinerant Staff, Temporary Teachers on Call and Other Visitors	Process in place to ensure itinerant staff, Teachers On-Call and visitors are aware of the school's health and safety measures and their responsibility to follow them at all times.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Gatherings	Student gatherings (e.g. events that bring staff and students together outside of regular learning activities) only occur within learning groups and as minimally as possible.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Staff gatherings (e.g. meetings, professional development activities, etc.) occur virtually whenever possible. If not possible, staff are able to be physically distanced during the meeting.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Extracurricular Activities	Activities are implemented in line with the guidance for within- and outside-of-learning group interactions, including 2 meters of space available between people from different learning groups (when indoors for elementary, and at all times for middle and secondary).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

COVID-19 Public Health Guidance for K-12 Schools

Health and Safety Checklist

Administrative Measures

Hand Hygiene	Hand cleaning facilities available and accessible throughout the school and well maintained.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Signage to remind students staff to practice regular hand hygiene and good cough etiquette.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Environmental Measures

Learning Space Configuration	Learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Increased Cleaning and Disinfecting	General cleaning and disinfecting is done every 24 hours, with frequently-touched surfaces cleaned an additional time (including once during the school day).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Ventilation and Air Exchange	The school's ventilation system is serviced and operating to specifications.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Personal Measures

Daily Health Checks	Staff complete an active Daily Health Check.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Parents and students are made aware of their responsibilities to complete a Daily Health Check.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Stay Home When Sick	Staff and students are reminded to stay home when they are sick.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Personal Protective Equipment

Masks	Staff, itinerant staff, and visitors (who are able to), wear masks in accordance with the K-12 Health and Safety Guidelines.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Students (who are able to), wear non-medical masks in accordance with the Health and Safety Guidelines.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Masks are available for those who have forgotten theirs.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never