



# School District 70 Pacific Rim 2021 – 2022

## Communicable Disease Prevention Plan

Including  
Additional COVID-19  
Specific Prevention  
Measures

Version 2

October 13, 2021

This document is based on guidance from the Province of BC, the BC Centre for Disease Control, the BC Ministry of Education, and Vancouver Coastal Health.



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## Land and Territorial Acknowledgment

The Pacific Rim School District honours the territories of the Tseshaht and Hupacasath people on whose territory we live, work and learn.

## Regulatory Compliance

This Communicable Disease Prevention Plan is an Exposure Control Plan (ECP) that applies to the Pacific Rim School District, its employees and school communities.

This plan aligns with the intent and definition of the:

- [B.C. Workers Compensation Act](#)
- [B.C. Occupational Health and Safety Regulation](#)
- [BC Provincial Health Officer, Public Health Orders](#)
- [BC Communicable Disease Control guidance](#)
- *Island Health, Medical Health Officers - providing regional directions*
- [BC Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings \(Aug 24, 2021\)](#)

## Purpose

Communicable disease control and prevention is a priority across the School District 70 Pacific Rim (“District”). The District recognizes the unique risks and challenges that communicable diseases present and, has put preventative measures into place to create safe environments to learn and work.

The purpose of this Communicable Disease Prevention Plan (“Plan”) is to protect the District employees, students, parents/guardians (“parents”), volunteers, visitors, and contractors by providing appropriate information that can be used to prevent and reduce the risk of contracting and transmitting communicable diseases in District schools and workplaces.

In circumstances of elevated risk, and/or when directed by authorities, the District will employ additional, specific measures to those identified in this document. The District will follow direction and controls as specified by the BCCDC, Island Health Medical Health Officer(s), and WorkSafeBC, as well as the B.C. Ministry of Education, and B.C. Ministry of Health, in their efforts to prevent communicable disease transmission in schools and workplaces.

## PART 1

### Communicable Diseases Prevention Plan in SD70 Schools and Workplaces

#### Scope

Communicable diseases included in the scope of this Plan are those typically caused by respiratory viruses and normally spread through direct or indirect human contact in schools and workplaces. This Plan applies to all



District employees, students, parents, volunteers, visitors, and contractors. All employees are required to review and follow the control measures and procedures within this Plan.

- Note: This Plan supersedes the *District's COVID-19 Safety Plans, Safe Work Instruction and Protocols* from 2019/2020 and the 2020/2021 school years.

## **What is a Communicable Disease?**

WorkSafeBC advises that communicable disease is an illness caused by an infectious agent that can be transmitted by contact with infected individuals or their bodily discharges or fluids or by contact with contaminated surfaces or objects. Examples of communicable diseases that may circulate in a workplace include the common cold and seasonal influenza as well as norovirus-like illnesses and chickenpox.

Communicable diseases are most commonly spread from an infected person through:

- Respiratory droplets when a person coughs or sneezes.
- Close personal contact, such as touching or shaking hands.
- Touching something with virus on it, then touching your eyes, nose or mouth before washing your hands.

Refer to the Vancouver Coastal Health "*Sneezes and Diseases: A Resource Book for Caregivers & Parents*" or their [website](#) to review fact sheets for individual illnesses and diseases which may impact students.

## **Roles and Responsibilities**

### **The District/Employer**

- Establish a Communicable Disease Prevention Plan ("the Plan") and support communicable disease prevention at all levels of the organization.
- Ensure the Plan is implemented and effective.
- Provide information, supplies, and resources for communicable disease prevention to enable school administrators, managers, and supervisors to meet their responsibilities.
- Collaborate with public health authorities on communicable disease prevention.

### **School Administrators, Managers, and Supervisors:**

- Advise staff and students to not attend work or school when exhibiting flu-like symptoms (e.g. fever, vomiting, diarrhea, etc) and send home staff or students who are unwell or exhibiting new or worsening flu-like symptoms.
- Ensure employees understand and follow safe work procedures and the communicable disease plan and implement these in their work.
- Educate staff, and have them educate students (using age-appropriate methods), on the contents of the Communicable Disease Prevention Plan
- Reinforce proper hand hygiene, respiratory etiquette, and the need to stay home when sick.
- Maintain records of training.



- Ensure appropriate personal protective equipment is available (where necessary) and that employees are trained on the proper use.
- Ensure that employees who work with a potential exposure risk (e.g., personal care, washroom cleaning, first aid, etc.) receive education and training on hazard identification and safe work procedures.
- Investigate incidents of exposure.
- Report to their Director of Instruction and the Health & Safety Department if more than 10% of students are unexpectedly absent, or more than 10% in one class reporting similar symptoms.

#### **Staff/Employees:**

- Remain home if sick or have new or worsening symptoms of illness.
- Understand and follow District Safe Work Procedures.
- Wear appropriate personal protective equipment.
- Attend education and training sessions.
- Report to the school administrator, manager, or supervisor any concerns regarding an infectious disease hazard or exposure.

#### **Health & Safety Department**

- Recommend, implement, document, and communicate the appropriate site or task/activity-based control measures to school administrators, managers, and supervisors.
- Ensure all employees are provided with access to the Plan.
- Support managers and supervisors in their responsibilities regarding communicable diseases.
- Recommend appropriate control measures.
- Conduct a periodic review of the Plan's effectiveness.
- Maintain records, as necessary.

#### **Visitors**

- Stay home and do not enter a school or District worksite if sick.
- Comply with the direction of school administrators, managers, supervisors, and staff with respect to communicable disease control measures.
- Alert their District host when going home sick or unwell.

#### **Contractors and Subcontractors**

- Review and follow District safe work procedures and requirements including the content of this Plan.
- Comply with the direction of school administrators, managers, supervisors, and staff with respect to communicable disease control measures.
- Select, provide, care, maintain, and use any assigned or required personal protection equipment (PPE), as trained and instructed.
- Report any symptoms or illness which contracted workers develop to the Director of Operations and contact 8-1-1 as appropriate. Alert the Director of Operations when going home sick or unwell.



## Risk Identification and Assessment

Public health advises that the risk of communicable diseases in schools generally parallels that of the community within which the school is located. For example, if colds or influenza are prevalent in the community, then these illnesses will be seen in schools and among staff and students.

Our experience in B.C. during the 2020-21 school year, which aligned with evidence gathered nationally and internationally, saw schools as lower-risk environments for COVID-19 transmission when infection prevention and exposure control measures (also called prevention measures) were in place. *WorkSafeBC* guidance for Communicable Disease Prevention Plans requires that employers remain informed of developing communicable disease issues. With regular, ongoing dialogue and partnership with *Island Health* Medical Health Officers and access to BCCDC resources, the District is well advised on common, rare, and emerging communicable diseases.

The risk identification and assessment table in Appendix A is provided as a general reference, developed with input from Island Health regarding risk/incidence. This list, risk identification, and assessment is not exhaustive. Rather, it provides an overview of some of the communicable diseases that are observed in K-12 schools and worksites and which concern both staff and students. The existence of vaccines and other preventative controls contribute to lowering the risk of vaccine-preventable diseases.

Of note, the BC Centre for Disease Control ([BCCDC](#)) described the risk of COVID-19 in BC K-12 schools as follows (Aug. 24, 2021):

*“Our experience in B.C. during the 2020-21 school year, which aligned with evidence gathered nationally and internationally, saw schools as lower-risk sites for COVID-19 transmission when infection prevention and exposure control measures (also called prevention measures) were in place.” “With the B.C. population highly immunized, there is significantly greater community protection against COVID-19, including against variants of concern detected in B.C. Variants spread the same way as the original COVID-19, which means established prevention measures continue to protect against it. As of when this guidance was published, Delta variant was the most commonly detected variant in B.C. While the Delta variant appears to spread more easily, emerging evidence shows it presents the greatest risk to unvaccinated adults, with risk increasing with age. Currently, it does not appear that the Delta variant results in a greater risk of serious outcomes for children. Children continue to be at low risk for serious outcomes from COVID-19, including variants of concern detected in B.C.”*

Similarly, Island Health advises that data from 2020-21 indicated that the risk of contracting COVID-19 for staff in K-12 was low and similar to that observed in the general community, suggesting limited occupational risk in K-12. While the Delta variant was observed in the community in the Spring of 2021 when schools were in session, it was not until schools were out of session that transmission truly escalated, mostly in household and social settings.



## Risk Control

The District implements communicable disease prevention controls to mitigate the risks of exposure. Communicable disease controls are categorized into a hierarchy of effectiveness. The controls listed here and implemented in the District or community, effectively control periodic communicable disease events.

1. Elimination: Remove the hazard, the communicable disease, from the workplace. These include:
  - Support public health's delivery of routine childhood immunizations.
  - Support public health's delivery of immunizations/vaccinations for emerging diseases (e.g., SARS, COVID-19, etc.) to suppress viral transmission in the community as a whole.
  - Public Health Orders aimed to decrease hazardous environments and environments.
2. Engineering controls: Contain the hazard or reduce the risk with an engineered control. These include:
  - Provision of barriers (such as Plexiglass) as per public health guidance and where deemed necessary.
  - Well maintained ventilation systems that run longer, let in more outside air, and maximize occupant control.
  - Upgrading indoor air filtration with Merv13 air filters.
  - Placement or installation of hand sanitation stations.
3. Administrative controls: Reduce the risk through organizational processes, procedures, or behaviour changes of employees and/or students. These include:
  - Daily health checks before work or school and staff/students/visitors staying home when sick.
  - Spread out from others in an indoor space, as much as is practical for education/work.
  - Reinforce diligent respiratory etiquette for coughs and sneezes.
  - Reinforcement of diligent hand hygiene and provide supplies and check daily.
  - Clean general facility surfaces, high touch surfaces, and shared equipment.
  - Maintain occupancy limits for indoors.
  - Communicate by providing information on hazards and controls to staff, students, parents, and visitors as well as signage of expected actions or required procedures.
4. Personal protective equipment (PPE): Reduce risk of contact with infectious agents. These include:
  - Two or three-ply reusable cloth mask (a COVID-19 specific measure).
  - Disposable non-medical face masks
  - Face shields or goggles (as needed for occupational task e.g., spitting behaviour or an additional COVID-19 specific measure).
  - Gloves - as needed by occupational task (e.g., first aid, personal care, etc.). See Appendix F: *Donning and Doffing of Gloves Procedure*
  - Gowns - as needed by occupational task (e.g., personal care)



## Responding to Elevated Risk

From time to time, public health may advise of elevated risk of a specific communicable disease transmission in a particular workplace(s) or context(s). Where public health has advised of an elevated risk of communicable disease transmission relevant to an employer's workplace, region, or industry, employers must take steps to assess the risk in the workplace and to follow the necessary measures to the extent practicable as provided by public health.

In addition, school administrators may note elevated student absenteeism (over 10% above typical absenteeism in a school or class) and report it to their Superintendent (or designate) and the local health unit. The Superintendent follows up on all reports of elevated absenteeism with common reasons (e.g., student is away with rash, vomiting, fever, flu-like symptoms, etc.) and contacts Island Health to determine if any school-based or public health action is required.

School administrators, managers, and supervisors are encouraged to contact their Superintendent and SD70 Health and Safety to get assistance should a parent or student report having a serious communicable disease (e.g., measles, mumps, TB, meningitis, etc.).

## Communicable Disease Prevention Controls

The District has put in place a number of risk-control measures for the prevention of various communicable diseases covered by this Plan. The following describes these measures. It is important to remember that these are long-term and ongoing prevention procedures that are to be conducted daily and apply in all schools/sites in the District.

Ongoing and Daily Communicable Disease Prevention Measures	
Stay Home if Sick	<ul style="list-style-type: none"><li>▪ All staff, students, parents, volunteers, and approved visitors must stay home from school or work if they are sick or have new or worsening symptoms of any communicable disease (e.g., cold/flu like symptoms, rash, nausea/vomiting/diarrhea, loss of sense of taste or smell, etc.). Similarly, they must go home without delay should they develop symptoms while at school/work.</li></ul>
Daily Health Checks	<ul style="list-style-type: none"><li>▪ All staff, students and their parents, and visitors, must conduct a Daily Health Check (refer to Appendix A,) <u>before</u> coming to a school or workplace in order to determine if they or their child has new or worsening symptoms and must stay home from school or work if they do.</li><li>▪ The Daily Health Check is accessible via Appendix B, and signage is posted in schools/workplaces, including at sign-in. A <a href="#">COVID-19 K-12 Health Check app</a> is available for convenience of parents/older students.</li><li>▪ All school-based staff must report to the school office any students who develop new or worsening symptoms of a communicable disease during the school day and ensure the student is transferred to the health room and supervised/cared for while they await pick-up by their parent. See Appendix C, <i>Managing Staff and Students who Develop Symptoms of COVID-19 or other Communicable Diseases while at school/work</i>.</li></ul>



Sign-In/Out of Schools	<ul style="list-style-type: none"> <li>▪ All approved parents, volunteers, and visitors with appointments, and staff who are not assigned to the location they are visiting/working at (TTOCs, EOCs, itinerant staff, etc.) must sign-in and out and record their contact information, including phone number, at the main school office. These records are to be kept by the school for 45 days.</li> </ul>																										
Respiratory Etiquette	<ul style="list-style-type: none"> <li>▪ All staff, students and other people within a school or workplace are expected to practice diligent and proper respiratory etiquette. This includes covering coughs and sneezes with their elbow or a single use tissue, appropriate disposal of any used tissues or disposable masks into garbage bins, and practicing proper hand hygiene afterwards.</li> </ul>																										
Hand Hygiene	<ul style="list-style-type: none"> <li>▪ Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed). If hands are soiled, hand washing is superior to hand sanitizing. Hand washing with soap under running water for 20 seconds is reinforced with staff and students.</li> <li>▪ Hand washing stations and/or hand sanitizer have been supplied to classrooms, offices, lunch areas, and certain common areas as determined by the school administrator with recommendations from the Site H&amp;S Committee.</li> <li>▪ Staff should assist younger students with hand hygiene as needed.</li> <li>▪ Proper and frequent hand hygiene is essential, is encouraged and reinforced (e.g., staff reminders, posters) and must be completed at several times throughout the school or worksite.</li> <li>▪ The following table outlines the when staff and students are to practice hand hygiene.</li> </ul> <table border="1"> <thead> <tr> <th>When Student Should Perform Hand Hygiene</th><th>When Staff Should Perform Hand Hygiene</th></tr> </thead> <tbody> <tr> <td>▪ When they arrive at school.</td><td>▪ When they arrive at school/work.</td></tr> <tr> <td>▪ Before and after eating or drinking (excluding drinks kept at a student's desk).</td><td>▪ Before and after eating or drinking (excluding drinks kept at the staff member's desk/workstation).</td></tr> <tr> <td>▪ Before and after any breaks (e.g., recess, lunch).</td><td>▪ Before and after any breaks (e.g., recess, lunch).</td></tr> <tr> <td>▪ Before and after using an indoor learning space used by multiple classes with shared equipment.</td><td>▪ Before and after handling food or assisting students with eating.</td></tr> <tr> <td>▪ After using the toilet.</td><td>▪ After using the toilet.</td></tr> <tr> <td>▪ After sneezing or coughing into hands.</td><td>▪ Before and after giving medication to a student</td></tr> <tr> <td>▪ Whenever hands are visibly dirty.</td><td>▪ After sneezing or coughing into hands.</td></tr> <tr> <td></td><td>▪ After contact with body fluids (e.g., runny noses, spit, vomit, blood).</td></tr> <tr> <td></td><td>▪ After removing gloves.</td></tr> <tr> <td></td><td>▪ After handling garbage.</td></tr> <tr> <td></td><td>▪ After cleaning tasks.</td></tr> <tr> <td></td><td>▪ Whenever hands are visibly dirty.</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ See Appendix D for instruction on proper Hand Hygiene.</li> </ul>	When Student Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene	▪ When they arrive at school.	▪ When they arrive at school/work.	▪ Before and after eating or drinking (excluding drinks kept at a student's desk).	▪ Before and after eating or drinking (excluding drinks kept at the staff member's desk/workstation).	▪ Before and after any breaks (e.g., recess, lunch).	▪ Before and after any breaks (e.g., recess, lunch).	▪ Before and after using an indoor learning space used by multiple classes with shared equipment.	▪ Before and after handling food or assisting students with eating.	▪ After using the toilet.	▪ After using the toilet.	▪ After sneezing or coughing into hands.	▪ Before and after giving medication to a student	▪ Whenever hands are visibly dirty.	▪ After sneezing or coughing into hands.		▪ After contact with body fluids (e.g., runny noses, spit, vomit, blood).		▪ After removing gloves.		▪ After handling garbage.		▪ After cleaning tasks.		▪ Whenever hands are visibly dirty.
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General Cleaning of the School or Site	<ul style="list-style-type: none"> <li>▪ Schools will be cleaned and disinfected as per BCCDC guidance for public schools.</li> <li>▪ SD70 Operations staff will conduct general cleaning of the premise (e.g., school or site flooring, garbage removal, cleaning visibly dirty surfaces, etc.) once a day.</li> <li>▪ School staff are to contact the school office for assistance from the Utility Custodian in cleaning up body fluid spills (e.g., blood, stool, urine, vomit).</li> <li>▪ Cleaning and disinfecting supplies are provided to other staff (via the Custodial Department) in order to spot clean as they deem necessary.</li> </ul>
Cleaning and Disinfecting Frequently Touched Surfaces/Items	<ul style="list-style-type: none"> <li>▪ Frequently touched surfaces will be cleaned and disinfected at least once a day in the evening as part of regular custodial cleaning routine.</li> <li>▪ SD70 Operations staff will clean and disinfect the following frequently touched surfaces: <ul style="list-style-type: none"> <li>○ Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles.</li> <li>○ Service counters (e.g., office reception counters, library circulation desk)</li> </ul> </li> <li>▪ Staff who use or introduce shared equipment or, in secondary schools or adult education, the students who use the equipment, will clean and disinfect: <ul style="list-style-type: none"> <li>○ Items such as shared computer keyboards and tablets, dishes and kitchen equipment, PE/sports equipment, music equipment, etc.</li> <li>○ Appliances which are shared such as microwaves, refrigerators, coffee pots/machines, etc.</li> <li>○ Equipment that touches the mouth (e.g., water bottles, instrument mouth pieces, dishes, certain toys, and manipulatives) or that have been in contact with body fluids should not be shared unless cleaned and disinfected in between use by others.</li> </ul> </li> </ul> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, water tables, etc.) can be used, when hand hygiene is practiced before and after use.</li> <li>• Carpets and rugs (e.g. in Kindergarten and <i>StrongStart</i> classes) can be used.</li> <li>• There is little to no evidence that viable COVID-19 viruses are transmitted via textbooks, paper, or other paper-based products.  <a href="https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html">https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html</a>.</li> <li>• Laminated or glossy paper (e.g. DVDs) can be contaminated if handled by a person who is sick; however, the risk is low. After use, there is no need for these items to be cleaned and disinfected or left unused for any period of time, or for hand hygiene to be practiced before or after use.</li> <li>• Personal items are to be kept to a minimum - they will not be cleaned by the custodial staff.</li> </ul>



<p>Cleaning and Disinfecting Frequently Touched Surfaces/Items (continued)</p>	<p><u>Cleaning and Disinfecting Blood and Body Fluids</u></p> <ul style="list-style-type: none"> <li>▪ Custodial staff follow these procedures, when cleaning and disinfecting bodily fluids (e.g., vomit, stool, urine): <ul style="list-style-type: none"> <li>○ Staff will wear disposable gloves when cleaning blood and body fluids.</li> <li>○ Wash hands before/after putting on/taking off gloves.</li> <li>○ Use paper towel to clean up solid and liquid matter.</li> <li>○ Disinfect the item or surface once the surface it has been cleaned.</li> </ul> </li> </ul> <p><u>Laundry</u></p> <ul style="list-style-type: none"> <li>▪ Staff are to follow these procedures when doing laundry (e.g., Home Economics, Physical and Health Education, Life Skills Programs, etc.): <ul style="list-style-type: none"> <li>○ Laundry should be placed in a laundry basket with a plastic liner. Do not shake dirty items.</li> <li>○ Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.</li> <li>○ Wash with regular laundry soap and hot water (60-90°C).</li> <li>○ Proper hand hygiene is required after.</li> </ul> </li> </ul>
<p>Ventilation and Air Conditioning</p>	<p>IMPORTANT: Heating, Ventilation, and Air Conditioning Systems (“HVAC systems”) that operate properly do not contribute to the spread of communicable diseases.</p> <ul style="list-style-type: none"> <li>▪ District buildings follow guidelines from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). The District regularly checks ASHRAE for operational updates and will make adjustments, as needed.</li> <li>▪ Where building systems allow, the District has followed the <a href="#">ASHRAE Position Document on Infectious Aerosols</a> (April 2020) in supporting control of communicable disease and: <ul style="list-style-type: none"> <li>○ Increased run-times for ventilated spaces – starting two hours prior to occupancy and run two hours past end of occupancy (when practical).</li> <li>○ Maximized the amount of outdoor air supplied within the capacity of the heating systems.</li> <li>○ Filtered the air with MERV-13 filters wherever the ventilation equipment allows it.</li> <li>○ Provided maximum possible occupant control over rooms by ensuring windows and any venting louvres (if applicable) are functional and operating.</li> </ul> </li> <li>▪ Staff are encouraged to move activities outdoors when possible (e.g., lunch, classes, physical activity, etc) and consider moving classrooms outside when space and weather permit</li> <li>▪ When using fans in ventilated spaces, air should be moved from high places to lower places and do not blow air directly from one person’s breathing zone towards another.</li> <li>▪ Avoid cross breezes.</li> </ul>



## Part 2

### COVID-19 Specific Prevention Measures and School Activity Specific Prevention Measures

Part 1 of this document described ongoing communicable disease measures within the District. This section (Part 2) describes prevention measures in place to specifically address COVID-19 in schools. Both preventative measures and modifications to typical school activities to help prevent COVID-19 transmission

### Supportive, Trauma-Informed Schools/Workplaces and Actions

The COVID-19 pandemic has resulted in increased uncertainty and stress for many people. Individuals under ongoing stress often have trouble thinking ahead, regulating their emotions, and making decisions. Stressful times are associated with a diminished sense of safety and a loss of power and control. A trauma informed approach to interacting with one another can help to reduce or prevent a trauma response.

All staff, volunteers, visitors, and parents are asked to be respectful of others who may have different levels of comfort. In planning school/work activities and events, staff are asked to consider and respect the personal space of others and elevated perceptions of risk being experienced by others.

Staff and students choosing to practice additional personal prevention measures (e.g., wearing a non-medical mask beyond when it is required or recommended, wearing a face shield in addition to a non-medical mask, etc.) should be treated with respect.

Schools are encouraged to support students in following COVID-19 guidelines, in areas such as mask wearing and not crowding, by using positive and inclusive approaches. Schools should avoid punitive measures or enforcement activities that exclude students from fully participating in school or that could result in stigma.

Some examples of strategies to support others include:

- Being kind, respectful, and compassionate
- Practicing patience with yourself and others
- Organize activities to initially be smaller in size and occur with generous spacing
- Creating routines or schedules
- Empower others to provide choices
- Create quiet spaces for those who need them
- Listen authentically to others
- Encourage and make time to talk and connect
- Going outside to play, learn and enjoy nature
- Acknowledge others and greet students by name, if you are able
- Keep conversations about pandemic news to a minimum



The following describes COVID-19 specific prevention measures and procedures for schools and sites.

COVID-19 Specific Prevention Measures	
Access to Schools	<ul style="list-style-type: none"> <li>▪ Schools and district sites remain closed to the general public.</li> <li>▪ Parents/guardians, essential visitors on school business, ongoing volunteers, and people providing academic support may visit by appointment when the appointment is made in advance of the visit and approved by the school administrator.</li> </ul> <p>Note: Parents of kindergarten (“K”) students may enter schools to support students in transitioning during the gradual entry period as long as they follow the school’s other preventative measures (e.g., Daily Health Check, masks, hand hygiene, etc.).</p> <ul style="list-style-type: none"> <li>▪ All visitors and staff not assigned to the school must sign in and out at the main office and leave contact information. These records will be kept by the school for 45 days.</li> </ul>
Spread Out and Make Space Between People Indoors	<ul style="list-style-type: none"> <li>▪ All staff and students in schools are to spread out from others within all indoor spaces of the school, for gatherings and events, and in staff only spaces. Occupancy limits must be respected by all and will be posted in large meeting/activity spaces (and posted in other rooms where crowding may be a concern, such as staff lunch/break rooms).</li> <li>▪ Exceptions include when closer proximity is required for a specific educational or work activity. These should be kept brief.</li> <li>▪ Strategies will be implemented at the site level to prevent crowding at entrances/exits, pick-up and drop-off times, and anywhere else people may gather/crowd (e.g., common areas, hallways/near lockers, etc). Strategies to prevent crowding include: <ul style="list-style-type: none"> <li>○ Stagger recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.</li> <li>○ Take students outside more often, where and when possible.</li> <li>○ Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.</li> <li>○ Use floor markings and posters to address traffic flow throughout the school.</li> </ul> </li> <li>▪ Classrooms and school buses will have dedicated seating plans and on buses students will be spread out into empty seats (when available).</li> <li>▪ For staff only spaces (e.g., lunchrooms/break rooms, photocopier rooms, school main offices, etc.) utilize floor markings and signage to direct traffic flow, respect occupancy limits, and continue to spread out in the available space to prevent staff members from crowding or being in the personal space of others. Do not crowd into staff only spaces (e.g., several staff member crowding together to share a table for lunch, etc).</li> <li>▪ See <i>Gatherings and Events</i> and School Main Office section for more information.</li> </ul>



Personal Protective Equipment (PPE)	<h2>Face Masks and Face Shields</h2> <h3><u>All Staff</u></h3> <ul style="list-style-type: none"> <li>▪ All K-12 staff working indoors at school sites and on school buses are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield).</li> <li>▪ All staff working indoors at non-school sites 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 common areas (e.g., hallways, lobbies, elevators, lunch rooms, etc.).</li> <li>▪ Staff Working with Students with Complex Needs: <ul style="list-style-type: none"> <li>○ Staff supporting students with complex behaviours, medical complexities, or receiving delegated care or instruction may be required to be in close physical proximity or in physical contact with the student.</li> <li>○ Staff must wear a mask (medical only if indicated by VCH, or non-medical) when the service or care cannot be provided from behind plexiglass.</li> <li>○ For students in Grades K to 3, the student or parent/caregiver can determine whether or not the student should also be wearing any PPE when receiving services in close physical proximity.</li> </ul> </li> </ul> <p>NOTE: Staff are provided the necessary PPE for working with blood and bodily fluids (e.g., toileting, spitting, biting, first aid). This PPE includes as required for the occupational task; gloves, gowns, face shields, Kevlar sleeves, etc., and for COVID-19 droplets, a non-medical mask with or without a face shield.</p> <h3><u>Students</u></h3> <ul style="list-style-type: none"> <li>▪ All students in Grades K to 12 are required to wear a non-medical face mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) while indoors in schools and on school buses.</li> </ul> <h3><u>Parents, Volunteers, Visitors, and Contractors</u></h3> <ul style="list-style-type: none"> <li>▪ All parents, volunteers, visitors, and contractors 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) while indoors in schools and other worksites.</li> </ul> <h3><u>Exceptions</u></h3> <ul style="list-style-type: none"> <li>▪ Exceptions to wearing face masks by staff, students, volunteers, parent, or visitors: <ul style="list-style-type: none"> <li>○ A person who cannot tolerate wearing a mask for health or behavioural reasons;</li> <li>○ A person who is unable to put on or remove a mask without the assistance of another person;</li> <li>○ If the mask is removed temporarily for the purposes of identifying the person wearing it;</li> <li>○ If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g., playing a wind instrument, engaging in high-intensity physical activity, etc.);</li> <li>○ If a person is eating or drinking;</li> </ul> </li> </ul>
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Personal Protective Equipment (PPE) (continued)	<ul style="list-style-type: none"> <li>○ If a person is behind a barrier/plexiglass; or</li> <li>○ While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements are important.</li> </ul> <ul style="list-style-type: none"> <li>▪ Important: Schools must not require a health-care provider’s note for staff, students, or visitors who cannot wear a mask. Face masks as described in this document are non-medical face masks that are a minimum of 2 or 3 ply and worn properly (See Appendix E).</li> </ul> <p><b>Plexiglass</b></p> <ul style="list-style-type: none"> <li>▪ Plexiglass droplet barriers are no longer recommended by public health, except in specific applications.</li> <li>▪ Plexiglass droplet barriers are available to staff working: <ul style="list-style-type: none"> <li>○ With students with complex needs where close proximity is required.</li> <li>○ At reception desks or other locations who deal with visitors.</li> </ul> </li> </ul> <p style="padding-left: 40px;">Note: Existing plexiglass and other barrier can remain in place at this time.</p> <ul style="list-style-type: none"> <li>▪ Plexiglass droplet barriers are available by request from the school administrator to Health and Safety for specific staff (e.g., Speech and Language Pathologists, teachers working with students who are deaf or hard of hearing, etc.).</li> </ul>
Gatherings and Events	<p><u>School/Work Gatherings</u></p> <p>NOTE: The PHO <i>Gathering and Events Order</i> does <u>not</u> apply to K-12 schools or workplaces, including examinations and assessments. The requirements in this Plan do apply.</p> <ul style="list-style-type: none"> <li>▪ Room occupancy limits must be respected, the limits set by fire departments apply.</li> <li>▪ Use the space available and spread people out as much as possible within it.</li> <li>▪ School administrators and staff are to plan for and ensure that enough space is available to prevent involuntarily physical contact between attendees during the gathering or event (e.g. prevent overcrowding, etc);</li> <li>▪ Masks are required for staff, K-12 students and other workers.</li> <li>▪ School districts are also reminded to consider student and staff comfort levels and what is happening in the community when planning these activities and to explore virtual or smaller gatherings where appropriate. Start small and grow in time.</li> </ul> <p><u>Non-Educational or Work Gatherings</u></p> <p>NOTE: The PHO <i>Gathering and Events Order</i> <u>does</u> apply to social events such as parties, celebrations, rentals, clubs, and theatre and concert performances.</p> <ul style="list-style-type: none"> <li>▪ This means, for example, that “indoor organized seated gatherings can have a capacity of 50 people or 50% capacity, whichever is greater. For example, if the venue has a normal seated capacity of 500 people, 250 people can attend.”</li> <li>▪ Gatherings and Events will fall under the PHO or federal Orders for COVID-19 vaccination (To be Determined).</li> <li>▪ Rentals are permitted and their <b>organizers</b> are required to: <ul style="list-style-type: none"> <li>○ Must spread out in the space.</li> </ul> </li> </ul>



Gathering and Events (continued)	<ul style="list-style-type: none"> <li>○ Ensuring their participants know and follow the District's and school's COVID-19 rules including staying home if sick, wearing masks, etc.</li> <li>○ Ensure rental participants comply with the provincial public health Orders on <i>Gatherings and Events</i> as well as any Orders stipulating vaccination requirements.</li> </ul>
Staff Rooms/Break Rooms	<ul style="list-style-type: none"> <li>▪ Staff are encouraged to take their breaks outdoors.</li> <li>▪ Practice hand hygiene before and after eating or drinking.</li> <li>▪ Spread out in the space. However, strict 2 m physical distancing is not required.</li> <li>▪ Eat lunch in lunchrooms/break rooms seated.</li> <li>▪ Masks may be removed while seated and for eating and drinking and must be worn afterwards if staying in the lunch/break room to socialize or for other purposes.</li> <li>▪ Respect room occupancy limits for these spaces as typically used (set by the fire department).</li> <li>▪ Clean regularly and cleaning supplies are provided in staff rooms to permit staff who wish to disinfect their table before use. Recall, tables will be cleaned once a day by custodial staff.</li> </ul> <p>NOTE: School administrators and staff are also reminded to consider staff comfort levels and what is happening in the community when arranging staff rooms. It is preferred to start small and grow in time.</p>
School Main Office	<ul style="list-style-type: none"> <li>▪ Spread out in the space. However, strict 2 m physical distancing is not required.</li> <li>▪ Respect room occupancy limits for these spaces as typically used (set by the fire department).</li> <li>▪ Masks may be removed while seated in private offices and at assigned workstations in main school office. Masks must be worn to move around in the school office, photocopy room, school, and while at the service counter/reception.</li> </ul>
Transportation and COVID-19 Prevention Measures	
School Buses	<ul style="list-style-type: none"> <li>▪ Drivers are to practice hand hygiene often.</li> <li>▪ Students, and any staff on the bus should clean their hands before and after taking the bus.</li> <li>▪ Drivers must wear a face mask (or face shield with a mask under it) on the bus, except when driving.</li> <li>▪ Staff and students in grades K-12 are required to wear face masks on buses (see Personal Protective Equipment for further detail).</li> <li>▪ School buses will arrange for dedicated seating plans for consistency of contacts</li> <li>▪ Spread passengers out if empty seats are available.</li> <li>▪ Practice respiratory etiquette while on the bus.</li> <li>▪ School buses will be cleaned once a day</li> </ul>
Public Transit	<ul style="list-style-type: none"> <li>▪ Students, staff, and visitors taking mass transit (e.g., municipal buses, SkyTrain, ferries, etc.), must practice hand hygiene before and after trips and follow any other safety guidance (including mask guidance) issued by the relevant transit authority.</li> </ul>
Carpooling	<ul style="list-style-type: none"> <li>▪ Schools should share the following guidance with staff and families regarding carpooling arrangements (personal or school-related): <ul style="list-style-type: none"> <li>○ Spread out vehicle occupants as much as possible.</li> </ul> </li> </ul>



Carpooling (continued)	<ul style="list-style-type: none"> <li>○ Travel with the same people whenever possible.</li> <li>○ Open windows when the weather allows.</li> <li>○ Clean hands before and after trips.</li> <li>○ Clean frequently touched surfaces regularly.</li> </ul> <ul style="list-style-type: none"> <li>▪ For carpooling related to school activities, students, staff, and other adults must follow the mask requirements outlined in the Personal Protective Equipment section. For personal carpooling, BCCDC recommends: <i>“All people 9 and older are encouraged to wear masks while carpooling, with exceptions outlined in the Personal Protective Equipment section of this {BCCDC} document. Students under 9 years of age mask use should be based on their personal or family/caregivers’ choice. Additionally, masks are not suggested if carpooling with members of the same household.”</i></li> </ul>
Curriculum and Other School Activities and COVID-19 Prevention Measures	
Libraries and Learning Commons	<ul style="list-style-type: none"> <li>▪ Textbooks, paper, paper-based products are safe.</li> <li>▪ There is little to no evidence that viable COVID-19 viruses are transmitted via textbooks, paper, or other paper-based products. <a href="https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html">https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html</a>.</li> <li>▪ Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.</li> <li>▪ The BC Teacher Librarians Association (BCTLA) has developed <a href="#">Recommendation for Access to Library Learning Commons Resources to Meet COVID-19 Requirements</a>. In the case of any discrepancy in guidance, staff are expected to follow the guidance here, in the District Plan.</li> </ul>
Music	<ul style="list-style-type: none"> <li>▪ Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g., playing a wind instrument).</li> <li>▪ Masks must be worn while singing.</li> <li>▪ Shared equipment must be cleaned and disinfected (see section on Cleaning and Disinfecting Equipment). Equipment that touches the mouth (e.g., instrument mouth pieces, recorders) should not be shared unless cleaned and disinfected in between users.</li> <li>▪ Students and staff are to practice proper hand hygiene before and after using music equipment.</li> <li>▪ The BC Music Educators Association (BCMEA) has developed <a href="#">Guidance for Music Classes in British Columbia: COVID-19 and Pandemic Recovery</a> (Aug 2021). In the case of any discrepancy in guidance, staff and students are expected to follow the guidance here, in the District Plan.</li> </ul>
Theatre, Film, Dance	<ul style="list-style-type: none"> <li>▪ Staff are to: <ul style="list-style-type: none"> <li>○ Spread out students within available space.</li> <li>○ Plan outdoor activities and programs, as much as possible.</li> <li>○ K-12 staff are required to wear masks during these programs when they are indoors.</li> </ul> </li> <li>▪ Students in Grades K-12 are required to wear masks during these programs when they are indoors, including dance, except during high-intensity physical activity when wearing a mask is personal choice.</li> <li>▪ Students are to practice proper hand hygiene.</li> </ul>



Theatre, Film, Dance (continued)	<ul style="list-style-type: none"> <li>Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected. See Cleaning and Disinfection of Equipment.</li> </ul>
Physical Health Education (PHE) and Outdoor Programs	<ul style="list-style-type: none"> <li>Staff and students are to spread out within available space, and outdoor activities and programs are preferred, when possible.</li> <li>K-12 staff and students are required to wear masks during PHE classes when they are indoors. <ul style="list-style-type: none"> <li>For low intensity activities (e.g., yoga, walking), students are required to wear masks when they are indoors. See Personal Protective Equipment for exceptions.</li> <li>Students are not required to wear masks during high-intensity physical activities (e.g., stationary bike, weightlifting, basketball, soccer, sprints). Mask use during these activities is left to a student's personal choice. Staff are encouraged to move high-intensity physical activities outdoors whenever possible.</li> </ul> </li> <li>Shared equipment can be used, provided it is cleaned and disinfected once a day. As well, equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between users. See section above on Cleaning and Disinfecting Equipment.</li> </ul>
Playgrounds and Play Fields	<ul style="list-style-type: none"> <li>Playgrounds are safe environments and there is no evidence of COVID-19 transmission using playgrounds.</li> <li>Ensure proper hand hygiene before and after play outside.</li> <li>Attempt to minimize unintentional physical contact between students.</li> </ul>
School Sports	<ul style="list-style-type: none"> <li>Intra- and inter-school programs, activities (e.g., intramurals, sports team practices, games), sports academies and events can continue when schools, staff, and students follow the requirements of relevant local, regional, and provincial public health recommendations and Orders for community gatherings.</li> <li>Sport activities should be held outside when possible.</li> <li>Use all available space to spread students and staff out as much as possible.</li> <li>Staff and students practice proper hand hygiene before and after sports and after handling shared sports equipment.</li> <li>Masks are to be worn by K-12 staff and other adults as well as students in grades K-12 when indoors. <ul style="list-style-type: none"> <li>Students are not required to wear masks during high-intensity physical activities (e.g., stationary bike, weightlifting, basketball, soccer, sprints); mask use during these activities is left to a student's personal choice. Staff are encouraged to move high-intensity physical activities outdoors whenever possible.</li> </ul> </li> <li>Shared equipment can be used, provided it is cleaned and disinfected once a day. As well, equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between users. See section above on Cleaning and Disinfecting Equipment.</li> <li>See the <a href="#">Return to School Sports Plan from BC School Sports</a> for additional information. In the case of any discrepancy in guidance, staff and students are expected to follow the guidance here, in the District Plan.</li> </ul>



Extracurricular Activities	<ul style="list-style-type: none"> <li>▪ Staff may sponsor student intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with this document and requirements of relevant local, regional, and provincial public health recommendations and Orders for <i>Gatherings and Events</i>.</li> <li>▪ This means, for example, that “indoor organized seated gatherings can have a capacity of 50 people or 50% capacity, whichever is greater. For example, if the venue has a normal seated capacity of 500 people, 250 people can attend.”</li> </ul>
Field Studies	<ul style="list-style-type: none"> <li>▪ Overnight trips are not permitted at this time.</li> <li>▪ International trips are not permitted this school year.</li> <li>▪ Field trip staff sponsors must ensure that any volunteers providing student supervision are trained in and strictly adhere to the COVID-19 and communicable disease prevention requirements in this document.</li> <li>▪ For transportation, including school buses, public transit, and carpooling, see section on these topics in this document.</li> <li>▪ Staff must plan field studies/trips that align with relevant local, regional, provincial and federal public health recommendations and Orders.</li> </ul>
Food Service and Food Fundraisers	<ul style="list-style-type: none"> <li>▪ Staff are to continue to emphasize that food and beverages should not be shared.</li> <li>▪ Schools can continue to accept food donations to support learning and the delivery of meal programs, etc.</li> <li>▪ School staff can offer food services and programs again.</li> <li>▪ Staff are to reinforce all ongoing and COVID-19 related preventative measures in food preparation and service areas. Including: stay home if sick/conduct a Daily Health Check, frequent and proper hand hygiene, respiratory etiquette, spread out in the space available.</li> <li>▪ Staff and students grades K-12 are to wear masks while indoors. See Personal Protective Equipment.</li> <li>▪ For food contact surfaces, school staff (e.g., culinary arts, home economics, meal programs, cafeterias, food fundraisers/events, etc.) must ensure any sanitizers or disinfectants used are approved for use in a food service application as well as are approved for use against COVID-19. These may be different than the products noted in this document for general cleaning and disinfection.</li> <li>▪ Schools can continue to provide food services, including food for sale and fundraisers. NOTE: Administrators must ensure staff follow the guidance in this Plan and they must align with the <a href="#"><i>Guidelines for Food and Beverage Sales in B.C. Schools</i></a>.</li> </ul> <p><u>Elementary</u></p> <ul style="list-style-type: none"> <li>▪ Students in elementary will eat their lunch in their classroom.</li> <li>▪ Elementary meal programs (e.g., breakfast, hot lunch) will be boxed meals. Students participating in meal programs will eat lunch in their classrooms with the other students.</li> <li>▪ School administrators with meal programs are encouraged to maintain the system of meal delivery used at the school last year.</li> </ul> <p><u>Secondary</u></p>



Food Service and Food Fundraisers (continued)	<ul style="list-style-type: none"> <li>▪ If food service is provided in schools that are regulated under the <a href="#">Food Premises Regulation</a> (e.g., cafeterias), no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a <a href="#">FOODSAFE</a> trained staff member, a food safety plan, etc.). No additional measures beyond those in this document are required.</li> <li>▪ <i>Food Safety Legislation</i> and the <a href="#">Guidelines for Food and Beverage Sales in B.C. Schools</a> continue to apply to other food activities in schools, and administrators and staff should follow this guidance.</li> <li>▪ Cafeterias may operate as normal, however, additional rooms/spaces within the school should be designated as student lunch areas. Each school will differ in this regard. Individual secondary schools will implement these and other strategies (e.g. additional hand sanitizer stations, signage, floor signage, set rules regarding lunch, etc) to ensure students and staff are safe and that students have options for where to enjoy lunch.</li> </ul>
Food Culinary Arts and Home Economics	<ul style="list-style-type: none"> <li>▪ Continue to follow normal food safety measures and requirements, a <a href="#">FOODSAFE</a> trained person is required.</li> </ul>
Lockers, Water Fountains, and Washrooms	<ul style="list-style-type: none"> <li>▪ School can assign, and students can use, 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.</li> <li>▪ Schools should implement strategies to manage the flow of students around lockers to minimize crowding and allow for ease of people passing through.</li> <li>▪ Water fountains will be available.</li> <li>▪ Washroom and sink access will not be limited.</li> </ul>
Post Secondary and Advanced Training – COVID-19 Prevention Measures	
Dual Credit	<ul style="list-style-type: none"> <li>▪ Students taking dual credit courses taken in secondary schools, must comply with the preventative measures in this document.</li> <li>▪ For students taking dual credit courses in post-secondary institutions, schools must ensure students are aware of and adhere to the communicable disease plans set out by post-secondary institutions.</li> </ul>
Trades in Training	<ul style="list-style-type: none"> <li>▪ Ensure that staff and students in the K-12 school and the post-secondary institution are aware of the communicable disease prevention measures in place.</li> <li>▪ Students must diligently conduct their Daily Health Checks when transitioning between the secondary school and post-secondary institution.</li> </ul> <p>NOTE: Given the unique structure of Trades Training Programs and oversight by the <a href="#">Industry Training Authority</a> (ITA), new information on assessments and programming for these courses is available online.</p>
Work Experience	<ul style="list-style-type: none"> <li>▪ Schools and school districts must ensure students are covered with the required, valid workplace insurance for placements at standard worksites and follow <i>WorkSafeBC</i> guidelines.</li> </ul>



Work Experience (continued)	<ul style="list-style-type: none"> <li>▪ Schools and the District will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering Provincial Health Officer and <i>WorkSafeBC</i> guidance regarding COVID-19. To ensure awareness and support for placements under these conditions, school districts and school staff are to obtain parent/guardian sign-off for all new and continuing placements.</li> <li>▪ Students and support workers who accompany special needs students to work sites, life skills course and locations, etc., will adhere to the communicable disease prevention plan of the workplace including wearing PPE if required.</li> </ul>
Other COVID-19 Prevention Measures	
Emergency Procedures & Drills	<p>IMPORTANT: In the event of an actual emergency, procedure modifications for COVID-19 must be suspended, and typical procedures followed, to ensure a timely, efficient, and safe response.</p> <ul style="list-style-type: none"> <li>▪ Emergency procedures may require school administrators and H&amp;S Committees to consider modifications to drills to adhere to communicable disease plans (e.g., designating additional muster locations to reduce crowding where required, making efforts to minimize involuntary physical contact between participants, etc.).</li> <li>▪ The District collaborated with the Medical Health Officers at VCH as to whether other changes or adaptations were needed for drills due to COVID-19. Thus far, none have been recommended.</li> <li>▪ Schools are to complete 6 fire drills/school evacuation drills each year and 2 earthquake drills per year. Partial building evacuations involving smaller groups of students do not comply with the fire bylaws.</li> </ul>
Vaccinations and Childhood Immunizations	<ul style="list-style-type: none"> <li>▪ Vaccination is the single best preventative measure a person can take to protect themselves from severe illness due to a communicable disease.</li> <li>▪ The District is committed to working with Island Health, parents in the school community, and staff to encourage and support the Island Health communicable disease mandate to deliver: <ul style="list-style-type: none"> <li>○ Routine childhood immunizations (e.g., measles, mumps, rubella, polio, etc.)</li> <li>○ Any vaccinations for emerging communicable diseases (e.g., SARS, COVID-19, etc.).</li> </ul> </li> <li>▪ The District also offers annual influenza vaccinations to staff.</li> </ul> <p><u>COVID-19 Vaccine</u></p> <ul style="list-style-type: none"> <li>▪ Vaccines are the most effective way to reduce the risk of COVID-19 in schools and communities. The vaccines used in B.C. remain highly effective against COVID-19, including among variants of concern. Vaccinated people aged 12 and older tend to have milder illness if they get infected and are also less likely to spread COVID-19 than unvaccinated people 12 and older.</li> <li>▪ Public health strongly encourages all eligible students and staff to be fully vaccinated (e.g., receive 2 doses) against COVID-19 to protect themselves and those around them including those who are not eligible to be vaccinated. People over 12 who are not vaccinated are at higher risk of getting and spreading COVID-19, with age being the greatest factor of individual risk of severe illness from COVID-19. Most COVID-19 cases, hospitalizations, and deaths are now among unvaccinated adults.</li> </ul>



## Part 3

### Monitoring, Communications, and Review

#### Monitoring

The District's Site Health and Safety Committees are active participants in employee health and safety. They monitor, inspect, review, and recommend improvements, including on communicable disease control measures at sites. As well, the District H&S Committee considers, reviews, and recommends district-wide issues, including those on communicable disease control. Also, the District Health and Safety department monitors activities in schools and workplaces, and ensures the Plan covers current requirements, contains current information, and addresses any concerns identified.

#### Communication, Education and Training

- The District has established the following means of sharing information with staff, students, parents, and others across the organization and in the general public:

##### Information

- Health and safety information is posted on the District website and staff, parents, and others are encouraged to regularly check back to the webpage for updates or new information on COVID-19.
- District staff will receive updates which impact them regarding COVID-19 on a regular basis via the District or managers/supervisors.
- Students and parents will receive informational emails.
- All parties are encouraged to visit the SD70 main webpage for up to date and current information regarding COVID-19 and to view the most current version of the District Plan.

##### Training and Instruction

- School administrator orientation sessions and staff training sessions will be lead by the H&S Department in advance of students attending classes.
- Itinerant staff or those unavailable at the time of these sessions will be able to access this recorded session.
- Classroom staff will provide training to students with the support of a presentation.
- Visitor information will be provided when making an appointment and again at entry to the school/site, as well as being available on the SD70 main webpage.
- Contractor information will be provided at the outset of the project/commencement of contract again at entry to the school/site, as well as information being available on the VSB main webpage.

#### Review

This document, the District Communicable Disease Prevention Plan, is a living document and subject to changes and updates. This Plan will be reviewed on an annual basis and/or when there is a significant change in risk, and when there are changes to public health, BC Ministry of Education and BCCDC guidance documents and instructions for the prevention of communicable diseases. For a current version of this Plan visit the SD70 main website at [www.sd70.bc.ca](http://www.sd70.bc.ca).



## References

- [Coronavirus COVID-19 - Public Health Communicable Disease Guidance for K-12 School](#)
  - BC Ministry of Health, BC Centre for Disease Control, August 24, 2021
- [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)
  - BC Government, August 24, 2021
- [BC Provincial Health Officer, Public Health Orders](#)



## APPENDIX A: Pacific Rim School District Risk-Assessment Chart

The *Communicable Disease Prevention Plan Including COVID-19 Prevention Procedures* covers the following respiratory illnesses; all are present in the community at large to some extent. The listed illnesses share common control measures such as conduct a daily health check before attending and stay home if sick, practice diligent hand hygiene, and practice proper respiratory etiquette. Ultimately, risk is determined by public health.

Illness	Status and Level of Incidence	Description of Symptoms
Common cold (viral)	Endemic, Moderate levels of incidence	Symptoms: fever; cough; runny nose and sneezing.  Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Influenza	Endemic, Moderate levels of incidence  *Annual Vaccine Available	Symptoms: fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea  Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects
COVID-19	Pandemic, likely transitioning to Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms: fever, cough, shortness of breath and breathing difficulties.  Transmission: Person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Pneumococcal Disease	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms of pneumococcal pneumonia: fever and chills; cough; rapid breathing or difficulty breathing; and chest pain. Symptoms pneumococcal meningitis: stiff neck; fever; headache; photophobia; confusion. Symptoms of pneumococcal bacteremia: fever; chills; low alertness; transmission.  Transmission: Direct contact with respiratory secretions, like saliva or mucus.
Chicken Pox	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms: fever; cough; muscle ache; body rash.  Transmission: Person-to-person via breathing, coughs or sneezes; contact with fluid of a chickenpox blister.
Measles	Disease under elimination  *Vaccine Available	Symptoms: Fever; runny nose; watery eyes; red spots in mouth; red rash on face and body.  Transmission: Person-to-person via droplets in air, coughing, sneezing, or talking.
Mumps	Endemic, Low levels of incidence	Symptoms: Swollen glands near ears or under jaw; fever; headache, earache.



	*Vaccine Available	Transmission: Person-to-person droplets in air, coughing, sneezing, or talking; contact with saliva.
Rubella (German Measles)	Disease under elimination  *Vaccine Available	Symptoms: Red or pink rash on face and body; swollen glands behind ears; slight fever; joint pain.  Transmission: Person-to-person via droplets coughed, sneezed, or breathed into air; contact with discharge from nose.
Pertussis (Whooping cough)	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms early stages: runny nose; low-grade fever; mild, occasional cough. Symptoms later stages: coughing fits followed by a high-pitched “whoop” sound; vomiting during or after coughing fits and exhaustion after coughing fits.  Transmission: Person-to-person via droplets coughed, sneezed, or breathed into air in close spaces.
*Norovirus	Endemic, Low levels of incidence	Symptoms: upset stomach; vomiting; diarrhea; cramping; chills or mild fever.  Transmission: touching contaminated objects/food and touching nose/mouth.  (*Note: Not a respiratory disease. However, prevention measures for norovirus are the same as for other listed communicable diseases and norovirus is seasonally experienced in some K-12 schools).





## COVID-19 Daily Health Check

All parents, guardians, and/or caregivers have the responsibility to conduct a Daily Health Check of your child(ren) each day before sending them to school. Similarly, all VSB staff must complete a Daily Health Check.

Keep a copy of this Daily Health Check in a handy area at home and incorporate this Daily Health Check into your morning routine, before leaving for school or work.

### Daily Health Check

1. COVID-19 Symptoms		Do you have any of the following symptoms?	
Fever (over 38°C)		YES	NO
Chills		YES	NO
Cough or worsening of chronic cough		YES	NO
Difficulty breathing		YES	NO
Loss of sense of smell or taste		YES	NO
Sore throat		YES	NO
Loss of appetite		YES	NO
Extreme fatigue or tiredness		YES	NO
Headache		YES	NO
Body aches		YES	NO
Nausea and vomiting		YES	NO
Diarrhea		YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days <b>AND</b> told to quarantine by Canada Border Services Agency?	YES	NO
3. Close Contact	Have you been advised by Public Health you are a close contact of a person with COVID-19 <b>AND</b> told to isolate?	YES	NO

### WHAT TO DO NEXT

If you answered "No" to all of the above (1-3), the student or staff member is welcome to attend school or work.

#### 1. If you answered "Yes" to any of the above symptoms, follow the instructions below:

SYMPTOMS		WHAT TO DO
Fever (above 38°C) Chills Cough	Loss of sense of smell or taste Difficulty breathing	<b>1 or more of these symptoms:</b> Get tested and stay home.
Sore throat Loss of appetite Headache Body aches	Extreme fatigue or tiredness Nausea or vomiting Diarrhea	
		<b>If you have 1 symptom:</b> Stay home until you feel better. <b>If you have 2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.

**2. If you answered "Yes" to travelling internationally** within the last 14 days **AND** told to quarantine by Canada Border Services Agency, follow Canada Border Services Agency's guidance and do not return to school/work until Canada Border Services Agency says it is safe to do so.

**3. If you answered "Yes" to being told to isolate by Public Health**, self-isolate at home as directed by Public Health. If you also have any symptoms, or develop any, get tested for COVID-19.

If you have any questions, or the symptoms get worse, contact your healthcare provider, or call 8-1-1. For more information on COVID-19, please go to [www.bccdc.ca](http://www.bccdc.ca). If you develop severe symptoms, such as difficulty breathing (e.g., struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.




## APPENDIX C: Managing Staff and Students who Develop Symptoms of COVID-19 or Other Communicable Diseases While at School/Work

Staff	Student
<p><b>IF STAFF DEVELOPS SYMPTOMS <u>AT WORK</u>:</b></p> <p><b>Symptomatic employees must report their condition, leave the building/worksite immediately, and go home <i>as soon as possible</i>.</b></p> <p><b>If unable to leave the worksite immediately, staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. The symptomatic employee should separate/isolate themselves into an area away from others (e.g., outside, in the designated health/isolation room).</li> <li>2. Maintain a distance of 2 metres from all others.</li> <li>3. The symptomatic employee will wear a non-medical face mask if tolerated (disposable masks are available in the school health/isolation room) or use a tissue to cover their nose and mouth while waiting to be picked up.</li> <li>4. Staff accompanying the symptomatic employee or providing first aid to them must wear a disposable non-medical mask and wear safety eyewear or a face shield to protect their eyes (available in health/isolation room).</li> <li>5. Once the symptomatic employee is picked up/gone home, the building engineer/custodial staff must clean and disinfect the space where the employee was separated/isolated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>6. Once the symptomatic employee leaves the school, properly dispose of any used paper non-medical masks in a waste bin, or clean fabric masks, and practice diligent hand hygiene.</li> <li>7. The symptomatic employee will notify their administrator/supervisor of their need to leave the site unexpectedly for medical</li> </ol>	<p><b>IF A STUDENT DEVELOPS SYMPTOMS <u>AT SCHOOL</u>:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic/ill student from others in the designated health/isolation room.</li> <li>2. Contact the student's parent/guardian to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If it is not possible to maintain 2 metre distance from the ill student, staff should wear a disposable non-medical mask if available and tolerated or use a tissue to cover their nose and mouth and wear safety eyewear or a face shield to protect your eyes (available in health/isolation room).</li> <li>4. Provide the student with a disposable 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 staff do have contact with the student's body fluids, practice diligent hand hygiene right away.</li> <li>6. Once the student is picked up, properly dispose of paper non-medical masks in a waste bin, or clean fabric masks and practice diligent hand hygiene.</li> <li>7. The building engineer/custodial staff will clean and disinfect the space where the student was separated/isolated and the student's classroom.</li> </ol> <p><b>Parents/guardians must pick up their child as soon as possible if they are notified their child is ill.</b></p>




<p>reasons. Staff are under no obligation to reveal private medical information to their administrator/supervisor.</p>	
<p><b>Students and staff should return to school according to the guidance under the “<i>What to do if you have COVID-19 Symptoms</i>” section below. A healthcare provider’s note is not required for return.</b></p>	






# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## Hand Hygiene

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




Remove hand and wrist jewellery

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


### 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)




Ministry of Health



BC Centre for Disease Control

COVID19\_18F\_2021

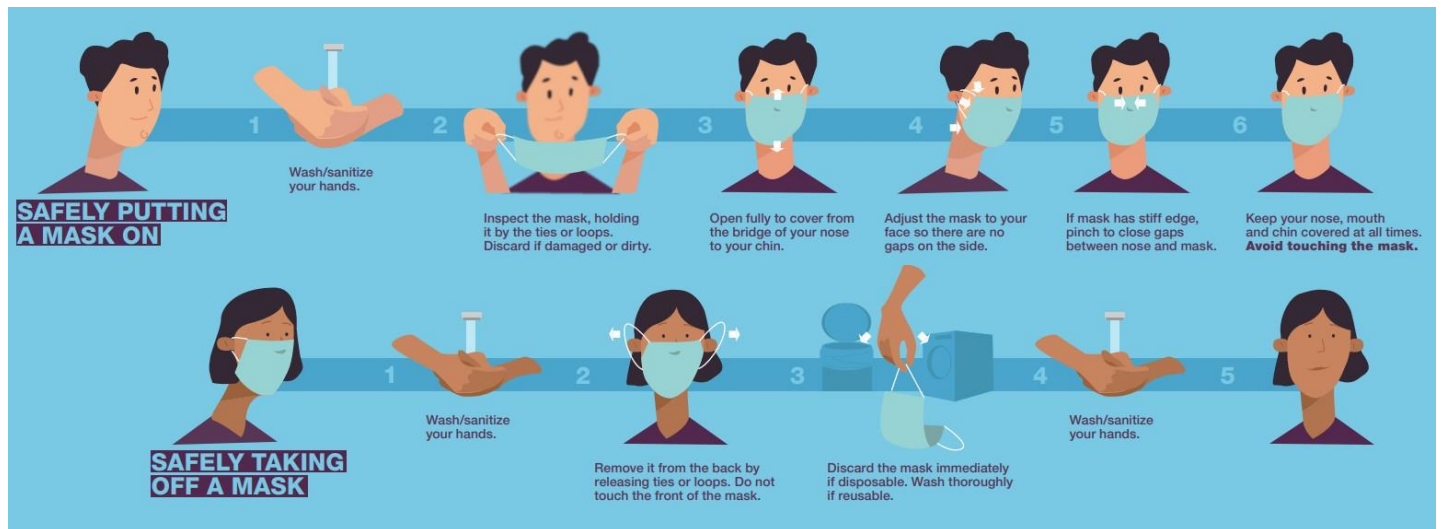


**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**



## APPENDIX E: How to Wear a Face Mask

### Procedure for Donning, Doffing and Caring for a Non-Medical Mask



Sources: [open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster](https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster); Health Canada.ca wearing a face mask

### *Additional Protocols for Safely Wearing and Caring for a Face Mask*

#### DO:

- Make sure your mask isn't damaged, and it's clean and dry before wearing
- Replace your mask whenever it becomes damp or dirty
- Wash your hands for 20 seconds or use hand sanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Make sure your nose and mouth are fully covered, it fits securely, and there are no gaps on the sides
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

#### DON'T:

- Wear masks that are damaged, dirty, or moist
- Touch the mask while wearing it
- Wear a loose mask
- Hang the mask from your neck or ears
- Remove the mask to talk to someone
- Share your mask with anyone
- Store your mask where it may easily become soiled (e.g., unprotected in a purse, pocket, backpack, etc.)



## APPENDIX F: Donning and Doffing of Gloves Procedure

