

Assumption School's COVID-19 Safety Plan – revised September 1, 2020

Assumption School Health and Safety Committee has developed a COVID-19 Safety Plan following the six-step process described in the *WorkSafe BC COVID-19 and Returning to Safe Operation* document. **In accordance with the Ministry of Education's K-12 Restart Plan, beginning on September 10, 2020, Assumption School will be resuming in-class instruction for all students.** The 2020-2021 school year will begin in stage 2 of the K-12 Restart Plan with the goal of maximizing in-class instruction for all students within the revised public health guidelines.

Wherever possible, feasible and practical control measures in accordance with the order of the Provincial Health Officer, have been selected to provide the best/widest protection to all staff and students within the school community.

This plan is posted at the school, is on our school website, and has been communicated to parents via email. This information is based on the best evidence currently available and will be updated as new information becomes available.

Assessment of the Risks at School

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Higher Risk Areas have been identified, either through close physical proximity or through contaminated surfaces.

- We have involved staff members, custodial staff, and administration in the safety plan creation.
- We have identified areas where people gather, such as the staff room, student and staff washrooms, classrooms, the gym, and the library.
- We have identified the frequently touched surfaces such as door knobs, door handles and light switches, railings, phones, electronic devices, door plates, the main office half door, hand sanitizer stations, faucet handles, toilet handles, tables, desks and chairs used by multiple students, the soap dispensers, paper towel dispensers, shared learning manipulatives, and the water bottle filling station.

- We have identified job tasks and processes where workers are close to one another, students, or members of the public such as assisting young children with hand hygiene, performing first aid, or taking care of a child who is deemed ill.
- We have identified the equipment that workers share while working such as the microwave, refrigerator, coffee pot, kettle, paper shredder, laminator, photocopier, telephones, and computers.
- All students and staff personal devices and school materials are brought to and from home.
- All food and beverage is brought to and from home.

Implementing Protocols to Reduce the Risks

- All staff and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control.
- Via email parents will have been given clear communication (including a list of symptoms) on their responsibility to assess their children daily before sending them to school. A revised set of symptoms will be provided to families as of the August 2020 updates.
- Parents have been given clear direction that they must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, **and** their symptoms have resolved.

First Level Protection (Elimination)

- We have established and posted an occupancy limit for our premises.
- In order to reduce the number of people at school, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of visitors
- We have established and posted occupancy limits for common areas such as staff rooms, school gym, meeting rooms, hallways and washrooms.
- We have implemented measures to keep staff members and students who are not part of the same learning group at least 2 metres apart, wherever possible. If not possible,

middle school students (grades 7-9) and staff will wear PPE when outside of their learning group.

- Parents understand that if a student develops symptoms while at school:
 - Immediately separate the symptomatic student from others in a supervised area.
 - Contact the student’s parent or caregiver to pick them up as soon as possible.
 - Contact 811 or the local public health unit to notify them of a potential case and seek further input.
 - Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask and shield if tolerated.
 - Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
 - Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
 - Once the student is picked up, practice diligent hand hygiene.
 - Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents understand that a student who appears to be ill will not be allowed in the school building.

Measures in Place

- Staff members working remotely if needed
- Changes of work schedules
- Re-defining of roles, responsibilities and teaching tasks
- Occupancy limits for the gym, the washrooms, the staffroom, the hallway
- Parents have limited access to the school. They are expected to stay inside the car when dropping their child(ren) off. They are not permitted to enter the building to drop off lunches, supplies, etc.
- Screening forms for people entering the school premise
- Office staff will keep a documentation of the date, names and contact information of all visitors who enter the school.
- Office staff will keep a list of students who travel outside of Canada during the 2020-2021 school year.
- Office staff will monitor school attendance to track student and/or staff absence and compare against usual absenteeism patterns at the school.
- Staggered entry times will be communicated to parents
- Different doors will be used by different learning groups as much as possible
- Dismissal of students will occur with learning groups exiting the building via separate exit doors
- Students must be picked up immediately and not stay after school to play
- Playground is only open during supervised break times during the school day, not before or after school.
- Students will be placed in learning groups of no more than 60 students inclusive of staff.
- Learning groups will have designated break areas at recess and lunch time.
- Students will have consistent seating arrangements in classrooms which will be documented in the case of need for contact tracing and desks will face the same direction.

- Students will use their own school supplies and will not share communal supplies in classrooms. Manipulatives that are shared will be disinfected prior to another student using them.
- Students and staff will engage in hand hygiene practices multiple times during the day as directed in guidelines at hand washing stations and using contactless hand sanitizer stations located at all building entrances.

Second Level Protection (Engineering): Barriers and Partitions

- We have barriers where staff or students can't keep physically distant
- We have included barrier cleaning in our cleaning protocols

Measures in Place

- A half door barrier is in place in the Administration Area
- We are installing a barrier on our school bus

Third Level Protection (Administrative): Rules and Guidelines

- We have identified rules and guidelines for how staff and students should conduct themselves
- We have clearly communicated these rules and guidelines to staff, students and parents

Measures in Place

- Parents, students and staff have a list of rules and guidelines for physical distancing, hygiene, hygiene needs, hallways, buses, and mask wearing
- Cleaning products comply with the BCCDC

Third Level Protection (Administrative): Rules and Guidelines

- We have identified rules and guidelines for how workers should conduct themselves
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in Place

- One-way walkway signs are on the floor in the front entrance
- Our cleaning supplies will comply with BC CDC specifications
- Hygiene Posters are posted
- The custodian is responsible for the daily deep cleaning and has been given the cleaning protocols as outlined by WSB and the BCCDC.

Fourth Level Protection - Using Masks

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets.
- We understand that masks should only be considered when other control measures cannot be implemented and when middle school students (grades 7-9) and all staff are interacting with people outside of their learning group.

Measures in Place

- Middle school students and all staff are required to wear a non-medical mask, a face covering, or a face shield and mask in high traffic areas such as buses and common areas such as hallways, or any time outside of their learning group whenever physical distancing cannot be maintained
- Staff will be trained to properly use masks
- Posters indicated proper usage of masks will be posted
- No student needs to wear a non-medical mask if they do not tolerate it
- Non-medical masks are not recommended for elementary school students due to the increased likelihood that they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff)

Reducing the Risk of Surface Transmission through effective cleaning and hygiene practices

- We have reviewed information on cleaning and disinfecting surfaces.
- Our school has enough handwashing facilities on site for all our staff and students.
- We have protocols that specify when staff and students must wash their hands and we have communicated good hygiene practices to parents, students and staff.
- We have implemented cleaning protocols for all common areas and surfaces.
- Workers who are cleaning have adequate training and materials.
- Staff understand that if they use high touch shared equipment such as coffee makers, the refrigerator, microwave etc, they are to wash their hands before and after using equipment
- Students should perform hand hygiene before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- Middle school students are required to wear non-medical masks when they are on the bus. Exceptions will be made for students who cannot wear masks for medical reasons. Non-medical masks are not recommended for elementary school students due to the increased likelihood

they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff).

- Mandatory seating arrangements will be in place on the bus. If space is available, students will each have their own seat (unless sharing with a member of their household) and sit separated side to side and front to back. The school will keep up-to-date passenger and seating arrangement lists to share with public health should contact tracing need to occur. The seating arrangement can be altered whenever necessary to support student health and safety (e.g. accommodating children with a physical disability, responding to behavioural issues, etc.)
- Parents are encouraged to consider driving their children to and from school or use active transportation such as biking and walking to reduce the number of passengers on the school bus.

Cleaning Protocols

- The custodian is responsible for the daily general cleaning and disinfecting of surfaces and deep clean after students leave the building as well as cleaning the frequently touched surfaces in the building once while the students are in the building.

Cleaning Schedule

- The staff will disinfect the frequently touched surfaces in the room in which they are working (door knobs, light switches, railings, phones, door plates, etc) at minimum twice daily.
- Staff will disinfect tables and chairs in between use of different learning groups.
- Student shared learning items and manipulatives will be disinfected daily.

Workplace protocols

- Our workplace protocol ensures that workers and others showing symptoms of COVID-19 are prohibited from the workplace including the following:
 - Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include: ***Fever, Chills, Cough or worsening of chronic cough, Shortness of breath, Sore throat, Runny nose, Loss of sense of smell or taste, Headache, Fatigue, Diarrhea, Loss of appetite, Nausea and vomiting, Muscle aches.*** While less common, symptoms can also include: ***Stuffy nose, Conjunctivitis (pink eye), Dizziness, confusion, Abdominal pain, Skin rashes or discoloration of fingers or toes.***
 - Anyone directed by Public Health to self-isolate.
 - Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are strictly limited at Assumption School. Parents have been notified that drop off and pick up of children is to occur outside of the building.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

- We have a working alone protocol in place.
- We have a work from home policy in place.
- Workers have been trained and given strategies to address the risk of violence as a result of customers and members of the public adapting to school restrictions or modifications to the workplace.
- Our protocol addresses workers who may start to feel ill at work. It includes the following:
 - Sick workers should report to the administrator, even with mild symptoms.
 - Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated.
 - Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]
 - If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
 - Clean and disinfect any surfaces that the ill worker has come into contact with.

Communication Plans and Training

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms. Signage indicates that all visitors must immediately report to the office.
- All adult visitors must complete a daily COVID assessment health screening form prior to entering the school.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies

Monitoring the workplace and updating plans as necessary

- Workers have been informed to report to principal or secretary if they have areas of concern regarding workplace safety.
- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- When safety issues need to be addressed, we will involve joint health and safety committees.

Assessing and addressing risks from resuming operations

- We have a training plan for new staff (on call).
- We have a training plan for staff taking on new roles or responsibilities.

- We have a training plan around changes to our business, such as new equipment, processes, or products.

References

A Workbook for Employers and Workers: Preventing Violence (p.7-11)

<https://www.worksafebc.com/en/resources/health-safety/books-guides/a-workbook-for-employers-and-workers-preventing-violence?lang=en>

BC Centre for Disease Control Cleaning and Disinfecting in Public Settings

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 School Settings (July 29 update)

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

BC's Back to School Plan

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

WorkSafe BC Education (K-12): Protocols for returning to operation

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

Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>