



Communicable Disease Prevention Plan

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Table of Contents

Introduction

- Key Principles

- Communicable Disease Prevention Plan

- Communication and Training/Orientation

Infection Prevention & Exposure Control Measures

- Supportive School Environments

- Vaccines

Physical Distancing & Space Arrangement

- Staff Only Spaces

- Personal Items

Environmental Practices

- Cleaning and Disinfecting

- General Ventilation and Air Circulation

- Hand Hygiene

Personal Practices

- Health Awareness

- Mask and Face Coverings

- Hand Hygiene

- Respiratory Etiquette

- Personal Space

Supporting Students with Disabilities/Diverse Abilities

School Gathering and Events

Student Transportation

Visitor Access

Staff Safety Plan Overview: Updated Mar 28, 2022

The Provincial Health Officer maintains that facilities that provide learning/childcare services can safely care for children if they are following the prescribed Public Health protocols. This Staff Safety Plan follows the current health protocols and is a general document that allows site Administrators the flexibility to customize processes based on the dynamics of their site. The information in this document is taken from the [Public](#)

[Health Agency of Canada](#), [BC Centre for Disease Control](#), [Fraser Health Authority](#), and the [Ministry of Education](#). The authority to implement the safety plan at each site rests with the site Administrator.

Risk Identification

Two primary routes of transmission have been identified for COVID-19. These include contact transmission and droplet transmission. Fecal-oral transmission is a third suspected transmission route:

Contact Transmission

Direct contact involves skin-to-skin contact and then touching the eyes, nose, or mouth.

Indirect contact involves a worker touching a contaminated intermediate object or surface, and then touching the eyes, nose, or mouth. It is uncertain how long the virus can live on surfaces but it may be hours to days.

Droplet Transmission

Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth. Health experts recommend keeping two meters (6 feet) between people wherever possible to mitigate this risk.

Airborne Transmission

Currently, health experts believe that COVID-19 is not transmitted through airborne transmission.

Fecal-Oral Route Transmission

Consider potential fecal-oral route transmission. Where possible, close toilet lids when flushing. Hand hygiene is especially important after using the bathroom.

Signs and Symptoms of COVID-19

Reported illnesses have ranged from mild symptoms (malaise, runny nose, fatigue, sore throat, nausea, diarrhea) to severe symptoms (fever, cough, shortness of breath, chest pain). The symptoms may appear 2-14 days after exposure. This list is not all-inclusive. Consult with a medical provider for other symptoms.

If individuals show any of the above symptoms they should not go to work/school. If individuals begin to experience symptoms while attending a school, the symptomatic individual should be promptly isolated into a room, with adequate ventilation until arrangements can be made for them to go home. People showing symptoms should follow the advice of health authorities.

Prevention Control

1. Hand Washing

Hand washing is one of the best ways to minimize the risk of infection. Proper handwashing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched. Wash hands frequently but especially:

- Immediately upon arrival at work or school
- Immediately after sneezing, coughing, using a tissue
- Immediately after using the toilet
- Before eating, drinking, food preparation, handling contact lenses, or applying makeup
- Before leaving work or school



Public Health authorities note that handwashing with plain soap and water is the preferred method of hand hygiene in schools and childcare centres as the mechanical action is effective at removing visible soil as well as microbes. Wash for a minimum of 20 seconds. If water is unavailable, a waterless hand cleanser that has at least 60% alcohol may be used. Follow the manufacturer's instructions on how to use the cleanser. If hands are visibly soiled, alcohol-based hand rubs may not be effective at eliminating the virus.

A limited number of alcohol-based hand sanitizer stations will be installed in locations where hand-washing may not be available (ie: for visitors in the office, classrooms without sinks, etc).

2. Cough/Sneeze Etiquette

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a tissue when coughing or sneezing. Or cough and sneeze into the bend of your arm, not your hands
- Use tissues to contain secretions and dispose of them promptly in a waste container. Wash hands Immediately.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

3. Proximity Recommendation

Practice social distancing and attempt to keep a minimum two-meter (6 ft) distance between yourself and others whenever possible. Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth.

Ways to Practice Social Distancing at Work

- 1 Use technology: email, phone, or video conference.
- 2 Limit group work and avoid gatherings.
- 3 Eliminate nonessential travel. Stay home if you are ill, have recently travelled, or have symptoms.
- 4 Keep a distance of 2 metres (6 ft) from others.
- 5 Bring your lunch, eat away from others.
- 6 Avoid public transportation during busy times. Walk, cycle, or drive if you can.
- 7 Cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.

4. Cleaning and Disinfecting

Regular cleaning and disinfecting of objects and high-touch surfaces (e.g. door handles, water fountain, etc) will help prevent the transmission of viruses. This can be done using existing school cleaning and disinfection protocols. At a minimum, high touchpoints will be disinfected at least twice per day. Items that cannot be cleaned easily should be removed from the site (ie: stuffed toys, etc). Cleaning is the physical removal of visible soiling (e.g., dust, soil, blood, mucus).

Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from the cleaning cloth. Cleaning for the COVID-19 virus is the same as for other common viruses. In general, cleaning should be done whenever surfaces are visibly soiled.

Disinfection is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice/day.

5. If Individuals Show Symptoms

If individuals show symptoms as outlined above, they should not go to school or work. If individuals begin to experience symptoms while attending a school, the symptomatic individual should be promptly isolated into a room, with adequate ventilation until arrangements can be made for them to go home. This room should not be one that is commonly used for other purposes (ie, the lunchroom during non-mealtimes). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. When possible, and if the sick person can tolerate it, he or she should wear a surgical mask.

Staff assigned to attend to the isolated persons must maintain a minimum 2-meter distance and not touch surfaces in the isolation room. Ideally, the attendant will monitor the isolated individual from outside the isolation room. These attendants should not be at increased risk of viral infection complications (ie, persons that have a chronic illness).

Site Safety Orientation

As per WorkSafeBC requirements (OHSR 3.22) workers are considered new workers when they are:

- (a) new to the workplace,
- (b) returning to a workplace where the hazards in that workplace have changed during the worker's absence,
- (c) affected by a change in the hazards of a workplace, or
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace

Items 'b' and 'c' are applicable to school staff upon return from Spring break. As a result, workers must be provided with an orientation to the hazards and the processes that have changed at the workplace. To meet this WorkSafeBC requirement workers must have the following elements of the organization's Pandemic Response Plan reviewed with them:

- Three routes of COVID-19 virus transmission
 - o contact transmission
 - o droplet transmission
 - o fecal-oral transmission
- Signs and symptoms of COVID-19
 - o Severe symptoms (fever, cough, chest pain/difficulty breathing)
 - o Mild symptoms (malaise, runny nose, fatigue, sore throat, nausea, diarrhea)
- Three prevention strategies
 - o proper handwashing (according to the Public Health Agency of Canada)
 - o coughing/sneezing etiquette
 - o social distancing
- What to do if someone exhibits symptoms while at work/school

As well, workers must be informed of:

- Designated entry points and entry procedures for the site
- Location of handwashing facilities
- Location of hand sanitizer stations, if available
- How to report symptoms of COVID-19
- Location of the site's isolation room for individuals who develop symptoms while on site

The right to refuse unsafe work is a fundamental right all workers in British Columbia have under the Workers Compensation Act. How does this fundamental right fit into a pandemic situation? Calling upon the experience of workers who exercised their right to refuse unsafe work in previous pandemics/epidemics such as SARS it was determined that employers who followed the guidance of public health authorities in developing their workplace protection policies were determined to be providing adequate protection and sufficiently safe workplaces that did not justify work refusals.

Cleaning and Disinfecting

A staff member will be on-site during the school times students are on site. It is this person's role and responsibility to clean and disinfect according to the direction given by the site Administrator. If available, cleaning material can be provided to individual site staff but supply may not be available to provide each staff with their own cleaning material. Site staff will not be discouraged from bringing in their own cleaning material to clean their personal workstation.

Provincial Health Officer (PHO) Gathering/Events Order

The PHO has implemented a 50% maximum capacity order until April 7th (end of day). This order requires that schools do not exceed 50% capacity of a space and that proof of vaccine is not required, when guests (parents and caregivers present). As of April 7th, schools may resume to 100% capacity.

Occupancy Limits

The office will have an occupancy limit of 4 in the main area. The side offices may have up to 3 people using appropriate safety protocols of mask wearing/social distancing.

The staff/lunch room and teacher workroom are shared spaces and social distancing is required especially if interacting with staff outside of your cohort. Please adhere to the posted occupancy limits indicated on the signs posted outside these shared spaces

Sharing of items

The practice of sharing items (pens, paper, food, phones, cloth towels, etc) is discouraged. This includes the sharing of prepared foods such as coffee, deli trays, donuts, etc. The sharing of staffroom appliances such as microwaves, stoves, toasters, etc is also discouraged. If these items must be shared site cleaning teams will be made aware and add these touchpoints to their cleaning sweep. Staff should also sanitize before and after using common items, especially in shared spaces. The mouthpieces of water fountains have not been shown to be a major source of virus transmission and require only regular cleaning according to the manufacturer's recommendation.

Multi-user Workstations

The practice of multi-user computer workstations should be discouraged. If workstations must be shared they must be first disinfected by the next user using the workstation. At a minimum the following procedure should be used:

- Don disposable gloves.
- Apply spray cleaner to paper towel. Do not spray directly to surfaces. Disinfectant wipes may be used, if available.
- Wipe high touch surfaces (phone, keyboard, mouse, etc) using a circular motion. Do not allow excess liquid to drip between keyboard keys.
- Wipe up excess liquid but do not rinse surfaces.
- Dispose of soiled paper towels in a lined garbage bin.
- Remove gloves using the procedure in the diagram below.
- Wash hands with soap and water.



Isolation Rooms

Schools should promptly separate people exhibiting symptoms from others. To accomplish this site Administrators should identify an isolation room at the site (Connection Room). The space should have adequate ventilation but does not require a separate air supply (HVAC) system. Do not use a room commonly used for other purposes (ie. a lunchroom) or a space through which others regularly pass. If the sick person

can tolerate it, they should wear a surgical mask to prevent the spread of droplets. The cleaning team should be alerted to clean and disinfect the isolation room after the individual goes home.

Physical Barriers

A plexiglass has been installed at the front office for interactions with the public. No visitors are allowed in the office and distancing markers will show where to wait to speak with office personnel.

Wearing Masks

If a person shows symptoms of COVID-19, masks are an appropriate barrier to help stop cough or sneeze droplets from spreading. Schools will be provided with a limited supply of masks for individuals who show symptoms while at the site. General suggestions about how to put on and take off a face mask are found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Wearing cloth or homemade masks, particularly children, is a choice for all staff and students. It is important to treat people wearing masks with respect. Masks may be required during higher risk/crowded activities. Extra masks are available at the office and in the classrooms as needed.

At Risk Population

Staff who believe they are at a higher risk of developing complications from COVID-19 should contact 8-1-1 or contact their physician to seek guidance regarding attending the workplace.

Public Health Measures:

Teachers will record student attendance daily and enter into the attendance program (MyEd). The office receives notifications from parents as to the reason why a student is absent and copies to the teacher for their input into the system. The Front Desk is responsible for tracking visitors and on-call staff. The Bus Driver is responsible for tracking the attendance of bus passengers.

Environmental Measures:

Ventilation & Air Exchange: Maintenance ensures regular servicing of our HVAC systems. Each classroom and office space is equipped with an air purifier that is in use throughout the school day and maintained by staff with regular cleaning and changing of the filters. Windows are encouraged to be open to allow fresh air in the classrooms when the weather permits.

Cleaning and Disinfecting: We have our janitorial staff that comes in after school hours to do a deeper clean of classrooms and the school as a whole. Throughout the school day, we also have our recess supervisors clean and disinfect common areas and high-touch surfaces (Doors, stair rails, kitchen items). When in contact with bodily fluids staff wear gloves (available in the office) and use the appropriate dilution to clean surfaces.

Gatherings & Events: As of March 28, 2022 - any gathering or event can be in person at 50% capacity. As of April 8, 2022 it can be at 100% capacity.

Space Arrangement: Students and staff are able to return to classroom and learning environment configurations that best meet the learners needs, but should still consider strategies to create space between people.

Staff Specific Considerations: Health and Safety Committee ensures that WorkSafe BC guidance is used to determine staff-only space safety. Staff meetings can resume their usual meetings in the gym together.

Visitors, including Itinerant Staff, Temporary Teachers on Call, Parents and Others: All non-regular staff are required to sign in at the office. There is no longer (March 28, 2022) to track dates, names and contact info for communicable disease prevention purposes. There are sheets for Volunteers and one for Professionals (On Call, Special Ed Consultants, and Trades People). These are maintained by our Secretary and include a daily health check column.

Curriculum, Programs and Activities: Music and PE programs are aware of best practices during the pandemic and are employing the use of the outdoors when appropriate and ensuring hand washing before and after their classes. Shared equipment is limited for PE and sanitizing used when necessary. Spacing is utilized in the music room for safety during singing and instrument playing. Any field trips are vetted to ensure they are in line with school COVID policies and current health recommendations from the Provincial authorities.

Bus Transportation: All Passengers and Drivers may choose to be masked on the bus and passengers are spaced out as much as possible. The Driver sanitizes and disinfects the bus before and after trips, on top of the usual cleaning practices. When the weather permits windows are open to increase ventilation. Hand sanitizer is available for all to use.

Food Services: We have a third-party provider of hot lunches who adheres to the food safety guidelines. Students wishing to bring in treats for birthdays are allowed to do so provided they are individually packaged by the manufacturer.

Community Use of School: The school is governed by the church who handles the renting out of their facilities.

Water Fountains: At this time only the bottle refill is available to students to use. All students are required to bring a water bottle to school. Should they forget disposable cup is provided that they may use to refill at the stations. The mouthpiece is off-limits.

Personal Measures:

Daily Health Checks: Information about daily health checks provided at school year start-up and throughout the year in school to home communication.

Stay Home When Sick/What to do When Sick: Staff and students are reminded to stay home when not well and to communicate with the school (teacher, office) to ensure they are supported through the recovery process.

Symptoms Develop at School: The Connection room at the school is the isolation room for when students or staff develop symptoms when at school. Parents and/or Emergency Contacts are contacted to pick up the students as soon as possible. The Office staff will direct the adult picking up on the next steps. If a staff member, they may go home (provided they are feeling well enough to drive) and coverage put in place for the class.

Returning to School After Illness: We follow the BCCDC flow chart to determine returning to school, which takes into account, testing, vaccination status and age.

Hand Hygiene & Respiratory Etiquette: All classrooms are equipped with handwashing facilities and utilize them frequently when entering and exiting their rooms to other locations, before and after eating, and any time hands are dirty. These are cleaned and maintained by janitorial staff and equipped with soap, and paper towels.

Personal Protective Equipment:

Masks: All staff, students and visitors may choose to wear a mask in the school. Masks are available at the office for those that forget or need a replacement.

Supportive School Environments:

Personal Prevention Practices: Teachers are consistent in reminding and scheduling students to wash hands. Signs are in place as visual reminders in common spaces. Younger grade staff are on hand to support students in soaping, washing, and drying hands.

Personal Space: Teachers are mindful when setting up learning spaces and environments to reduce physical contact and ensure spacing is maximized between individuals. Drop off and Pick up times are set up to avoid congregating and crowding.

Positive & Inclusive Approaches: As with all areas of school life, staff and students work together in positive, uplifting ways to guide and direct best practices.

