



SCHOOL SAFETY PLAN AND PROTOCOLS-
COVID 19

GENERAL INFORMATION

- Information on COVID – 19 is constantly changing, for up-to-date information on symptoms and prevention please visit Canada.ca or BCCDC websites. Common signs and [symptoms](#) of COVID – 19 are:
- Cough
- Fever
- Shortness of breath
- All staff and students who have symptoms of COVID – 19 **or** who have travelled outside Canada in the last 14 days **or** who were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate. If you or someone you know has symptoms please call [8-1-1](tel:8-1-1) for guidance.

HEALTHY OCCUPANTS

- In order to ensure the health and safety of everyone in our facilities the following procedures will be carried out on a daily basis:
- Upon arrival at work all staff members must complete a *Daily Personal Health Assessment*;
- Designated staff members will ensure a daily, informal health assessment is completed for each student prior to them entering the classroom;
- Staff and students who are sick must stay at home. If symptoms appear after arrival to work staff members must return home, students will be directed to a designated isolation area until a parent or guardian is able to pick them up.

PREVENTATIVE MEASURES- PART ONE

- Wash hands often with soap and water for a minimum of 20 seconds, especially after blowing your nose, coughing or sneezing, going to the washroom, eating or preparing food, touching shared items. In the absence of soap and water hand sanitizer with an alcohol content of 60% or higher is an acceptable alternative, however, soap and water is always the preferred method;
- Maintain social distancing of six feet/two meters at all times;
- Avoid touching your eyes, nose and mouth;
- Avoid sharing supplies (pens, staplers, scissors, pencil sharpeners, etc.)
- Use proper coughing/sneezing etiquette – cough or sneeze into a tissue whenever possible and dispose of used tissue into a plastic lined waste basket immediately, if tissues are not available cough or sneeze into your flexed elbow. Wash hands immediately afterwards;

PREVENTATIVE MEASURES- PART TWO

- Whenever possible interactions should take place via phone, email or on-line platform to limit the need for face to face interactions;
- Parents/guardians and members of the public should be encouraged to make an appointment prior to arriving at the school;
- Parents/guardians should be informed that they are to remain outside their child's designated entrance/exit for drop off and dismissal in order to limit the number of people accessing the building;
- Exterior doors with the exception of main school entrances will be kept locked during the day to limit entry to facilities.

STAFF- ENTERING/LEAVING THE BUILDING

- Access to school buildings will only be permitted between the hours of 7:30 am and 4 pm, Monday to Friday unless special approval is granted by the site supervisor or Manager of Operations;
- Only one person may enter the building at a time through the main entry, staff should try to ensure that arrival times are staggered to ensure physical distancing;
- Everyone entering the building must use the hand sanitizer provided at the sign in desk;
- Upon arrival staff must sign in on the log sheets provided and complete the *Daily Personal Health Assessment*;
- Proceed directly to your classroom and avoid congregating in common areas;
- When leaving the building staff must sign out on the log sheet and use the hand sanitizer provided prior to leaving.

STUDENTS- ENTERING/LEAVING THE BUILDING- PART ONE

- Student start and end times should be staggered to reduce congestion and encourage positive social distancing whenever possible;
- Students will be expected to line up outside their designated entrances using the social distancing markings as guidelines;
- Prior to entering the school all students will complete an informal health assessment with the designated staff member;
- Designated staff member should reinforce proper social distancing guidelines with students prior to students entering the school (six feet/two meters apart, no touching, no sharing of food or supplies, no congregating in common areas);

STUDENTS- ENTERING/ LEAVING THE BUILDING- PART TWO

- All students will have their hands sprayed with a hand sanitizer solution prior to entering the classroom;
- Students should be directed to their designated classroom and should remain there as much as possible, congregating in common areas should be discouraged;
- Prior to dismissal students will have their hands sprayed with hand sanitizer solution;
- Upon dismissal students should be encouraged to leave the building as quickly as possible and avoid congregating in common areas.

CLASSROOMS- PART ONE

- Classrooms must be decluttered, excess desks, chairs, equipment or toys must be reduced to provide a “minimalist” type environment. Principals will select a room or area for storage of excess materials until the COVID pandemic has ended. Please try to ensure that the items kept in the classroom are easy to clean – hard surfaced items, avoid stuffed animals and soft furnishings (couches, bean bag chairs, dress up clothes, pillows, etc.);
- Only essential daily required teaching materials should be in each room;
- Where possible, natural ventilation should be maximized by opening windows and doors to allow for fresh air flow;
- All classrooms where students are present will be provided with a bottle of hand sanitizer solution for staff and students to use (please do not dispose of spray bottles when empty – return to custodians and they can request additional supplies from Tacan);

CLASSROOMS- PART TWO

- Each classroom will be provided with a bottle of disinfectant solution and cloths for staff to disinfect high touch points throughout the day as needed ([Oxivir Plus Safety Data Sheet](#));
- Workspaces and desks should be a minimum of six feet/two meters apart, preferably with desks placed around the perimeter of the room to allow for adequate distancing when entering/exiting the room;
- Desks and counters must be kept clear to facilitate ongoing cleaning and disinfection by custodial staff;
- Students should take home all personal items on a daily basis;
- At the end of day any toys used by students must be placed in a sealed tote for terminal disinfecting by custodian.

ISOLATION AREAS- PART ONE

- Should a student begin to exhibit symptoms of COVID – 19 after arriving at school they will be immediately directed to a designated isolation area until parent/guardian pick-up can be arranged.
- Principals will select a room with a door that can be used for isolating a sick child;
- Rooms will ideally have a sink with hot and cold running water and handwashing supplies, at minimum it will have hand sanitizer, a garbage can and tissues;
- A spray bottle containing Oxivir Plus and cloths will be available in the room;
- When room is in use it must have signage posted to avoid anyone else entering;
- Upon entering the isolation room the student will be required to wash their hands and don a mask and gloves;

ISOLATION AREAS- PART TWO

- If a staff member is assigned to stay with the student while they are in the isolation room the staff member will wash their hands and don a mask and gloves;
- Prior to leaving the isolation room and before doffing their mask and gloves, the staff member assigned to stay with the student will use the Oxivir Plus solution and provided cloth to wipe down all hard surfaces in the room.
- Remove mask and gloves and dispose of them in garbage can provided;
- Wash hands immediately after doffing mask and gloves and before exiting room;
- Once the isolation room has been used it must not be re-entered until a thorough disinfection and terminal cleaning has taken place. Leave signage on door until terminal cleaning is complete.

CLOSE PERSONAL CARE

- All staff and students must endeavor to maintain social distancing at all times. Where close personal care is required (including the provision of First Aid) staff will wear a surgical mask and gloves and will dispose of them directly into the garbage immediately after use. Wash hands immediately after doffing mask and gloves and before leaving the room.

WASHROOMS

- Washroom facilities will be modified to allow for only one user at a time. Please try to limit the number of students leaving the classroom at any one time. Remind students to wash hands for 20 seconds after using washrooms.

STAFF ROOMS

- Wash or disinfect hands prior to entering staff room;
- Stagger breaks so there are no more than two people in staff room at any one time, ensuring that proper social distancing is observed;
- Try to bring snacks/lunches that do not require a lot of preparation in order to limit microwave, stove and surface use;
- Do not share food or drinks;
- Bring your own cups and utensils to avoid sharing
- Whenever possible try to eat in the room you are in and avoid leaving the school and risking possible exposure;
- Wash hands prior to leaving the room.

OFFICES AND PHOTOCOPY ROOMS

- Office areas should be limited to secretarial staff and administrators only;
- After using photocopiers all touch points should be wiped down with either Oxivir Plus or hand sanitizer sprayed into a paper towel or cloth, do not spray directly onto copier.

CLEANING

- Day custodians will rotate through the school on an ongoing basis ensuring all touch points are disinfected continually and that supplies are topped up as needed;
- Evening custodians will perform regular cleaning duties as well as continued disinfecting in conjunction with day custodian;
- Terminal cleaning will be performed each day by appointed custodial staff.