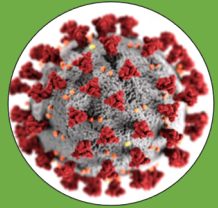


School District No. 59

COVID-19: Mandatory Protocol

Multiple Sites and Multiple Cohorts: Stage 2

(Revised August 21, 2020)



The Ministry of Education has a five-stage approach for resuming in-class instruction. Each stage is guided by health and safety guidelines, measures, protocols, and orders as well as the principles developed for continuity of learning during the pandemic. This Protocol is meant to address Stage 2, which is a return to face to face instruction.

COVID-19 Preventative Measures for Staff



- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1. If you are having common cold, influenza, or COVID-19 like symptoms, **stay home until you have been assessed by a healthcare provider to exclude COVID-19, or other infectious diseases AND their symptoms have resolved.**
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the washroom; before eating or preparing food, and entering the building. If sinks are not available, use hand sanitizer.
- Maintain physical distancing and avoid close contact with people who are sick. wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.
- Clean frequently touched objects and surfaces with soap and water.

COVID-19 Procedures for Staff - Multiple Sites

In order to support students, families and staff, School District #59 has many staff who work at multiple sites including but not limited to the district learning services team (speech, elementary counsellors, educational psychologist, literacy teachers, etc.) and on call teachers (TTOCs and TOCs) and on call educational assistants. These staff work in multiple schools and with multiple cohorts.

1. When entering schools, staff who work at multiple sites must follow all school COVID 19 protocols and procedures (daily health checks, entrance routines and location, hand hygiene, sign in, etc.). They must familiarize themselves with these protocols before going to a school. This includes needing to wear a mask in spaces accessed by multiple cohorts if unable to physically distance (hallways, libraries, etc.).
2. When possible, staff who work at multiple sites can participate virtually in meetings with others if it meets their job requirements and responsibilities.
3. Staff who work at multiple sites must schedule their visits with schools to ensure space and availability for working with students, families and staff. Schools will designate the contact person (for example: administrator, learning assistance teacher, etc.). In addition, they need to coordinate with other staff when possible to limit the number of outside staff in a school at a given time.
4. Staff who work at multiple sites must keep a detailed log including names (first and last) of anyone with whom they worked (students, families, staff, community agencies, etc.)

COVID-19 MANDATORY PROTOCOL: MULTIPLE SITES/COHORTS PROCEDURES

5. When working in a school, staff who work at multiple sites with multiple cohorts, will follow the Prioritizing Health and Safety - Flow Chart Considerations for Staff (Provincial COVID-19 Health & Safety Guidelines for K-12 Settings) including an option to work virtually if it fulfills the roles and responsibilities of the staff member and works for the school.
 - a. The staff member can fulfill their duties by connecting with other staff, students, family members, community agencies virtually.
 - b. The staff member may become part of the cohort at a school if possible within the staff member's schedule, role and responsibilities and the needs of the student. For example, literacy interventions or supports may be planned at a specific school with a specific cohort for an extended period of time. During this time, they would only work with this cohort.
 - c. The staff member can fulfill their duties by physically distancing within the current structures of the school and cohorts.
 - d. The staff member can fulfill their duties physically distancing by re-configuring the space or by using alternate spaces such as offices, outdoors, libraries, etc.
 - e. If spaces cannot be reconfigured or alternate spaces secured, some staff may be able to use a transparent barrier or provide services virtually in order to fulfill their duties.
 - f. If none of the previous measures can be implemented, the staff member will be required to wear a non-medical mask, face covering or a face-shield + mask.
6. When working with individual students or small groups of students at multiple sites in the district, staff will whenever possible work with students in the same cohort. If it is necessary to work with students in different cohorts, staff will work with these students in spaces where there can be 6 feet (2 meters) of physical distancing between students.
7. When working with students at multiple sites and with multiple cohorts, staff must ensure they follow COVID 19 cleaning procedures disinfecting the space, materials, furniture etc. when they are finished working with the students. If working in the same space with kids from different cohorts, staff will disinfect the space in between individuals or groups from different cohorts.
8. TTOCs (Teachers Teaching On Call), TOCs (Teachers On Call) and EA (Educational Assistant) substitutes will need to follow all Health and Safety protocols and follow the Prioritizing Health and Safety - Flow Chart Charts Considerations for Staff (Provincial COVID-19 Health & Safety Guidelines for K-12 Settings):
 - a. District administration/staff and/or school-based administrators will meet with TTOCs, TOCs and EA substitutes to review district and school Health and Safety protocols prior to working at school sites.
 - b. The TTOCs, TOCs, and EA substitutes can fulfill their duties by physically distancing within the current structures of the school and cohorts.
 - c. The TTOCs, TOCs, and EA substitutes can fulfill their duties physically distancing by re-configuring the space or by using alternate spaces such as offices, outdoors, libraries, etc.

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- d. If none of the previous measures can be implemented, the TTOCs, TOCs, and EA substitutes will be required to wear a non-medical mask, face covering or a face-shield + mask the wear a non-medical mask.

COVID-19 Procedures for Staff - Multiple Cohorts

In addition to outside staff, schools also have non-enrolling staff who work across multiple cohorts within a school. These staff include staff such as administrators, school counsellors, learning assistance teachers, educational assistants, family support workers, coach mentors, aboriginal support workers, prep teachers, teacher librarians, learning resource teachers, etc.

1. Staff who work with multiple cohorts must follow all school COVID 19 protocols and procedures including Prioritizing Health and Safety - Flow Chart Charts Considerations for Staff. This includes needing to wear a mask in spaces accessed by multiple cohorts if unable to physically distance (hallways, libraries, etc.).
2. Staff who work with multiple cohorts must schedule their visits with cohorts/teachers to ensure space and availability for working with students, families and staff.
3. Depending on the numbers of people needing to attend a meeting with school-based staff, staff may need to schedule virtual meetings, in person meetings or a mix of virtual and in person meetings.
4. Staff who work with multiple cohorts must keep a detailed log including names (first and last) of anyone with whom they worked (students, families, staff, community agencies, etc.).
5. Staff who work with multiple cohorts, will follow the Prioritizing Health and Safety - Flow Chart Charts Considerations for Staff (Provincial COVID-19 Health & Safety Guidelines for K-12 Settings):
 - a. The staff member may become part of the cohort at a school if possible within the staff member's schedule, role and responsibilities and the needs of the student. During this time, they would only work with this cohort.
 - b. The staff member can fulfill their duties by physically distancing within the current structures of the school and cohorts.
 - c. The staff member can fulfill their duties physically distancing by re-configuring the space or by using alternate spaces such as offices, outdoors, libraries, etc.
 - d. If spaces cannot be reconfigured or alternate spaces secured, some staff may be able to use a transparent barrier or provide services virtually in order to fulfill their duties.
 - e. If none of the previous measures can be implemented, the staff member will be required to wear a non-medical mask, face covering or a face-shield + mask.

COVID-19 MANDATORY PROTOCOL: MULTIPLE SITES/COHORTS PROCEDURES

6. When working with individual students or small groups of students, staff will whenever possible work with students in the same cohort. If it is necessary to work with students in different cohorts, staff will work with these students in spaces where there can be 6 feet (2 meters) of physical distancing between students.
7. When working with individual students or small groups of students, staff must ensure they follow COVID 19 cleaning procedures by disinfecting the space, materials, furniture etc. when they are finished working with the students. If working in the same space with kids from different cohorts, staff will disinfect the space in between working with individuals or groups from different cohorts.

COVID-19 Procedures for Community Agencies

School and district staff also work closely with community agencies such as the Ministry of Children and Families, Children and Youth Mental Health, Children and Youth with Special Needs, etc. in order to support student and family needs. These community agencies are an integral part of the school team for many students and families and may need to come into the school to be a part of this team.

1. When entering schools, community agencies must follow all school COVID 19 protocols and procedures (daily health checks, entrance routines, hand hygiene, sign in, etc.). Schools must ensure that the community agency is familiar with these protocols prior to coming to the school.
2. When possible, schools may connect with the community agency virtually.
3. Schools will designate a contact person (for example: administrator, learning assistance teacher, etc.) to schedule times and locations to meet with outside agency in the school building.
4. Even though the community agency may work with a student outside of school, they are not considered to be a part of the student's cohort in school. When working with staff, students or families outside agencies will be asked to physically distance.
5. Community agencies will be asked to keep a detailed log including names (first and last) of anyone with whom they worked (students, families, staff, etc.) during their time at the school.
6. If the community agency cannot physically distance within the school setting or cannot access a space in which they physically distance, the outside agency will be asked to wear a non-medical mask.

Prioritizing Health and Safety- Flow Charts — (Provincial COVID-19 Health & Safety Guidelines for K-12 Settings)

CONSIDERATIONS FOR STAFF

Schools should minimize the number of staff who interact with learning groups they are not a part of as much as possible while continuing to support learning and a positive, healthy and safe environment. The following flow chart outlines the considerations to assign staff to a learning group and the steps to take when a staff cannot be assigned to a learning group.

1. Can the staff member be assigned to a learning group?
Consider learning group size limits, nature of staff's role and responsibilities, and student needs.

2. If no, can the staff member fulfill their duties while maintaining physical distancing (2m)?
Consider reconfiguring rooms or securing an alternate space.

3. If no, can environmental measures be implemented?
Consider installing a physical barrier made of transparent materials, or having the staff member provide remote/virtual services.

4. **If none of the measures outlined above can be implemented,** the staff member is required to wear PPE (e.g. non-medical mask, face covering, or face shield + mask).
This could include a specialist teacher or an EA who must work in close physical proximity to students in multiple learning groups, or a TTOC.

Illness and Self-Assessment Protocol

Personal Measures: Stay Home When Sick

- Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak **must stay home and self-isolate**, including children of essential service workers.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.
- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.
- Parents and caregivers 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 child has any symptoms, they must not go to school.**
- Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. **If staff or any adult has any symptoms, they must not enter the school.**

Those unsure of if they or a student should self-isolate or be tested for COVID-19 should be directed to use the [BC COVID-19 Self-Assessment Tool](#).

There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health-care professionals.

If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

Schools must not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

What to Do if a Student or Staff Member Develops Symptoms

If a Student Develops Any Symptoms of Illness

Parents must keep the student at home.

IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:

If a child begins to exhibit symptoms of common cold, influenza, COVID-19 (fever, cough, sore throat, shortness of breath, fatigue, headache, muscle aches):

Staff must take the following steps:

1. Immediately separate the symptomatic student from others in a supervised area.
 2. Contact the student's parent or caregiver to pick them up as soon as possible.
 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.
 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
 6. Once the student is picked up, practice diligent hand hygiene.
 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

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.

If a Staff Member Develops Any Symptoms of Illness

Staff must stay home.

IF STAFF DEVELOPS SYMPTOMS AT WORK:

Staff should go home as soon as possible.

If unable to leave immediately:

- If you start to develop symptoms of common cold, influenza or COVID-19 while at work, let your supervisor know, and separate yourself into an area away from others.
- Use a tissue or mask to cover your nose and mouth until you are able to leave the school.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g. classroom, washroom, common areas).
- **Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.**
- If you are not sure whether you should stay home use the self-assessment tool at:
<https://bc.thrive.health/covid19>

COVID-19 MANDATORY PROTOCOL: MULTIPLE SITES/COHORTS PROCEDURES

Supporting Documents:

- **BC's K-12 Education Restart Plan**: Updated July 29th to outline the five-step approach for resuming in-class instruction.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
- **Provincial COVID-19 Health and Safety Guidelines for K-12 Setting**: Updated August 17th to provide detailed information and guidelines pertaining to health and safety in K-12 schools.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
- **WorkSafeBC K-12 Education Protocols**: Updated August 11th to provide guidance and protocols for returning to operation for K-12 education providers.
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- **BCCDC COVID-19 Public Health Guidance for K-12 School Settings**: Updated July 29th to provide health and safety standards for schools to operate in Stage 3.
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

