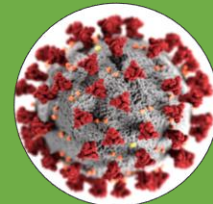


School District No. 59

COVID-19: Mandatory Protocol

Multiple Sites and Multiple Cohorts: Stage 2

(Revised September 17, 2020 – updates are highlighted)



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



- Complete a daily health check. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea. **Stay home when you are sick.**
- For mild symptoms without fever, staff can monitor at home for 24 hours. If symptoms improve, they can return to work without further assessment.
- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, going to a COVID-19 testing centre, or calling the Northern Health Online Clinic at 1-844-645-7811.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, 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 and common areas, such as hallways or buses, 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 (EA). 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 and location routines, hand hygiene, sign in, etc.). Staff 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.

COVID-19 MANDATORY PROTOCOL: MULTIPLE SITES/COHORTS PROCEDURES

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.)
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, and 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, equipment 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. TTOC, TOC and EA 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 TTOC, TOC 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.
 - d. If none of the previous measures can be implemented, the TTOC, TOC, and EA substitutes will be required to wear a non-medical mask, face covering or a face-shield + 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, 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. The following guidelines have been established:

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 number 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 for contact tracing, 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 and maintain physical 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 to maintain physical distancing, 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.
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

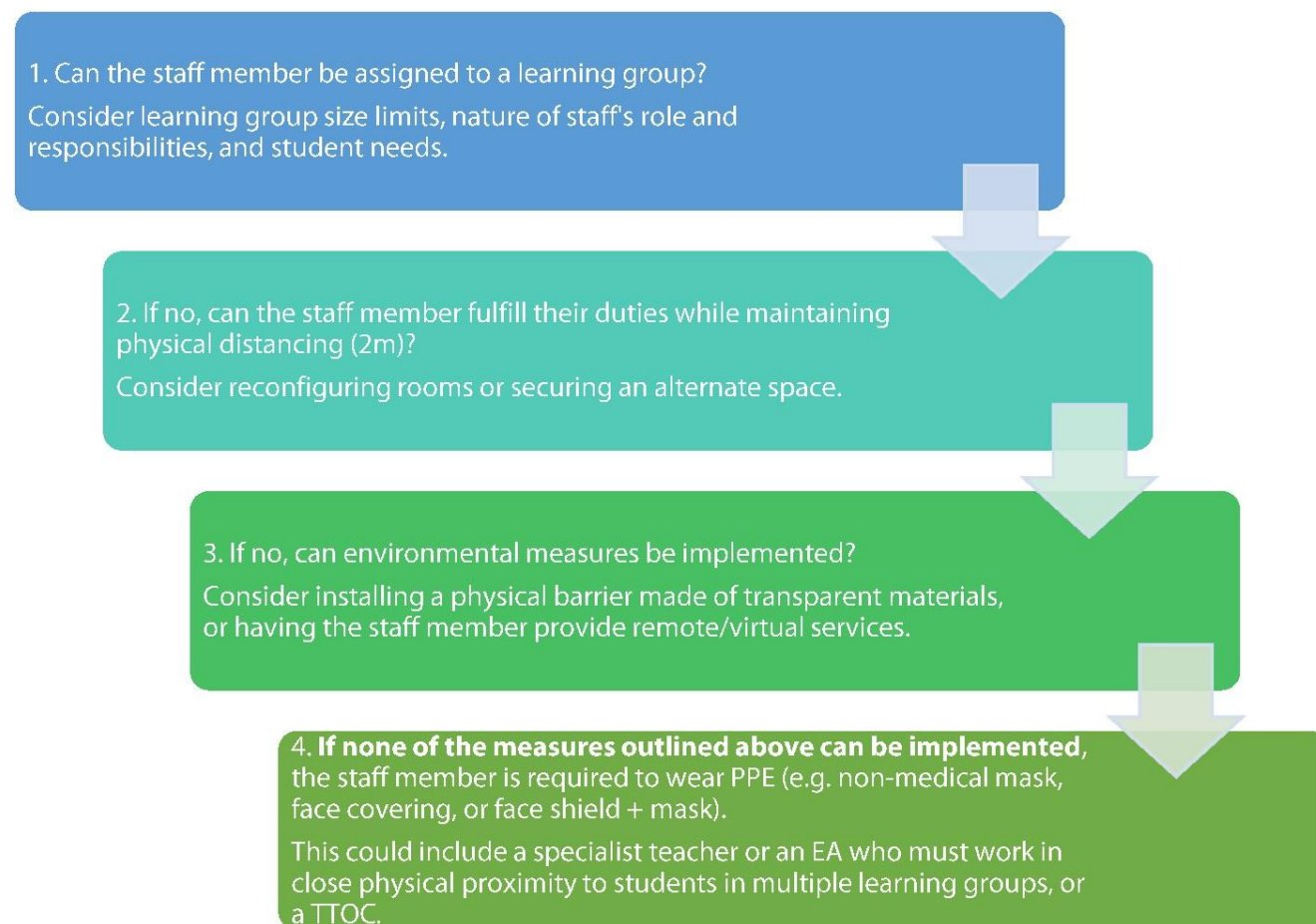
School and district staff also work closely with community agencies such as the Ministry of Children and Families, Children and Youth Mental Health, Children and Youth with Special Needs, etc. in order to support student and family needs. These community agencies are an integral part of the school team 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.



Illness and Self-Assessment Protocol

Stay Home When Required to Self-Isolate:

The following students, staff or other persons **must stay home and self-isolate**:

- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

Anyone required to self-isolate will be supported by public health. Additional information is available from [BCCDC](#).

Stay Home When Sick:

Staying home when sick is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. When COVID-19 is present in the community, the risk of introducing COVID-19 into schools is reduced if staff, students and parents/caregivers:

- Perform a **daily health check**.
- **Stay at home** when sick.
- Get a health assessment and/or **COVID-19 test** when sick.

These steps do not replace usual health care. Health questions can be directed to 8-1-1 or your health care provider. These recommendations are discussed in more detail below and may change over time.

Daily Health Check:

A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to school when they are infectious. Symptoms of COVID-19 can be mild and are similar to other respiratory infections. Most people in BC with these symptoms do not have COVID-19.

- School administrators must ensure parents, caregivers, school staff and other adults routinely entering the school are aware of their responsibility to assess themselves daily for key symptoms of illness prior to entering the school. (i.e. perform a daily health check).
- Parents and caregivers should assess their child daily for key symptoms of illness before sending them to school (i.e. perform a daily health check for their child)..
- Staff and other adults should assess themselves daily for key symptoms of illness prior to entering the school (i.e. perform a daily health check).
- There is no need for schools to verify that the health check has occurred every day, nor to require that parents submit a daily health check form to the school.

Stay Home When New Symptoms of Illness Develop:

Students and staff should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

- If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.

COVID-19 MANDATORY PROTOCOL: MULTIPLE SITES/COHORTS PROCEDURES

- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, going to a COVID-19 testing centre, or calling the Northern Health Online Clinic at 1-844-645-7811.

When a **COVID-19 test is recommended** by the health assessment:

- If the COVID-19 test is **positive**, the person should stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, the person can return to school once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.
- If a COVID-19 test is recommended but is not done because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then may return if feeling well enough.

If a **COVID-19 test is not recommended** by the health assessment, the person can return to school when symptoms have improved and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

Do not require a health-care provider note (i.e. a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.

Other Considerations for Managing Illness at Schools:

- A person with mild symptoms may elect to seek COVID-19 testing, even when this is not required according to the above guidance. Having a pending COVID-19 test result should not, by itself, be a reason to exclude a person from school if there are no other reasons to exclude them.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

Students and staff who experience symptoms consistent with a previously diagnosed health condition can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms they should seek assessment by a health-care provider.

If you have further concerns, please contact the local public health unit to seek further guidance (250-719-6500).

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.

COVID-19 MANDATORY PROTOCOL: MULTIPLE SITES/COHORTS PROCEDURES

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, chills, cough, shortness of breath, loss of sense of smell or taste, loss of appetite, diarrhea, nausea and vomiting):

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. When completed with the student wash your hands before entering other areas of the school.
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). This area must not be used until it has been cleaned and disinfected.

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

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 via phone, text or email, and separate yourself into an area away from others.
- Maintain a distance of 2 metres 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).

Students and staff should return to school according to the guidance under the 'Stay Home When Sick' sections of this document. A health-care provider note should not be required for students or staff to return.

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 September 3rd 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 September 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 September 11th 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

