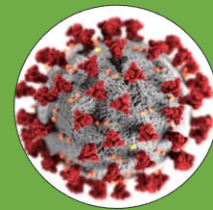


School District No. 59

COVID-19: Mandatory Protocol

Multiple Sites and Multiple Cohorts: Stage 2



K-12 Education Restart Plan – Stage 2
(Revised September 30, 2020 – updates are in red)

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.

**REDUCE THE SPREAD OF COVID-19.
WASH YOUR HANDS.**

1. Wet hands with warm water
2. Apply soap
3. For at least 20 seconds, make sure to wash:
4. Rinse well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

Specific areas to wash:

- palm and back of each hand
- between fingers
- under nails
- thumbs

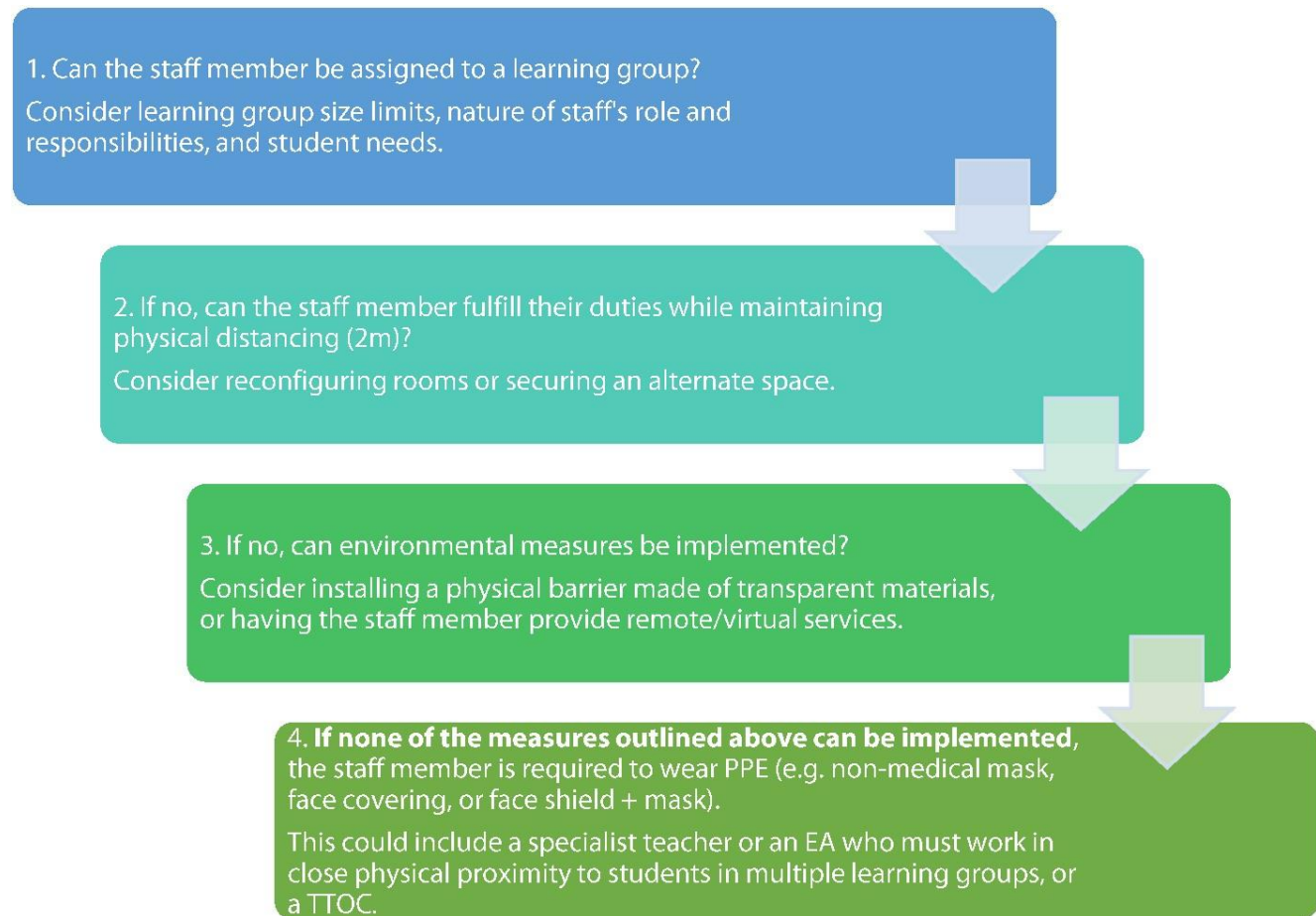
1-833-784-4397 | @canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada | Canada

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

The School District has developed local protocols that:

- Ensure students, staff and other individuals (e.g. parents, caregivers, visitors) entering the school are aware of their responsibility to:
 - assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the district office.
 - stay home and self-isolate if they have symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak.
 - seek assessment by a health-care provider and self-isolate while they await the results if they have cold, influenza, or COVID-19-like symptoms.
- Clearly communicate with parents/caregivers their responsibility to assess their children daily before sending them to school.
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.

SELF-ASSESSMENT

- Students, staff and other individuals must complete a daily self assessment for symptoms using the recommended Daily Health Check.
- If a student, staff member or other individual has any symptoms, they must not enter the school.

SELF-ISOLATION AND SYMPTOMS

- 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.
 - For a list of symptoms of COVID-19, see the BC Centre for Disease Control website.
- 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 and self-isolate while they await the results.
- Those unsure 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.
 - If concerned, contact 8-1-1 or the local public health unit to seek further input **OR**
 - contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- 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. As per public health guidance, 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.

Northern Health Online Clinic and Information Line: [1-844-645-7811](tel:1-844-645-7811)

PROTOCOL IF A STUDENT/STAFF DEVELOPS SYMPTOMS OF ILLNESS AT SCHOOL

If a student, staff or other individual develops symptoms at school, schools will:

- Provide a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Provide a space where they can wait comfortably that is separated from others.
 - The student is to be supervised and cared for, when separated.
- Make arrangements for the individual to go home as soon as possible.
 - Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.
- Clean and disinfect the areas the individual used.
- Encourage the individual to seek assessment by a health-care provider.
- Request that the individual stay home until COVID-19 has been excluded and symptoms have resolved.

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

Schools and school districts will notify their local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance, to help with the early identification of clusters or outbreaks.

PROTOCOL IN THE EVENT OF A CONFIRMED COVID-19 CASE IN A SCHOOL

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
 - Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - Recommend 14-day isolation if necessary (for confirmed close contacts).
 - Recommend monitoring for symptoms if necessary.
 - Provide follow-up recommendations if necessary.
- Schools will continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

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.

The District and school personnel 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.

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 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

