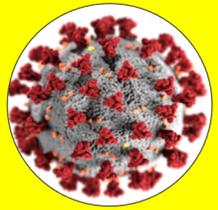


# School District No. 59

## COVID-19: Mandatory Protocol

### K-12 Education Restart Plan: Stage 3

Effective to the end of June 2020 (Revised May 26, 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 3, which is a return to part time face to face instruction.

Before a child is able to attend school, it is expected that parents will:

- check their child for symptoms of COVID-19 each day prior to dropping their child off at the school site. The parental check will include checking for fever, cough, sore throat, shortness of breath, fatigue, headache, muscle aches (common cold, influenza, or COVID-19 like symptoms). **Children who exhibit symptoms will be expected to stay home until they have been assessed by a healthcare provider to exclude COVID-19, or other infectious diseases AND their symptoms have resolved.**
- provide their child with a water bottle (water fountains will not be available).

### Mass Gatherings

The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people and does not apply to regular school activities. There can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. Large assemblies of staff and students will not be held. For day to day operations, school density targets for kindergarten to grade 5 will be 50% or less and for grades 6 to 12, 20% or less.

### 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.
- Utilize isolation space for children who exhibit symptoms of COVID-19.
- Clean frequently touched objects and surfaces with soap and water.

### Reinforcing Preventative Measures for Students

- Principals will clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school, and to keep their children at home if they are ill. There is no school role for screening students for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.
- Staff will work with the students to help them understand and practice safe physical distancing of six feet/two metres between self and others. Younger students should be supported to have minimized physical contact with one another.
- Staff will work with the students to help them understand and practice coughing or sneezing etiquette; remind them to do it into their elbow or a tissue, and then throw out the tissue if used and wash hands or use hand sanitizer afterwards.
- Staff will work with the students to help them understand and practice avoiding touching their eyes, nose, and mouth with unwashed hands.

# COVID-19 MANDATORY PROTOCOL: SCHOOL SITE PROCEDURES

## School Hours/Access

- Schools will follow their regular beginning of day and end of day bell schedule.
- Staff access to schools will be from 7:00 AM to 5:00 PM. No access will be granted on weekends or evenings.
- Students will use the designated entrance(s) and exit(s).
- Maintain physical distancing.
- Schools doors will be locked during the day to limit public access. Individual schools will communicate their building procedures to students, parents and staff.
- Parents, caregivers and other non-staff adults entering the building will be minimized. They will be by appointment only.
- Anyone entering the building will be provided the protocols and be expected to follow them (practice diligent hand hygiene and maintain physical distance) while they are in the school.
- Pick-up and drop-off times will be staggered **(including bussing)**.

## Maintain Cleaning/Disinfecting Procedures

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help to prevent the transmission of viruses from contaminated objects and surfaces.

- General cleaning and disinfecting of the premises will occur at least twice a day.
- Clean and disinfect high touch surfaces regularly.
- Clean and disinfect high-touch electronic devices (i.e., keyboards, tablets, smartboards).
- Soap and water will be used to clean work spaces.
- Regularly clean and sanitize items that are designed to be shared.
- Washrooms will be cleaned twice daily, keeping in line with high touch surface area protocols.
- Items that are not easily cleaned (e.g. fabric or soft items) will be limited.
- Garbage containers will be emptied daily.
- Schools may have rotating day-custodian coverage to disinfect common areas periodically throughout the day.

## Parent/Guardian Drop Off/Pick Up Outside Drop Off:

- Students will use the designated entrance(s) and exit(s): Site-specific.
- Students will maintain physical distancing as they enter the school.
- Schools will have further site-specific procedures for student arrival at school.

## Pick Up:

- Students will wash their hands or use hand sanitizer when they leave the school. Parents must drop off and pick up their students at their designated time.

Schools will develop site specific procedures for students arriving and departing by bus.

## Staff will Promote Good Hand Hygiene and Respiratory Etiquette with Students

### **Reinforce and remind the rule of “hands to yourself”.**

Students will wash hands or use hand sanitizer, particularly:

- When they arrive at school and before they go home.
- Before/after any breaks (e.g., recess, lunch).
- Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Before and after eating and drinking.
- After using the toilet.
- After handling common resources/equipment/supplies or pets.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.

## Staff Should Wash Hands Frequently

Staff should wash hands or use hand sanitizer:

- When they arrive at school, before they go home. Before/after breaks (e.g. recess, lunch).
- Between different learning environments (e.g. outdoor-indoor transitions, gym to classroom).
- Before and after eating and drinking.
- Before and after handling food or assisting students with eating.
- Before and after giving medication to a student or self.
- After using the toilet.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning tasks, or handling garbage.
- After removing gloves.
- Whenever hands are visibly dirty.

# COVID-19 MANDATORY PROTOCOL: SCHOOL SITE PROCEDURES

## Washrooms

- Schools will develop a washroom use plan for students in keeping with physical distancing expectations.
- Regularly review the COVID-19 handwashing guidelines (as posted) with students.
- Washroom will be cleaned twice per day.

## Food for Students

- Students must wash their hands or use hand sanitizer before handling food.
- Students are not to share food items or contact food items that belong to others.
- Students should not bring food items that need to be reheated. There will be no access to microwave ovens.
- Students will need to consume food items at their individual designated work area and clean the area when finished.
- All beverage and food containers should be clearly labeled with the student name.
- Students are discouraged from leaving the school to pick up food at breaks, in order to limit potential exposure in schools.

## Staffroom and Breaks

- Wash your hands or use hand sanitizer before you go into the staffroom.
- Whenever in shared spaces, maintain appropriate physical distancing.
- Bring your own lunch. We are asking you not to leave the building for lunch to limit potential exposure. If you have to leave, make sure you follow the same protocols that you did when you arrived.
- Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, utensil use, etc.).
- Clean the areas, surfaces, appliances, etc. that you use in the staffroom.
- Wash your hands or use hand sanitizer again before you go back to your classroom, office or workspace.
- Do not share food or drink.

## Workspaces for Students

- Avoid close greetings (**e.g. hugs, handshakes**). Regularly remind students about keeping their **“hands to yourself”**.
- The number of students in a space should not exceed the ability to maintain health and safety measures.
- If possible, organize students into smaller groups that stay together throughout the day.
- Strive to minimize the number of different teachers and EAs that interact with groups of students throughout the day.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Incorporate more individual activities or activities that encourage more space between students and staff.
  - For younger students, adapt group activities to minimize physical contact and reduce shared items.
  - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways and washrooms.
- Assemblies and other school-wide events should be held virtually to avoid large gatherings of people in one space.

## Other Shared or Specialty Spaces

- Administrators will develop procedures for use of other shared spaces within their individual buildings (libraries, gyms, shops, etc.).
- Procedures for these spaces must be in line with District protocols.

## Playgrounds and Outdoor Activities

When playgrounds are opened:

- Take students outside more often.
  - Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- Spread people out into different areas.
- Limit the number of students on certain pieces of playground equipment.

# COVID-19 MANDATORY PROTOCOL: SCHOOL SITE PROCEDURES

## Managing Students who Exhibit Symptoms of COVID-19

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

- Promptly separate the child with symptoms of COVID-19 into a safe area away from others; move the child to the designated safe space. Provide adequate supervision until the child is picked up.
- Provide the child with a mask if one is available.
- Notify reception at the District Office.
- Call parent or guardian immediately and ask that the child be picked up immediately.
- Contact custodian to do a thorough cleaning and disinfecting of the space once the child has been picked up.
- **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.**

## Universal Precautions

- Wash your hands with soap and water for at least 20 seconds after you have had contact with blood or other body fluids, after going to the washroom, before preparing or eating food, and after removing latex gloves. Use hand lotion to help keep your hands from becoming chapped or irritated. Intact skin is your first defense against infection!
- Wear gloves when in contact with blood or other body fluids, excrement or non-intact skin.
- Wear gloves when in contact with articles such as clothing or surfaces that have been contaminated with blood or body fluids.
- Replace torn or punctured gloves immediately.
- DO NOT clean up blood or other bodily fluids from surfaces, call administrator or speak with the on-site custodian regarding clean-up
- If you have cuts or open sores on your skin, cover them with a plastic bandage.

## Staff Illness

- Schools will have procedures for staff who become ill while at the school.
- If you are sick, stay home and log a sick leave.
- 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>



BC COVID-19 Symptom Self-Assessment Tool

## Use of Personal Protective Equipment (PPE)

- Masks and gloves are not needed beyond those used by staff as part of regular precautions for hazards normally encountered in their regular course of work.
- No additional PPE is required beyond precautions regularly taken or previously identified for use with a specific student.
- Students who have symptoms must be kept home from the school rather than relying on masks.
- There is no evidence to support the use of medical grade, cloth or homemade masks in school settings at this time. **Wearing one is a personal choice. It is important to treat people wearing masks with respect.**

# COVID-19 MANDATORY PROTOCOL: SCHOOL SITE PROCEDURES

## Supporting Documents:

- **[BC's K-12 Education Restart Plan](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf)**: Released May 15<sup>th</sup> 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](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf)**: Updated May 22<sup>nd</sup> 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-guidlines.pdf>
- **[WorkSafeBC K-12 Education Protocols](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education)**: Updated May 22<sup>nd</sup> 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](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_k-12_school_guidance_-_2020_may_19_-_final.pdf)**: Updated May 22<sup>nd</sup> to provide health and safety standards for schools to operate in Stage 3.  
[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19\\_k-12\\_school\\_guidance\\_-\\_2020\\_may\\_19\\_-\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_k-12_school_guidance_-_2020_may_19_-_final.pdf)