

# Westside Montessori School / COVID-19

## Return to School Health and Safety Plan - *Updated 24 February 2021*

### COVID-19 IN SCHOOLS UPDATE

Based on guidance from the Provincial Health Officer and experience to date within B.C. and other jurisdictions that schools continue to be low-risk sites for COVID-19 transmission. K-12 students can participate in full-time, in-class instruction in accordance with current public health guidelines for schools. The rate of transmission in child care settings are also considered low.

The risk in **child care settings** is considered low in BC as:

- They are controlled environments where effective infection prevention and exposure control measures can be consistently implemented and adhered to;
- Young children (aged 10 and under) in B.C. are unlikely to be infected with COVID-19;
- COVID-19 is less commonly transmitted between children, and between children and adults;
- COVID-19 is more commonly transmitted between adults, and from adults to children; and
- Young children are less at risk for severe illness from COVID-19.

School medical officers have recommended the following:

1. Discourage crowding and gathering at Drop-Off and Pick-Up.
2. Avoid close face-to-face contact whenever possible.
3. Assign staff to a specific learning group whenever possible.
4. Ensure that the use of masks does not reduce or replace practicing physical distancing between learning groups and other preventions measures, for both students and staff.
5. Ensure prevention measures are in place in staff only areas.
6. Implement Music classes according to the BC Music Educator's Association and the Coalition for Music Education in BC guidance for Music Classes.
7. High intensity physical activity should occur outside whenever possible.

### GENERAL INFORMATION

As the information on COVID-19 illness is evolving, up-to-date information on symptoms and prevention can be found at the [Canada.ca](https://www.canada.ca), [BCCDC](https://www.bccdc.ca) and [WHO Novel Coronavirus](https://www.who.int/emergencies/diseases/novel-coronavirus-2019) web sites.

### INTRODUCTION

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support WMS employees, students, parents, and administrators to:

- Be informed about public health measures and feel safe in our school.
- Understand roles and responsibilities in maintaining and promoting public health and school safety.

- These guidelines are separated into measures that are known to reduce the risk of disease transmission.

This document will be revised and updated on an ongoing basis. WMS will offer childcare for children of Essential Service Workers when required to do so in Stage 3, 4, and 5 as set out by BC's Five Stages Framework for K-12 Education.

## INFECTION PREVENTION & EXPOSURE CONTROL MEASURES

Infection and exposure control measures help create a safe environment for students and staff. These measures are designed to reduce the transmission of COVID-19 and are listed in order of most effectiveness. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

**Public Health Measures** are actions taken across society at the population level to limit the spread of the COVID-19 and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travellers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

**Environmental Measures** are changes to your physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, ensuring good ventilation and air exchange, using visual cues for maintaining physical distance and frequent cleaning and disinfection.

**Administrative Measures** are measures enabled through the implementation of WMS policies, procedures, training and education. Examples of these include health and wellness policies, decreased density in classrooms, staggered schedules and using virtual learning opportunities.

**Personal Measures** are actions individuals can take to protect themselves and others. Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow and staying home from work if you are sick.

**Personal Protective Equipment (PPE)** is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of the health-care settings, the effectiveness of PPE is generally limited to protecting others should you be infected. Information regarding the personal choice to wear PPE is outlined later in this document.

# Hierarchy for Infection Prevention and Exposure Control Measures



## SUPPORTIVE SCHOOL ENVIRONMENTS

Schools can support students to practice personal protective measures by:

- Having staff model these behaviours.
- Sharing reliable information from the BC Centre for Disease Control and the Office of the Provincial Health Officer, to parents, families and caregivers.
- Promoting required safety measures in the school through the use of visual aids like floor markings and signage.

In line with the K-class instruction for all students within current health and safety guidelines for schools, staff should utilize positive and inclusive approaches to engage students in preventive practices and should not employ measures that are punitive or stigmatizing in nature.

## FOUNDATIONAL PRINCIPLES

### *Clean School*

- Staff will carry out ongoing cleaning and disinfection protocols throughout the day with a focus on high touch areas. These include items used by multiple students and staff: door knobs, light switches, hand railings, water jigs, faucets and toilet handles, tables, chairs, manipulatives and toys.
- Limit the use of frequently touched items that are not easily cleaned to those that support learning, health and development.

- Enhanced cleaning protocols throughout all areas of the school will be done between morning and afternoon classes and at the end of the day.
- Staff will implement ongoing, cleaning/disinfection of high touch areas and will be provided with instructions on these protocols during the Employee Health and Safety Training.

### ***Healthy Occupants***

- All individuals will complete a daily personal health check prior arrival to the school.
- Staff and students must stay home if sick.
- At drop off, WMS staff will complete daily informal health checks with students i.e. “How are you feeling today?”
- Students are encouraged to check their own temperature using the wall mounted touchless thermometer.
- If a student or staff develops symptoms of COVID-19 while at school, the Onset of Symptoms protocol will be followed. See Appendix C.

### ***Visitors to the School***

- Access to the school by non-essential personnel including parents, contractors and visitors is strongly discouraged and, where required, pre-approval from the Head of School is required
- All authorized visitors are required to wear a mask and keep physical distance with all individuals in the school.
- All visitors are required to confirm completion of their Daily Health Check before entering the facilities.
- All visitors will be logged for contact tracing purposes.

### ***Learning Groups***

- Learning Groups will be set as per the requirements set out in the five stages outlined in the BC’s Five Stages Framework for K-12 Education.
- Designation of WMS Learning Groups will be established for students and employees and communicated to our community as it pertains to each stage.
- The group of students and staff will remain together throughout Stage 2 and will primarily interact with one another. This will help reduce the number of close, in-person interactions an individual has in a day.
- Learning Groups enable effective contact tracing in the event of a potential COVID case.
- Learning Group information will be held by the school to initiate effective contact tracing should the need arise.

### ***Interacting within Learning Groups***

- Reducing the number of close, prolonged, face-to-face interaction an individual has in a day continues to be a key-component of BC’s strategy to prevent the spread of COVID-19.

- Within learning groups, physical distancing should include avoiding physical contact, minimizing close prolonged, face-to-face interactions and spreading out as much as possible within the space available.
  - Young children may not be able to consistently reduce physical contact.

### ***Interacting Outside of Learning Groups***

- Outside of learning groups, physical distancing should include avoiding physical contact AND close prolonged, face-to-face interactions and spreading out as much as possible within the space available AND ensuring there is 3 meters of space available between people from different learning groups.
- Specialist teachers must maintain physical distance from students and other staff and avoid close face-to-face interactions.
- Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another *at all times*. Masks are not a replacement for physical distancing.

### ***Physical Distancing When Indoors***

Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close, face-to face contact.

- When indoors, all students and staff will be encouraged to stay physically distant to the best of their abilities.

### ***Physical Distancing When Outdoors***

- When outdoors and in an “Out of Learning Group” situation, students and employees are encouraged to maintain a physical distance of 2 metres.
- During the drop off and pick up of students, parents are encouraged to wear a mask and to maintain Return to School Health & Safety Plan physical distance from others except for their family members.

### ***Staff***

- Staff meetings should be held virtually whenever possible.
- Staff and other adults should practice physical distancing (2m) for face-to-face interactions at all times, even when wearing a non-medical mask. This includes during break times and in meetings.
- If physical distancing cannot be maintained and a physical barrier is not present, staff will be required to wear masks.
- The number of people gathered and the length of the gathering should be minimized as much as possible.

### **School Events**

- In person school events will not occur at this time (i.e.: indoor field trips, combined class celebrations). This will be re-evaluated throughout the year.

### **Parent Meetings**

- While school access remains restricted, parent meetings will occur through virtual means.
- The school will limit in-person parent meetings to those that are necessary for exceptional circumstances.

### **Use of Non-Medical Masks**

- Non-medical masks are required to be worn in situations when a person cannot maintain physical distance and is in close proximity to a person outside of the Learning Group. In such circumstances, the school will provide masks for those who need one.
- In the event of a sudden onset of symptoms, masks will be worn by designated staff who will implement the onset of symptoms protocol.
- When in Learning/Working Groups, the wearing of masks is a personal choice for students and their families in K-7 schools.
- When in Learning/Working Groups, the wearing of masks is required for staff except when seated at a table, eating or drinking, or when a barrier is in place.
- Specialist Teachers will wear a mask and/or face shield.
- For more details regarding the use of personal protective equipment, refer to section number 5 of this document.

### **Emergency and Evacuation Drills**

Schools should continue to practice emergency (e.g. fire, earthquake, lockdown) and evacuation drills, including the six required annual fire drills as per BC Fire Code 2.8.3.2, and modify current drill procedures to adhere to health and safety guidelines (e.g., providing additional muster spots to prevent crowding/congregating).

- Staff will be notified in advance of emergency / evacuation drills.
- The BC Fire Code requires schools to conduct ‘total evacuation fire drills’ involving all occupants in the building. Partial evacuations involving small groups of students would not comply with the fire drill requirements of the Fire Code.
- We continue to update their fire safety plans on an annual basis, as per the BC Fire Code.
- In the event of an actual emergency, emergency procedures take precedence over COVID-19 preventative measures.

### **Training and Education**

**All WMS employees are required to:**

- Review this document and all periodic updates/notices as distributed by the school.
- Participate in mandatory training sessions to operationalize these protocols before the return to school.

**Student Education**

- Student orientations will be given to review many of the WMS health and safety procedures as it pertains to in and out of class procedures and protocols and will allow for students to obtain answers to their questions/concerns.

**Parent Education**

- We will provide regular updates sharing any revisions to policies and protocols based on the most recent and factual information provided by the Health and Education Ministries. Communications may take the form of newsletters, the information white boards at the gates, virtual parent meetings and in individual conversations as needed.

## 1. Public Health Measures

Public Health Measures are actions taken across society at the population level to limit the spread and impact of COVID-19.

There are a number of different levels of support that fall under Public Health. The top level of support includes the Provincial Health Officer (PHO) who creates orders that are considered law. The second level of support is with Medical Health Officers (MHO) – these roles support groups within specific health authorities such as WMS within the Vancouver Coastal Health Authority. The last level of Public Health support falls to Public Health nurses (PHNs) that function out of Public Health Units.

Since the onset of COVID-19 spread within British Columbia, the Provincial Health Officer has implemented public health measures, including:

- prohibiting mass gatherings of greater than 50 people,
- requiring international travellers to self-isolate / quarantine for 14 days upon arrival in Canada,
- effective case finding and contact tracing of positive cases, and
- emphasizing the need for people to stay home when they are sick.

Under the Public Health Act, the MHO may also issue orders or recommendations to independent schools. Public Health has identified that active testing of people with COVID-19-like symptoms can support early identification of COVID-19 cases as well as determine others who had been in close contact with them. These “contacts” can then be notified and are supported to self-monitor for COVID-19 symptoms to reduce the likelihood of the contacts spreading COVID-19 further. WMS will report employee and student absenteeism related to possible COVID-19 cases to Public Health.

If a COVID-19 positive person is identified, PHNs will conduct contact tracing. Nurses will also support MHO and PHO directives to ensure they are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in the school.

In case of a school-based outbreak, WMS will follow the MHO's guidance regarding the communication to families and/or the entire school community.

### ***School Closure Related to COVID-19***

Should a risk of outbreak be identified by the school, the Head of School will contact public health authorities immediately regarding the mitigation of risk to the community. If it is believed that the health or safety of students or staff are endangered and the Head of School is unable to reach public health authorities, the Head of School has the authority to close the school on a required day of instruction. **Public Health will be notified as soon as possible when the decision is made. The MHO can also close a school if the health or safety of anyone is considered to be at risk.**

## **2. Environmental Procedures**

Environmental Procedures are changes made to the physical environment that help reduce the risk of exposure. **Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventative measures.**

### ***Ventilation***

- LEVOIT large room air purifier with True Hepa Filter have been purchased for each classroom.
- Windows will be opened to allow improved airflow within classrooms.
- Outdoor classroom spaces will be used daily.

### ***Signage and Visual Cues***

Visual cues and signage will remind all members of our WMS community of important procedures and protocols that will help reduce density, manage traffic flow, and remind everyone to physically distance including:

- Visual cues for physical distancing
- Hand hygiene posters
- Occupancy numbers will be posted on all entries to shared spaces.
- Up and down directions for hallways and stairs
- Health check reminders

### ***Cleaning***

- Cleaning protocols will align with the WMS Enhanced Cleaning Protocols.

- WMS staff conduct ongoing general area cleaning and focused cleaning/disinfection of high touch surfaces.
- Hand sanitizer is available at all building entrances and throughout the classrooms.
- Staff ensures the ongoing replacement of handwashing supplies and alcohol-based sanitizer.
- Staff ensures that handwashing and alcohol-based sanitizer is well stocked.
- Facility is thoroughly cleaned after every class using the Environmental Cleaning Protocols.
- All staff participate in ongoing, informal, cleaning, and disinfecting of their workspaces.
- Shared equipment is cleaned and disinfected as per cleaning guidelines.

### ***WHMIS (Workplace Hazardous Materials Information System)***

All disinfectants and detergents must be safely stored out of reach of children. Soap and water are the preferred methods of sanitizing hands and hand sanitizers should only be used with children under the direct control of supervising staff. All chemicals must be properly labelled in accordance with WHMIS requirements.

### **CLASSROOM ENVIRONMENT**

#### **Classrooms will have:**

- Boxes of tissues strategically located in the room to provide ready access.
- Designated location for waste receptacles.

#### ***Classroom furniture placement***

- Classrooms have been reconfigured with physical distancing in mind.
- Seating arrangements are to avoid students directly facing one another where possible.

#### ***Decluttering***

- Classroom staff will de-clutter classrooms to facilitate effective and efficient cleaning.
- Unnecessary, unused items must be disposed of or relocated.
- Table tops and counter surfaces must be kept as clear as possible to facilitate ongoing disinfection throughout the day and allow for end of day cleaning/disinfection.
- Teaching staff will direct students to take home any unnecessary personal items and keep spaces clean and uncluttered.

#### ***Montessori Classroom Materials***

- Montessori and other learning materials will be reduced to the maximum extent possible. Only those items which can be readily disinfected will be selected to remain.
- Materials will be sanitized after each use.
- Plush items will be put away.

## ENVIRONMENTAL MEASURES FOR SCHOOL PROGRAMMING

### Music Program

All classes can continue to occur where:

- K-12 staff wear masks while singing indoors
- Under Stage 2, physical contact is minimized for those within a learning group and students and staff are spaced as far as possible;

No in-person performances/events may occur at this time.

### Physical and Health Education / Outdoor Programs

We encourage outdoor programming as much as possible. Teachers will plan physical activities that limit the use of shared equipment and:

- Minimize physical contact inside Learning Groups (under Stage 2)
- Shared equipment should be cleaned and disinfected
- Students practice hand hygiene before and after using equipment
- Do not have prolonged physical contact or crowding.

K-12 Staff are required to wear masks during physical health education when they are indoors , unable to maintain physical distancing (2m) and a barrier is not present.

### School Libraries

At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products.

- School ending library is open for book exchange can continue to occur during stages 1-4.
- Students and staff should practice diligent hand hygiene before and after handling resources

### Playgrounds

There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment. The following measures will be taken:

- Frequent handwashing before and after play.
- Attempt to minimize direct contact between students in Learning Groups
- Sand and water can be used for play if children wash their hands before and after play.

## EXTENDED DAY STUDENT LUNCH

- Students will clean their hands before and after eating.
- Lunch will be eaten outdoor as much as possible.
- Students will bring their own lunch from home in a small lunch bag.

## SNACKS AT SCHOOL

- All snacks will be provided by the school and prepared by WMS Staff.
- Fruits and vegetables will be washed with soap and cold water and rinsed before consuming.
- All snacks will be freshly plated for each student.
- At this time, students will not be participating in food preparation.
- Special Snack for the classes from student homes will not be included at this time.
- Birthday Snack for the classes from student homes will also not be included at this time.
- Schools may accept food donations that support learning.
- School will emphasize that food and beverages will not be shared.

## FUNDRAISERS

\* Schools can continue to offer fundraisers that can be implemented in line with the health and safety guidelines

## 3. Administrative Procedures

Administrative Procedures (Rules and Guidelines) are measures enabled through the implementation of policies, procedures, training, and education.

### *Policy and Procedures*

WMS has updated our Exposure Control Plan to ensure it aligns with industry standards. First aid attendants will be provided with protocols for what to do if attending a student with new onset of COVID-19 symptoms.

### *Classroom configurations*

Classroom set-up and configuration will aim to have optimal spacing between students. Group activities will be minimized and physical contact will be discouraged. Seating arrangements will avoid sitting directly across from one another as much as possible.

### *Physical contact*

Physical contact will be discouraged. Greetings such as hugs and handshakes will be halted. Students will be regularly reminded to keep their hands to themselves and find alternate and creative ways to greet their peers and teachers.

### ***Other shared spaces***

All shared spaces such as the Specialist room and washrooms will have occupancy limits posted.

### ***Washroom Usage***

Each WMS classroom has an attached washroom with three sinks. Outdoor play area will have an outdoor sink for added ease of hand hygiene and reduction of density in the washrooms. Staff will assist and remind students of hand hygiene and social distancing protocols.

### ***Training***

WMS takes employee health and safety seriously and all employees will be required to read all health and safety policies and procedures and to participate in mandatory health and safety training. We are ensuring that all staff members entering the school know the required procedures developed to keep all attendees safe.

### ***Communications***

Information has sent to all WMS families detailing their responsibilities to keep our school community safe. These include:

- Rules and guidelines that staff and students are expected to abide by.
- Steps to be taken for the daily health assessment of a student.
- Responsibility of parent if WMS needs to send a student home.

### ***Health & Safety Compliance***

All policies and procedures are compliant with WorkSafe BC Health & Safety Plan which will be posted at all entrances to the school.

WMS will conduct an ongoing review of its policies and procedures and will communicate to families and employees all changes we undertake and explain why the changes were necessary.

Health and safety concerns should be reported to the Administration. Onboarding of new faculty and staff will include the employee health and safety training.

## **ILLNESS AND SELF-ASSESSMENT**

### **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.

Parents and caregivers **should** assess their child daily for illness before sending them to school

- parents /caregivers and students can utilize the provincial [K-12 Health Check App](#) for daily assessment of symptoms.
- schools are not required to verify that the student Health Check has occurred everyday or require that the parents/caregivers submit a daily health check form.

Staff and other adults **are required** to complete an active daily health check, in line with the Provincial Health Officer's [Order on Workplace Safety](#), prior to entering the school.

- school administration is required to verify that staff health checks have been completed before they enter the school

If a student, staff or other adult is sick, they must not enter the school.

### ***Symptoms of COVID-19***

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Research shows that some symptoms are more likely related to COVID-19 than others.

#### **Key symptoms of COVID-19 include:**

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

#### **Other symptoms may include:**

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

According to the BCCDC, [children](#) may show symptoms differently than adults. For example, fatigue may show in children as poor feeding, decreased activity, or changes in behaviour. You can find information on [fevers in children](#) here. If you have any questions contact your health care provider or call 8-1-1.

### ***Monitoring of Students***

During the day, staff will remain vigilant and inquire about student health daily. Teachers and staff must encourage and assist students to conduct daily personal health checks and remind them to stay

home if sick. Temperature checks may be carried out at the discretion of the teachers throughout the day.

### ***Staying Home, Self-Isolation and Symptoms***

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

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

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test result. Additional information on self-isolation requirements and support is available from [BCCDC](#).

### **Symptoms of Illness and Return to School**

Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the K-12 Health Check app.
- Staff and other adults can refer to BCCDC's "[When to get tested for COVID-19](#)".
- Staff, students and parents/caregivers can also use the BCCDC online Self-Assessment Tool, call 8-1-1 or their health care provider.

When a staff, student or other adult can return to school depends on the type of symptoms they experiences (as indicated in the K-12 Health Check app and BCCDC "[When to get tested for COVID-19](#)" resource) and if a COVID-19 test is recommended. See Appendix C – COVID-19 Symptoms, Testing & Return to School for more information.

Students and staff who experience symptoms consistent with a previously diagnosed health conditions (e.g. seasonal allergies) 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 are not 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.

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 the self-isolation and when they may return to school. Most illness experienced in BC is not COVID-19, even if the symptoms are similar.

### ***Onset of Symptoms for Students While at School***

- If a student develops an onset of symptoms while in class, teachers will engage in a brief conversation with the student to discuss how they are feeling.
- If teachers deem that the student has developed symptoms of illness, they will promptly assist the student and follow through on procedures outlined in Appendix D and inform Administration.

### ***Separation Space***

- An outdoor separation space has been designated.
- This space will be used for isolating a sick individual and will reduce the spread of the virus while the student is waiting to leave the school.
- The student will be supervised and wait comfortably for parent pick up.

### ***Moving to the Separation Space***

- If a student develops an onset of symptoms or illness, the child will be moved to a separation space to minimize the spread of any virus while making arrangements for parents to come pick up their child.
- The child will be given an N-95 mask to wear.
- Teachers will inform the administration who will contact the child's parents or caregiver.
- The student will not be left unsupervised by a staff member.
- Staff will immediately disinfect the last known spaces the child has used.

### ***Communication with Parents***

- Parents will be contacted immediately if a student is required to wait in the Separation Space.
- We will ask families to seek medical assessment as necessary.
- The family will keep the child at home until symptoms no longer exist and/or as guided by health authorities.
- We ask that families keep the school informed of their child's health status and to confirm with the school as soon as possible if there is a COVID-19 confirmation.

### ***Onset of Symptoms for Employees While at School***

- Employees should stay home if they are sick. Should an employee experience the onset of symptoms while at work, employees will follow procedures as outlined in **Appendix C**.
- An employee with the onset of symptoms who does not have their own mode of transportation and/or is waiting for a ride home will be asked to wait in the separation space.

### ***Confirmation of COVID-19***

- Any student or employee who tests positive for COVID-19 inform the school ASAP.

- Families are required to inform the school if a member of their family has been in contact with a confirmed case of COVID-19.
- Contact tracing would be initiated under the guidance of the Public Health Office (PHO).
- The threshold for reporting to public health will be determined by Vancouver Coastal Health.
- Communication to the school community will balance the privacy of the individual with the duty to inform.
- Should public health issue an order to self-isolate to a designated grouping, communication to our employees and parent community would be done in consultation with public health.
- Alternative modes of instructional delivery would be considered for this group and communicated to that effect would be shared with employees and our parent community.

## **ARRIVAL PROCEDURES**

### ***School Staff***

- All employees must submit a health check prior to coming to school.
- Upon arrival, employees proceed to the health check station and sanitize their hands and take their temperature using the wall mounted touchless thermometer.
- Employees will avoid congregating and socializing in groups.
- Where possible communicate by email or phone.
- Model and reinforce good physical distancing. Supervise and direct students to adhere to physical distancing requirements.
- Refrigerators and microwave use will be permitted.
- Signage regarding cleaning protocols will be posted and employees will be asked to follow these procedures as well as practicing hand hygiene requirements.

### ***Students***

- Staggered start and dismissal times as well as outdoor playtime will be implemented for students to reduce congestion.
- Upon arrival, all students will go through a health check area where a staff member will ask them how they are feeling and supervise students as they sanitize or wash their hands.
- **Students are encouraged to use the touchless thermometer to check their own temperature.**
- Socialization outside of the Learning Groups is avoided.

### ***Reporting to Public Health***

Unusual absenteeism patterns should be reported to administration who will assess the situation and engage with the public health authorities as required.

## **4. Personal Procedures**

Personal procedures are actions individuals can take to protect themselves and others. Personal procedures are simple:

- Maintain appropriate distancing in all out of Learning Group interactions.
- Reduce physical contact.
- Refrain from sharing personal items. Students and staff must label their personal items.
- Stay home when sick.
- Wear a mask in situations when you cannot maintain physical distance and you are in close proximity to someone outside your Learning Group.

### ***Hand Hygiene***

Frequent hand washing protocols will be in place as outlined in Appendix B of this document. Hand hygiene must be performed using either alcohol-based hand rubs (80%) or soap and water.

Hand hygiene facilities are set up at all the entry points to the school and students are required to perform hand hygiene before being allowed to enter the WMS premises.

- Where necessary, additional hand sanitizing stations will be installed throughout the school and will be visible and easily accessible.
- Indoor and outdoor classrooms have sinks where handwashing can be performed. Teachers will monitor for appropriate hand hygiene of students. Handwashing and hand sanitizing locations are visible and easily accessed.

### ***Staff members will:***

- Encourage handwashing with water and soap for at least 20 seconds.
- When hands are visibly soiled, antibacterial soap is not needed for COVID-19.
- Incorporate additional hand hygiene opportunities into the daily schedule.
- Assist younger students with hand hygiene as needed.

Handwashing supplies will be monitored and replaced regularly including soap, paper towels, and where appropriate, alcohol-based hand rub.

## Respiratory Etiquette

Cough and sneeze without contaminating others.



**COVER**  
your mouth and  
nose with a tissue  
when coughing  
or sneezing.



**THROW**  
the tissue  
in the garbage.



**IF NO TISSUE  
IS AVAILABLE,**  
cough or sneeze  
into your elbow  
or on your  
upper arm.



**WASH**  
your hands  
often. If soap  
and water are  
unavailable, use  
a hand sanitizer.

### **Students and Staff should:**

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene.

### **Personal Items**

- Items from home should not come to school except for lunches for Extended Day Students.
- Staff and students should not share personal items.
- Personal items should be labelled with names to discourage accidental sharing.
- Food and beverage items are not to be shared.
- We will not allow homemade food items to be made available to other students at this time. (e.g. birthday treats, bake sale items)

## 5. Personal Protective Equipment (PPE) Procedures

Although PPE is the lowest level on the hierarchy of infection prevention and exposure control measures, it can provide an additional layer of protection when more effective measures are not feasible. Non-medical masks and face coverings have a role to play in preventing the spread of COVID-19. They provide protection to the wearer and to those around them.

Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn. Masks should not be worn in place of other safety measure detailed in this document.

### **K-12 Staff**

All K-12 staff are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) in schools – both within and outside of their learning group EXCEPT when:

- sitting in or standing at their seat or desk in a classroom or learning space;
- there is a barrier in place;
- eating and drinking; and
- outdoors

### **Elementary School Students**

Elementary students are not required to wear a mask in schools. Elementary students' mask use should be based on their personal or family/caregiver choice, and these choices must be respected.

- In line with current public health guidance, masks are not required for elementary school students based on international evidence regarding younger children's capacity to comply with the correct use of mask (e.g. frequent touching, removal of mask, wearing mask incorrectly, etc.) and potential impact of mask wearing on learning and development.

### **Use of Non-Medical Masks**

- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their Learning Group.
- Non-medical masks are not mandatory for students due to the increased likelihood they will touch their eyes as well as require assistance to properly put on and take off their mask.
- Children have the option to wear Non-medical masks at school
- Exceptions will be made for those who cannot wear masks for medical reasons.
- Staff are required to wear a non-medical mask or a face shield and mask in all high traffic areas of the school such as common areas, hallways, or anytime outside of their Learning Group whenever physical distancing cannot be maintained (this includes specialist teachers, teachers, and staff who interact with multiple Learning Groups)
- WMS staff will wear a mask or a face shield within their Learning Group.

### **Gloves**

Gloves will be used by staff when handling food, providing close personal care or while working with cleaning agents. Other than that, they are not recommended; good handwashing and sanitation practices are.

### **Donning and Doffing PPE**

#### **Steps for putting on (donning) personal protective equipment**

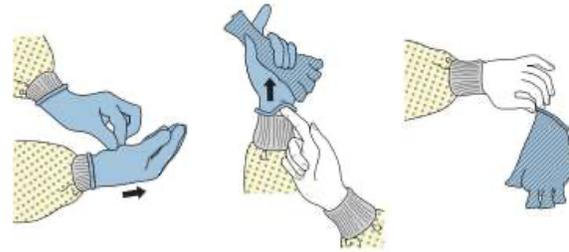
1. Hand hygiene – Clean all surfaces of hands and wrists.
2. Non-Medical mask procedure – Secure ties in middle of head and neck, fit nose band to your nose and pull on bottom down to completely cover chin.
3. Eye protection – Place goggles or face shield over face and eyes and adjust to fit.
4. Gloves – ( optional not recommended )

**Steps for taking off (doffing) personal protective equipment**

Gloves – (optional not recommended) remember, the outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.

Perform hand hygiene – Clean all surfaces of hands and wrists.

Staff will provide students with age-appropriate guidance for the storing of masks both in and out of class.



The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

# Appendix A: Summary of School-Based Control Measures



## 1. STAY HOME WHEN SICK

*All students and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.*



## 4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

*Spread students and staff out to different areas when possible.*

*Take students outside more often.*

*Stagger break and transition times. Incorporate individual activities.*

*Remind students to keep their hands to themselves.*



## 2. HAND HYGIENE

*Everyone should clean their hands more often!*

*Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.*



## 5. CLEANING AND DISINFECTION

*Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day).*

*General cleaning of the school should occur at least once a day.*

*Use common cleaning and disinfectant products.*



## 3. RESPIRATORY AND PERSONAL HYGIENE

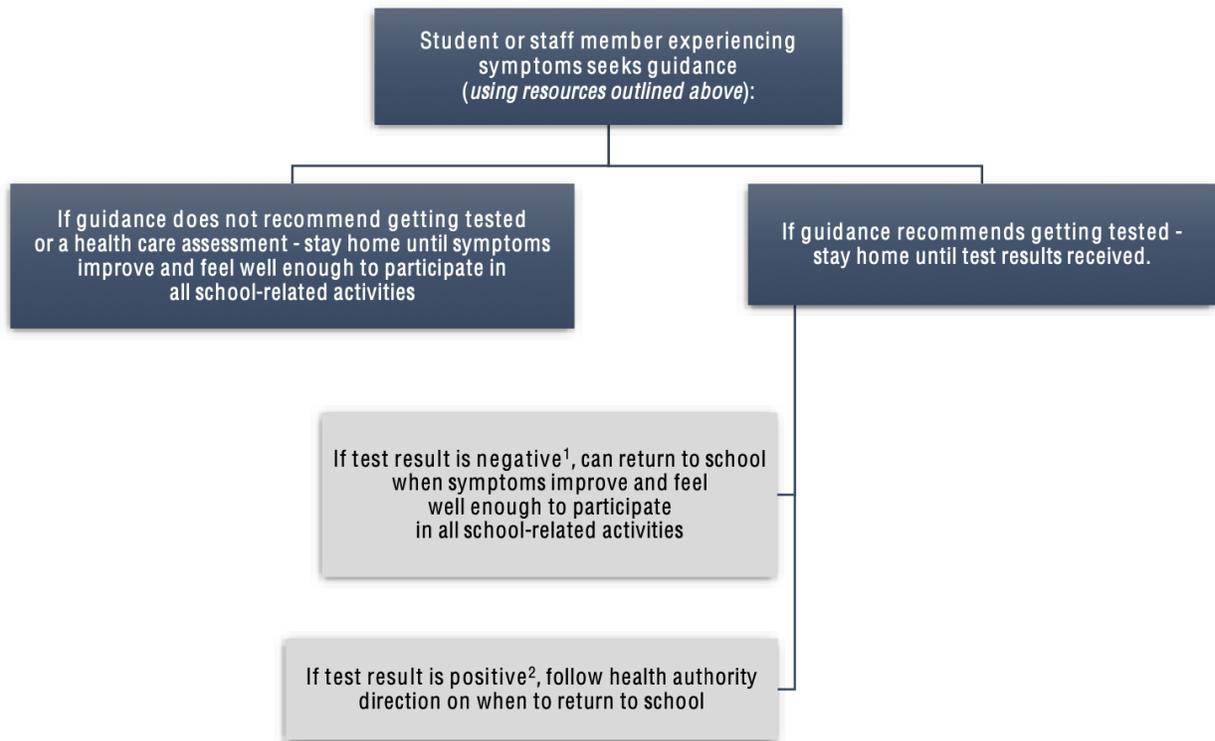
*Cover your coughs.  
Do not touch your face.  
No sharing of food, drinks, or personal items.*

## Appendix B: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should perform Hand Hygiene:
<ul style="list-style-type: none"> <li>• When they arrive at school.</li> <li>• Before the go home.</li> <li>• Before and after any breaks. (i.e. lunch)</li> <li>• Between different learning environments (i.e. outdoor-indoor transitions).</li> <li>• At hourly intervals.</li> <li>• Before and after eating and drinking.</li> <li>• After using the washroom.</li> <li>• After handling common resources, equipment, supplies or pets.</li> <li>• After sneezing or coughing into hands.</li> <li>• Whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>• When they arrive at school.</li> <li>• Before the go home.</li> <li>• Before and after any breaks. (i.e. lunch)</li> <li>• Between different learning environments (i.e. outdoor-indoor transitions).</li> <li>• At hourly intervals.</li> <li>• Before and after eating and drinking.</li> <li>• After using the washroom.</li> <li>• After handling common resources, equipment, supplies or pets.</li> <li>• After sneezing or coughing into hands.</li> <li>• Whenever hands are visibly dirty.</li> <li>• Before and after handling food or assisting students with eating.</li> <li>• Before and after administering medication to a student or self.</li> <li>• After contact with bodily fluids (ie. runny noses, spit vomit, blood).</li> <li>• After cleaning tasks.</li> <li>• After removing gloves.</li> <li>• After handling garbage.</li> </ul>

## Appendix C – COVID-19 Symptoms, Testing & Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC “[When to get tested for COVID-19](#)” resource for guidance. Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



1. 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.

2. Public health will contact everyone with a positive test. Visit the BCCDC website for more information on positive

## Appendix D - Onset of Symptoms: What to Do if a Student or Staff Member Develops Symptoms

<p align="center"><b>If a STUDENT Develops Any Symptoms of COVID-19</b></p>	<p align="center"><b>If an EMPLOYEE Develops Symptoms of COVID-19</b></p>
<p><b>Parents or caregivers must keep their child at home.</b></p> <p>The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p>	<p align="center"><b>Staff should stay home.</b></p> <p>Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p>
<p align="center"><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL. Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Staff will immediately separate the symptomatic student from others in the supervised separation area.</li> <li>2. The administrator will contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Once removed from the classroom, where possible, maintain a distance of 2 metres from the ill student</li> <li>4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff must clean and disinfect the space where the student was separated and any areas used by them (i.e., classroom, washroom, common areas).</li> <li>8. If deemed necessary, contact 811 or the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p><b>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</b></p>	<p align="center"><b>IF STAFF DEVELOP SYMPTOMS AT WORK: Staff should go home as soon as possible.</b></p> <ol style="list-style-type: none"> <li>1. Inform Administration of your need to go home.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Symptomatic staff who must wait for a ride home should separate themselves in the separation space.</li> <li>4. Use a mask to cover their nose and mouth immediately.</li> <li>5. Staff responsible for facility cleaning must clean and disinfect the space where the employee was (e.g., classroom, bathroom, common areas).</li> <li>6. If concerned, the employee should contact their physician to seek medical advice. Employees can also reach 8-1-1 or the local public health unit to seek further input.</li> <li>7. Employee should keep their employer informed as to the status of their health.</li> </ol> <p><i>NOTE:</i> It may be possible to return to work in advance of 10-days if symptoms have subsided and you are fit to work. Please communicate with the Head of School to understand your unique situation and needs.</p> <p align="center"><b>If a staff member tests positive for COVID they should stay home and take direction from their medical provider and the Public Health Office</b></p>
<p align="center"><b>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</b></p>	