



Kitwanga Elementary School 2021/2022 Communicable Disease Prevention Plan

Updated: January 7, 2022

Step 1: Understand the risk

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.

Disease-related information issued by the regional medical health officer, or the provincial health office, is reviewed by the district leadership team, which includes the superintendent, secretary treasurer, directors, and principals/vice-principals. The team meets as often as required.

Information and direction on measures is emailed to school administrators, and staff.

Information is posted on the district's website in a timely fashion.

Step 2: Implement measures, practices, and policies to reduce the risk

Use existing policies, and collective agreements to support staff who have symptoms of communicable disease, so they can avoid being in the workplace when sick.

Overall

Staff and students are reminded of their responsibilities to complete a daily health check. Staff and students are regularly reminded to stay home when they are sick, and are provided with resources on what to do when they are sick (e.g. the BC Self-Assessment Tool app). Daily health checklist is beside the staff sign-in and is posted in the staffroom.

Attendance/absentee records are maintained for staff through SmartFind, for students via MyEd and through bus checklists, all visitors are to ensure they have done a health check and are to log their visit at the sign-in, in the office.

Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school. Students displaying symptoms of illness (ie. Fever, chills, coughing, diarrhea etc.) will be isolated in the medical room until arrangements are made for their prompt pickup. Staff should go home if they are displaying symptoms of illness.

Health care provider notes are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

The school district supports employees in receiving vaccinations.

School district personnel will ensure that all provincial health office, or ministry health office orders, guidance, recommendations, and notices, local or provincial, will be followed.

WorkSafeBC protocols will be implemented as necessary

Hand Hygiene

Hand hygiene facilities are available and accessible throughout buildings, and are well maintained. In addition, alcohol based hand sanitizer is provided at entrances, and throughout the school in classrooms.



Coast Mountains Board of Education School District 82

The district will ensure that hand hygiene supplies are well stocked at all times, including soap, paper towels, and hand sanitizer.

The district promotes the importance of diligent hand hygiene to staff, and students regularly.

Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes.

Cleaning

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Practices are in place to clean and disinfect frequently touched surfaces when they are visibly dirty. Other general cleaning occurs in line with regular practices.

Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness (during the day, this will generally be office staff).

Our school custodians are responsible for regular cleaning. They have appropriate supplies, and have the Building Service Worker 1 & 2 training.

Building Ventilation

All HVAC systems are operated, and maintained as per standards and specifications. Buildings are monitored, and preventative maintenance systems are in place to ensure systems are working properly. HVAC programming has been modified to increase fresh air input prior to and during building occupancy whenever possible.

Portable air conditioners, and fans are not normally used, if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open windows when weather permits, if it does not impact the functioning of ventilation systems.

Risk mitigation strategies are identified for excessive heat events or times of poor air quality.

Transportation

General cleaning occurs in line with regular practices. Practices are in place to encourage bus drivers, and passengers to practice hand hygiene before and after trips. If empty seats are available, passengers are to spread out. When weather allows windows are to be open.

Bus drivers, adult volunteers, and visitors, and students in Grade 4 or higher wear masks according to the guidelines, or applicable public health orders/recommendations. Grade K-3 students are encouraged to wear masks, and this is based on their personal, or family/caregivers' choice.

Gatherings/Events

Gatherings will be held virtually (assemblies, parent-teacher interviews etc.)

If gatherings must be in person, operating capacity will be determined and those in attendance will not exceed 50% of the capacity limits if prevention measures were not in place

In person events are permitted within the guidelines of the Ministry of education and Public Health Office. There must be enough space for people to be comfortably spaced apart. As a school, we will review ideas for assemblies, etc. at the appropriate time and consider virtual and outdoor options if necessary.

Space Arrangements

In indoor spaces, people need to have enough room to carry out intended activities without involuntary physical contact. Room capacity limits cannot be exceeded.



Coast Mountains Board of Education School District 82

Maximize space between people when configuring learning environment configurations, limiting/avoiding face-to-face seating arrangements whenever possible.

Strategies to prevent crowding during instructional (if multiple classes are brought together), class transition and break times

Staff Specific Considerations

In person staff meetings will be replaced with virtual gatherings for meetings, in-service and professional development activities.

Visitors (including itinerant staff, TTOC's, parents, others)

Visitors will be limited to those that are supporting activities that are of direct benefit to student learning and wellbeing

At this time, the main doors will continue to be locked to ensure visitors are greeted, have done their daily health check, are aware of school protocols, and have signed in and out of the building properly. All visitors must wear masks while in the building. Visitors will be encouraged to make appointments, if possible, in advance of coming to the building. Staff will be notified in advance if visitors will be in any space that impacts them. Staff are asked not to let visitors into the building; please advise the office if you see someone at the door, so that proper procedures can be followed. Remind students to do the same.

Curriculum/Programs/Activities

All programs and activities can resume, following the K-12 guidelines for communicable disease prevention.

Field trips are permitted, following CMSD field trip regulations and the K-12 guidelines for communicable disease prevention.

Carpooling and bus transportation to off-site activities is permitted; use of masks and practicing of hand hygiene is required.

Regular classroom items (including carpets and other soft items) are permitted.

Students are not required to wear masks during high-intensity activities/sports (e.g. basketball, floor hockey, soccer); moving those types of activities outside is strongly encouraged.

Extracurricular sports tournaments will be paused.

Food/Food Services

At this time, no sharing of food is permitted, so bringing homemade foods in to share (e.g. birthday cupcakes) is not yet permitted. Prepackaged, individual foods are permitted.

Food that is prepared and/or sold on site must be prepared under the Food Safe guidelines and adhere to the BC School Food guidelines.

Breakfast program, snacks and lunch delivery will continue.

Community Use of Schools

User groups must have a comprehensive health and safety plan submitted to the district for approval.

Step 3: Communicate measures, practices, and policies



Coast Mountains Board of Education School District 82

Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices, and policies for managing communicable disease.

Processes are in place to ensure itinerant staff, teachers on-call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times, including the daily health check, to stay home when sick.

Signage is up, and check in at the school office is required. Information is posted on the district and school websites.

Staff are kept abreast of changes through the start of year orientation session, email, and staff meetings.

Staff, adult volunteers, visitors, and students in grades K-7, in "bricks and mortar" schools wear a non-medical mask or face covering (a "mask") that fits properly, according to the guidelines or applicable PHO/recommendations. Positive, inclusive approaches will be used to address non-compliant behavior for those able to wear masks.

Masks are available for those who have forgotten theirs.

Two meters distance between people is no longer required protocol. Personal space is the distance from which a person feels comfortable being next to another person. Students will be given guidance, support, and reminders to understand how to consider and respect others' personal space and their own personal space (personal "bubble", arm's length away, etc.) Ensuring people have enough space to avoid involuntary contact with others is expected.

Step 4: Monitor your workplace and update your plan as necessary

Continually evaluate and update your plan to reflect changing risk levels and work practices.

Site joint health and safety committees are kept informed of ongoing evaluation of measures, practices, and policies through their school principal. The district joint health and safety committee works closely with the secretary treasurer, and are kept informed through them.

Workers escalate health and safety concerns through their site joint health and safety committee members.

Administrators constantly monitor that measures, policies, and practices are being followed through their site joint health and safety committees, staff meetings.

Workplace inspections and ongoing supervision, are used to ensure measures are functioning properly, and being followed, and maintained.

Individual employees are reminded to monitor their workplace, and risk level.

Plans will be updated to reflect changes as they occur.

Employees are made aware of the process required to raise health and safety concerns.

Appendixes:

- A. How to Use a Mask
- B. When to Perform Hand Hygiene
- C. Prevent the Spread
- D. Coughs and Sneezes



Coast Mountains Board of Education School District 82

- E. Room Occupancy
- F. Daily Health Check

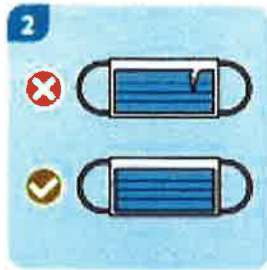


APPENDIX: A - How to Use a Mask

Prevent the spread of communicable disease: How to use a mask



1
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2
Inspect the mask to ensure it's not damaged.



3
Turn the mask so the coloured side is facing outward.



4
Put the mask over your face. If there is a metallic strip, press it to fit the bridge of your nose.



5
Put the loops around each of your ears, or tie the top and bottom straps.



6
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7
Press the metallic strip again so it moulds to the shape of your nose. Wash your hands again.



8
Don't touch the mask while you're wearing it. If you do, wash your hands.



9
Don't wear the mask if it gets wet or dirty. Don't reuse it. Follow the correct procedure for removing the mask.

Removing the mask



1
Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3
Dispose of the mask safely.



4
Wash your hands. If required, follow the procedure for putting on a new mask.