



# COMMUNICABLE DISEASE PLAN

Health and Safety

**Developed By:**

Saanich Schools Health and Safety Manager  
District Health and Safety Committee Members (CUPE, STA, SSA)  
Last Revised: August 2021

## Contents

Objective .....	1
Key Principals.....	1
Background (BCCDC) .....	1
COVID-19 in BC.....	1
COVID-19 and Schools.....	2
COVID-19 and Children .....	3
Regional Differences .....	3
Responsibilities .....	4
Employer.....	4
Site Joint Health and Safety Committees .....	4
Manager/Administration (Principals).....	4
Employees (Teachers, Educational Assistants, Support Staff, Outside Contractors).....	4
Visitors.....	4
Risk Assessment – Inherent Risk .....	5
Infection Prevention and Exposure Control Measures .....	6
Risk Assessment – Residual Risk .....	7
Appendix I – Preventative Measures.....	8
Public Health Measure .....	8
Vaccines .....	8
Public Health Case Management.....	8
School Exposures & Notifications .....	9
Outbreaks and Clusters .....	9
Regional Differences and Local Public Health Orders and Recommendations.....	10
Environmental Measures .....	10
Ventilation and Air Exchange .....	10
Cleaning and Disinfection .....	11
Physical Barriers .....	11
Administrative Measures .....	11
Gatherings and Events.....	11
Space Arrangements .....	11
Staff-specific Considerations.....	12
Visitors.....	12
Curriculum, Programs, and Activities (including Extracurricular Activities).....	12
Transportation.....	13

Food Service.....	14
Community Use of Schools.....	14
Water Stations & Fountains .....	14
Personal Items & School Supplies .....	14
Personal Measures.....	14
Daily Health Check .....	14
Symptoms Develop at School .....	14
What to Do When Sick.....	15
Returning to School After Illness .....	15
Hand Hygiene .....	16
Respiratory Etiquette .....	16
Personal Protective Equipment .....	17
Non-Medical Masks and Face Coverings.....	17
PPE When Providing Student Services.....	18
Additional PPE.....	18
Appendix II – Site Safety Committee Minutes .....	19
Appendix III – Cleaning and Disinfection.....	20
Purpose.....	20
Cleaning Products.....	20
Cleaning and Disinfecting Frequency .....	20
Frequently Touched Surfaces.....	20
Cleaning and Disinfecting Bodily Fluids .....	21
Laundry .....	21
Appendix IV – Donning and Doffing PPE .....	22
Purpose.....	22
4-Step Donning (Putting on) Procedure .....	22
7-Step Doffing (Taking off) Procedure .....	22
Non-medical mask specifics .....	23
Appendix V – Vulnerable Learners.....	24
Purpose.....	24
Personal Care Plans.....	24
Food and Eating.....	24
Toileting .....	24
Self-Injurious Behaviours .....	24
Recommendations for Worker Safety .....	25

Personal Protective Equipment .....	25
Appendix VI – Transportation/Bussing .....	26
Buses .....	26
Carpooling .....	26
Appendix VII – Specific Programs and Activities .....	27
Field Trips .....	27
Food / Culinary Programs .....	27
Food Safety .....	27
Hand Hygiene and Cleaning Products .....	27
Food Services .....	28
Fundraisers .....	28
Kindergarten Program and Entry .....	28
Music Programs .....	29
Staff Only Spaces .....	29
Physical and Health Education (PHE)/Outdoor Programs .....	29
Playgrounds .....	30
School Libraries / Learning Commons .....	30
School Sports .....	30
Trades in Training Program .....	31
Theatre, Film, And Dance Programs .....	31
Work Experience .....	32
School Gatherings and Events .....	32
Extracurricular Activities .....	32
Appendix VIII – Orientation .....	33
Appendix IX – Safety Concern Reporting .....	34
Appendix X – Signage .....	35
Appendix XI – Illness Protocols .....	37
Appendix XII – References .....	39

## Objective

These guidelines are intended to support K-12 education employees, students, parents, caregivers, administrators, and the school community members to:

- Be informed about communicable disease measures and how to support a safe school environment
- Understand the roles and responsibilities in maintaining and promoting safe and healthy schools

Schools continue to be considered low-risk settings for COVID-19 transmission, particularly in the context of a highly immunized population.

## Key Principals

The following principals shall be implemented as per the K-12 guidelines:

- All schools are to adhere to the standards, guidelines and protocols from the BC Centre for Disease Control and WorkSafeBC.
- The communicable disease guidelines outlined in this document have been developed to complement guidance from the BC Centre for Disease Control (Public Health Communicable Disease Guidance for K12 Schools) and WorkSafeBC.
- All boards of education and independent school authorities are required to have communicable disease plans in place that adhere to the guidelines outlined in this document.
  - In the case of any variance between the guidelines in this document and the guidance in Public Health Communicable Disease Guidance for K-12 Schools, schools and school districts should follow the guidelines outlined in the MOE K-12 Guidelines
  - Schools and school districts are expected to update their communicable disease plans in alignment with updates to the guidelines outlined in this document, and to post their updated plans on their school/school district website.
- Schools should implement psychological safety measures and trauma-informed practice alongside physical health and safety measures. See the K-12 Education Recovery Plan for more information.
- Effective and ongoing communication with school leaders, community partners, Indigenous rightsholders, parents, caregivers, students, unions and employees are an essential aspect of successfully implementing these guidelines

## Background (BCCDC)

The information below summarizes high-level evidence gathered since early Spring 2020 about COVID-19, including its impacts on people and K-12 schools in B.C., nationally and internationally. Up-to-date information about COVID-19 is available from BCCDC.

### COVID-19 in BC

- B.C. currently has variable community prevalence of COVID-19; some parts of the province have relatively low community transmission while other parts have relatively high levels of community transmission. Communities with high levels of transmission are typically those with lower vaccination rates.

- Since early summer 2021, the rate of COVID-19 cases has increased due to the easing of pandemic restrictions. Most cases, hospitalizations, and deaths were among unvaccinated individuals.
- B.C. has a highly vaccinated population, with the majority of those aged 12 and older having received two doses of a COVID-19 vaccine. As of August 22nd, 83% of eligible people 12 and older in B.C. had received their first dose of COVID-19 vaccine and 75% had received their second dose.
  - Vaccinated individuals tend to have milder illness if they get infected and are also less likely to pass virus on than unvaccinated individuals. Severe outcomes in fully vaccinated individuals are infrequent.
  - Everyone eligible is encouraged to be fully vaccinated (i.e., receive two doses) against COVID-19 to protect themselves and those around them.
- Four COVID-19 Variants of Concern have been detected in B.C.: Alpha, Beta, Gamma and Delta. Currently, Delta is the most common. The vaccines delivered in B.C. remain highly effective against variants, including the Delta variant, especially against severe outcomes.
  - The Delta variant is currently the predominant variant in B.C. This variant spreads more easily and may lead to more severe disease.

#### COVID-19 and Schools

Based on national and international evidence collected between January - July 2021:

- There is little high-quality evidence to suggest that having schools open meaningfully contributes to community transmission.
- The likelihood of a person attending school while infectious with COVID-19 reflects local community prevalence.
- The consistent implementation of prevention measures, particularly in communities with higher transmission and/or lower vaccination uptake, is critically important to limiting the spread of COVID-19.
  - Within clusters and outbreaks, adult to adult transmission appears more common than child to adult or adult to child.
- Widespread asymptomatic transmission is not commonly occurring within schools.
- Evidence continues to be gathered about the impact of staff and student vaccinations on mitigating risk of COVID-19 transmission at school.

During the 2020-21 school year in B.C.:

- COVID-19 cases in schools reflected the number of cases in their communities. Most cases of COVID-19 among students and staff were acquired outside of school, in their community or household.
- Vancouver Coastal Health and Fraser Health led school transmission studies to understand transmission in school settings:
  - In Vancouver Coastal Health from September 10 – December 18, 2020, out of 699 cases among students (77%) and staff (23%), 55 cases (8% of student and staff cases) were likely acquired in school. When transmission did occur, a case would typically lead to 1 or 2 other cases in the school.
  - In Fraser Health from January 1 – March 7, 2021, out of 2049 cases among students (83%) and staff (17%), 267 cases (13% of student and staff cases) were

likely acquired in school. When transmission did occur with a school setting, a case would typically lead to 1 other cases in the school. Regional school medical officers noted that these results were similar to those seen in all health authority regions, based on case reviews.

- School staff do not seem to be at any greater risk of getting COVID-19 at work compared to other workplaces that include people.
  - In Vancouver School District, despite a high rate of reported exposure to COVID-19 cases, the rate of COVID-19 infections among school staff (detected by sensitive serology testing) was the same as the local community. This suggests school staff did not experience a greater risk from COVID-19 than the general population with the measures implemented during the 2020-21 school year.
- In February, B.C. teachers reported impacts on their mental health, fewer opportunities to connect with students and the school community, and workload increases.

### COVID-19 and Children

- Most children are not at high risk for COVID-19. If they do get COVID-19, most children will have mild symptoms, or they may have no symptoms at all (“asymptomatic”).
- COVID-19 continues to have a relatively low infection rate among school-aged children (5-18).
  - Research is underway to understand the impact of the Delta variant on children, including differences in how it spreads and if there is increased risk of more severe illness in children who are not yet eligible to be vaccinated (i.e., under age 12).
- As of August 22nd, approximately 72% of people aged 12-17 had received their first dose of COVID-19 vaccine and 58% had received their second dose.
- At this time, no COVID-19 vaccine has been approved for use in children under the age of 12. Clinical trials are currently underway. More information is available from Health Canada.
- Various surveys, including the COVID-19 SPEAK survey from BCCDC have reported that school-aged children have been negatively impacted by the pandemic, including worsening wellbeing, more child stress, less connection with friends, less engagement in extracurricular activities and learning impacts.

### Regional Differences

Medical Health Officers continue to be able to place local Public Health Orders requiring additional health and safety measures beyond the guidance in this document at their own discretion, based on their authority under provincial legislation. These measures may be put in place during times of increased community transmission of COVID-19, and within communities with low vaccination uptake, based on local epidemiology and in proportion to the risk.

Local Public Health Orders may be placed for entire regions or communities, including but not limited to schools (unless schools are specifically exempted), or for specific settings or activities within a health authority region. For schools, the local Medical Health Officer may issue a recommendation for an individual school, a grouping of schools, a school district, all schools within the health authority region, or some combination thereof, to implement specific additional health and safety measures during times of elevated risk. Additional regional measures are likely to be similar to some of those in place during the 2020-21 school year, and may include:

- limits on gatherings and events;
- reconfiguring room arrangements or incorporating more activities that maximize space between people and reduce face-to-face contact;
- limiting visitors;
- recommending increased mask use.

Learning groups are not expected to be an additional prevention measure for regional recommendations.

## Responsibilities

Every team member of Saanich Schools plays an integral part in the safe return of staff and students.

### Employer

- Select, implement, and document risk assessments and appropriate site-specific control measures
- Ensure all resources and materials in regards to safety of staff and students are available to maintain the communicable disease plan
- Ensure staff are informed about safety protocols
- Conduct periodic reviews on the effectiveness of the plan

### Site Joint Health and Safety Committees

- Review COVID-19 programs and protocols
- Review and monitor site-based activities
- Provide feedback to chairs and document discussions
- Follow flowchart for reporting concerns to employer

### Manager/Administration (Principals)

- Ensure that employees are knowledgeable regarding the controls required to minimize risk of exposure of COVID-19
- Direct work in a manner that eliminates or minimizes the risk to workers
- Communicate with facilities department on cleaning products, PPE and other equipment needs

### Employees (Teachers, Educational Assistants, Support Staff, Outside Contractors)

- Know the controls to minimize risk of exposure to COVID-19
- Follow established work procedures as directed by the employer or supervisor
- Report any unsafe conditions to your supervisor
- Review District and Site based procedures

### Visitors

- Follow entry procedure used in the site-specific plan



## Risk Assessment – Inherent Risk

The following process is used at the District level to determine infectious disease risks of all employees at Saanich Schools. The Risk Matrix helps determine the Inherent Risk and the Residual Risk. Once controls are implemented we can see the Risk is drastically reduced.

<b>Risk Matrix</b>					
		<b>Impact</b>			
		<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Probability</b>	<b>Rare</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>
	<b>Unlikely</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>
	<b>Moderate</b>	<b>Medium</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>
	<b>Likely</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Very Likely</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>High</b>

Initial information to determine inherent risks associated with communicable disease at Saanich Schools:

- The risk of transmission increases when:
  - People move closer to each other
  - People spend extended time in close contact of each other
  - Proper hygiene practices are not followed
  - Sick individuals come to the workplace

BCCDC maintains that adults with underlying health concerns are at greatest risk from communicable disease.

### Inherent Risk – No controls in place

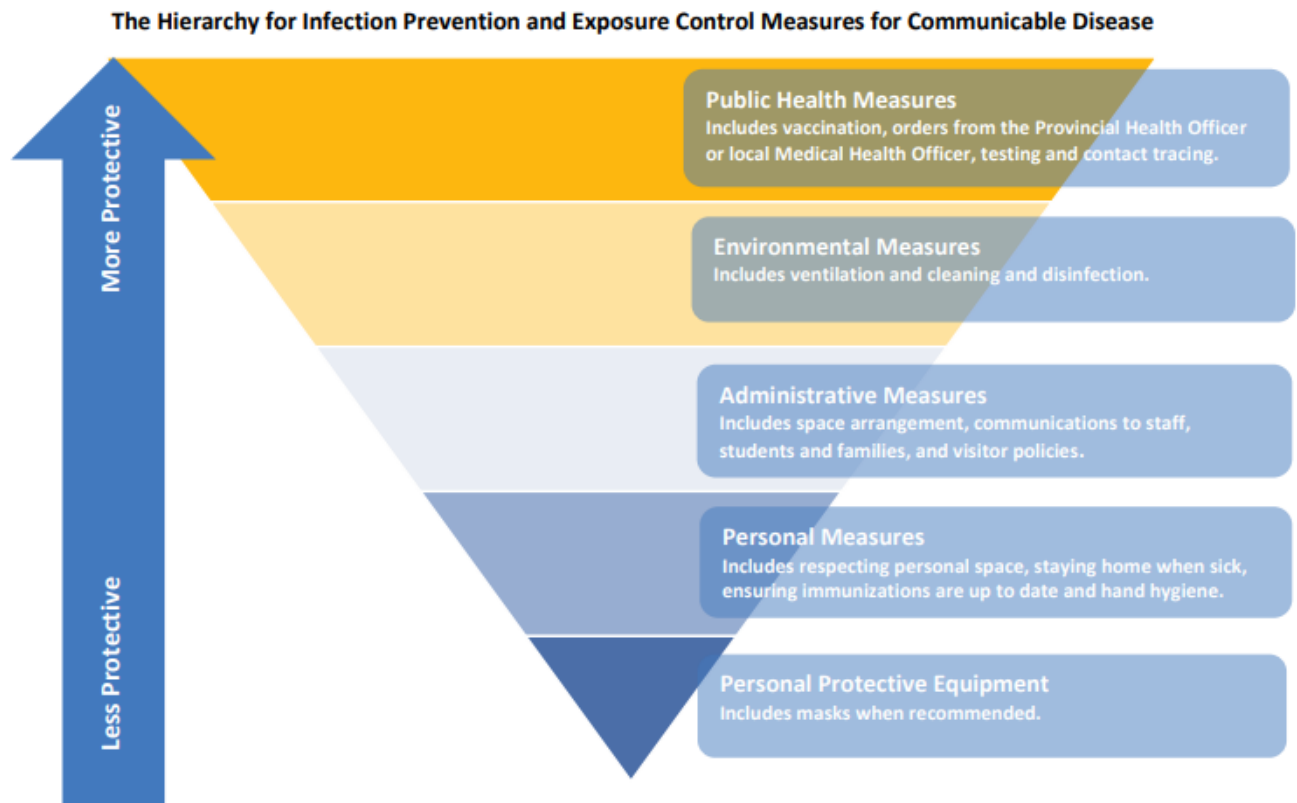
<b>Children</b>	<b>Adults</b>	<b>Adults with Health Concerns</b>
Probability: Likely	Probability: Likely	Probability: Likely
Impact: Minor	Impact: Moderate	Impact: Major
<b>Medium</b>	<b>Medium</b>	<b>High</b>

## Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures (also called communicable disease measures or health and safety measures) help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in settings such as schools where there is a relatively consistent grouping of people and multiple measures of various effectiveness can be routinely implemented, including:

- Robust illness policies for students and staff.
- Reinforcement and adoption of effective personal practices (e.g. hand hygiene, respiratory etiquette).
- Various environmental measures (e.g., enhanced cleaning and disinfecting practices, ensuring HVAC systems are operating properly, etc.)

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



Specific controls related to Public Health Measures, Environmental Measures, Administrative Measures, Personal Measures, and PPE are found in the Preventive Measure Appendix I.

## Risk Assessment – Residual Risk

Residual risk is determined after all controls have been implemented and proven effective. The following controls are utilized to reduce risk of COVID-19 transmission:

- Communicable Disease Plan (District)
- Communicable Disease Site Specific Safety Plan
- Addressing Illness in Saanich Schools (District)
- Communication of Information
  - Occupancy Posters
  - Handwashing Posters
  - Visitor/Parent Protocol
  - Mask Wearing
- Monitoring to ensure effectiveness of control (Site Specific)
  - Inspections
  - JHSC Meetings
  - Questions and Concerns Hierarchy

In conjunction with the Ministry of Health, Ministry of Education, and local safety processes we can confidently expect the following reduction in risk for staff and students in Saanich Schools.

The impact remains the same but the probability of virus transmission has been greatly reduced.

### Residual Risk – Controls in place

<b>Children</b>	<b>Adults</b>	<b>Adults with Health Concerns</b>
Probability: Rare	Probability: Unlikely	Probability: Unlikely
Impact: Minor	Impact: Moderate	Impact: Major
<b>Low</b>	<b>Low</b>	<b>Medium</b>

## Public Health Measure

---

### Vaccines

Vaccines are the most effective way to reduce the risk of COVID-19 in schools and communities. The vaccines used in B.C. remain highly effective against COVID-19, including among variants of concern. Vaccinated people aged 12 and older tend to have milder illness if they get infected and are also less likely to spread COVID-19 than unvaccinated people 12 and older.

Public health strongly encourages all eligible students and staff to be fully vaccinated (i.e., receive 2 doses) against COVID-19 to protect themselves and those around them including those who are not eligible to be vaccinated. People over 12 who are not vaccinated are at higher risk of getting and spreading COVID-19, with age the greatest factor of individual risk of severe illness. Most COVID-19 cases, hospitalizations, and deaths are now among unvaccinated adults.

According to the BC Centre for Disease Control, children under 12 who are not currently eligible to be vaccinated continue to be less likely to get and spread COVID-19 and have a low risk of serious outcomes if they do get COVID-19.

Schools and school districts are expected to work with their local health authority to:

- share evidence-based information (e.g. from BCCDC and ImmunizeBC), and details on how and where people can get vaccinated, with staff, students and families prior to the start of the school year; and
- explore opportunities to establish school-based COVID-19 vaccination clinics to help increase community uptake.

While COVID-19 is present in our communities, there will continue to be COVID-19 exposures in schools involving students and staff. However, the BC Centre Disease Control reports that, with the increasing proportion of people 12 and over being fully vaccinated and effective communicable disease measures continuing to be in place, exposures are unlikely to lead to further transmission.

### Public Health Case Management

Public health (including the Provincial Health Officer and BC Centre for Disease Control) will continue to offer individual and community guidance and recommendations to manage the risk of COVID-19 in B.C. Public health will continue to monitor cases of COVID-19 and determine if actions should be taken to prevent or control spread.

Schools should continue to maintain daily attendance records for staff, students, and visitors (including itinerant staff, teachers on call, parents/caregivers, and volunteers), and keep accurate class and bus lists to assist with contact tracing if necessary. This includes maintaining attendance records for all school-supported activities, including extracurricular activities and field trips. Daily attendance records should be kept for at least 45 days to assist with contact tracing and retrospective analysis by public health (if needed).

Public health will continue to collaborate with schools and school districts on sharing public health information with staff, students, and families, including providing direction on if and when exposure notifications should be sent.

### School Exposures & Notifications

An exposure occurs if a person attends school when they may have been potentially infectious with a communicable disease (e.g. COVID-19) and there is a risk of transmission to others. When a potential exposure at a school is identified, public health will work with the school to understand who may have been exposed and determine what actions should be taken, including identifying if other students or staff have been exposed.

Public health considers vaccination status when investigating school exposures. Staff and students who are not fully immunized and are identified as close contacts are more likely to be asked to self-isolate than those who are fully immunized.

To ensure personal privacy rights are maintained, public health will only disclose a confirmed case of a communicable disease if the person was infectious when they attended school. Public health will only provide the personal information needed to support effective contact tracing.

With the B.C. population highly immunized against COVID-19, public health expects to transition to notification practices that ensure those who are potentially at risk for communicable diseases, such as COVID-19, due to an exposure at school (e.g., those who are close contacts) are directly notified and informed of what subsequent actions they should take (e.g., monitor for symptoms, self-isolate, seek testing, etc.). Public health continues to consider practices for general exposure notifications.

School administrators or staff should not provide notifications to staff or students' families about potential or confirmed communicable diseases cases (including COVID-19) unless the school administrator is directed to do so by the school medical officer.

Schools and districts should contact their local Medical Health Officer if they are considering closing a school due to operational challenges related to increased absenteeism from staff required to self-isolate, self-reported illness of students and staff, or other factors that may impact the ability of a school to stay open.

### Outbreaks and Clusters

A cluster refers to two or more confirmed cases of COVID-19 that occur among students and/or staff within a 14-day period, and isolated transmission is suspected or confirmed to have occurred within the school.

An outbreak is when there is sustained, uncontrolled, widespread transmission of COVID-19 within a school, and a Medical Health Officer determines extraordinary public health measures are necessary to stop further transmission in the school or school community.

If a cluster or outbreak occurs, additional measures may be recommended or required by a Medical Health Officer to prevent further transmission of a communicable disease. This may include implementing additional health and safety measures within the school, testing of all potentially exposed individuals or in rare cases, ordering the school to close for a certain amount of time.

## Regional Differences and Local Public Health Orders and Recommendations

Medical Health Officers continue to be able to place local public health Orders requiring additional health and safety measures beyond this guidance at their own discretion, based on their authority under provincial legislation. These may be put in place during times of increased community transmission of COVID-19, and within communities with low vaccination uptake. They are based on local epidemiology and are proportional to risk.

Local public health Orders may be placed for whole regions or communities, or for specific businesses or activities within a health authority region. For example, a health authority may issue a regional Gatherings & Events Order that limits indoor gatherings to a specific number of people or to a specific type of activity. Schools within that region would need to ensure extracurricular and social gatherings and events complied with the Order unless schools were specifically excluded.

For schools, the local Medical Health Officer may issue a recommendation for an individual school, a grouping of schools, a school district, for all schools within a health authority region, or some combination thereof, to implement specific additional health and safety measures during times of elevated risk.

Additional measures are likely to be similar to some of those in place during the 2020-21 school year. For example:

- Limits on gatherings and events,
- Spreading people out as much as possible through different space arrangements, including arranging desk/tables to maximize space between students and avoiding seating arrangements where students directly face one another,
- Incorporating more individual activities and activities that encourage greater space between people, and avoiding activities that require close face-to-face contact,
- Limiting visitors,
- Taking activities outdoors when possible (and weather allows), and
- Recommending increased mask use.

Measures identified will be commensurate with risk, take into consideration specific local context, and seek to minimize operational impacts wherever possible. Cohorts/learning groups are not expected to be an additional prevention measures for regional recommendations.

At their independent discretion, the responsible Medical Health Officer will determine if additional measures are necessary based on information relevant to the school(s), district(s) and/or geographic area under consideration, who a local recommendation or Order applies to, what additional health and safety measures should be implemented, and for how long the additional measures should be in place

## Environmental Measures

---

### Ventilation and Air Exchange

Continue to ensure all mechanical heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort of workers (Part 4 of OHS Regulation), and that they are working properly. Open windows when the weather permits, if it doesn't impact the functioning of ventilation systems.

When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places instead of blowing air directly from one person's breathing zone to another's. Avoid horizontal cross breezes. Use of portable air conditioners and fans in unventilated spaces with doors and windows closed should be avoided, except when necessary during high or excessive heat events. More information on workplace ventilation and air circulation is available from WorkSafe BC.

Communicable disease prevention measures need to be balanced against other risks, like excessive heat events in warmer months or poor air quality from wildfire smoke.

While taking students outside more often is no longer recommended for COVID-19 prevention, it is still encouraged due to its overall health benefits.

### Cleaning and Disinfection

Frequently-touched surfaces should be cleaned and disinfected at least 1x/day and when visibly dirty. These include items touched by larger numbers of people (e.g., door handles, hand rails, tap faucets, shared gym equipment, etc.).

Surfaces touched by fewer people (e.g., desks used by a few students, lockers, manipulatives) should be cleaned at least 1x/day. Other general cleaning should occur in line with regular practices.

Objects made of materials that are not easily cleaned (e.g., foam, playdough, etc.) or typically cleaned intermittently (e.g., fabrics, soft toys, etc.) can continue to be used. They should be cleaned (if possible) according to regular practices.

Textbooks, paper, other paper-based products, laminated or glossy paper-based products and items with plastic covers do not need to be cleaned and disinfected, or quarantined for any period of time.

### Physical Barriers

Physical barriers are no longer recommended for communicable disease prevention.

## Administrative Measures

---

### Gatherings and Events

School extracurricular and social gatherings and events (including those occurring within and between schools) should occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders.

Gatherings and events requiring international travel (e.g., between Canada and the United States) should occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for international travel and community gatherings and events.

### Space Arrangements

In learning environments, schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches. Use all available space. Cohorts/learning groups are no longer recommended. They are also not expected to be an additional prevention measure for regional recommendations.

In indoor spaces, people should have enough room to carry out the intended activity without involuntarily physical contact with another person. In indoor common spaces (e.g., hallways, cafeterias, etc.), schools may continue to use floor markings and posters to direct traffic flow.

For indoor activities that bring together multiple classes or other groupings of students in close proximity for a prolonged period of time (e.g., school assemblies, multiple classes doing physical activity in a gym), schools should ensure that people are spread out within the available space. This is expected to be achievable within room capacity limits (where applicable).

For breaks and other unstructured time in indoor settings, there should be enough space available to prevent involuntary physical contact.

Taking students outside more often is still encouraged (when the weather allows) due to its overall health benefits.

### Staff-specific Considerations

WorkSafe BC guidance for workplaces should be used to determine what measures should be in place within staff-only spaces within a school (e.g., break rooms, individual offices) or for non-school spaces operated by a school district (e.g. board offices, maintenance facilities, etc.).

Staff-only gatherings (e.g., meetings, professional development days, etc.) should occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for workplace gatherings and events and any related WorkSafe BC guidance.

### Visitors

Schools should continue to ensure visitors follow the school's communicable disease plan, including completing a daily health check and not entering the school if they are sick. Schools should continue to keep a list of the date, names, and contact information of all visitors who enter the school for 45 days following their visit.

### Curriculum, Programs, and Activities (including Extracurricular Activities)

As previously noted, extracurricular and social gatherings and events (including sports and arts events within and between schools) should occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders.

For music and physical education, schools should continue to implement universal communicable disease prevention practices specific to the activity. For example, equipment that touches the mouth (e.g., water bottles, instrument mouth pieces) should not be shared unless cleaned and disinfected in-between use. Hands should be cleaned before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball).

Local and international field trips should occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for local and/or international travel.

Schools should consider guidance provided for overnight camps from the BCCDC and the BC Camps Association when planning overnight trips that include group accommodation.



## Transportation

For school buses, schools can return to regular seating and onloading/offloading practices.

Frequently-touched surfaces should be cleaned and disinfected at least 1x/day and when visibly dirty. These include items touched by larger numbers of people (e.g. door handles, hand rails, etc.). Surfaces touched by fewer people (e.g. seats) should be cleaned 1x/day. Other general cleaning should occur in line with regular practices.

Schools should continue to:

- Encourage bus drivers and passengers to practice hand hygiene and before and after trips and to practice respiratory etiquette as needed,
- Spread passengers out if space is available, and
- Open windows when the weather allows.

All people 12 and older should wear masks on school buses, with exceptions outlined in the Personal Protective Equipment section of this document and the additional exception that bus drivers can remove their masks while driving.

Students 9 - 11 are encouraged to wear a mask according to the guidance outlined in the Personal Protective Equipment section of this document.

Students under 9 years of age mask use should be based on their personal or family/caregivers' choice.

For carpooling, schools should share the following guidance with staff and families:

- Continue to spread out as much as possible,
- Travel with the same people whenever possible,
- Set the vehicle's ventilation to bring in fresh outside air, and do not recirculate the air,
- Open the windows when the weather allows,
- Clean hands before and after trips, and
- Clean frequently touched surfaces regularly.

All people 9 and older are encouraged to wear masks while carpooling, with exceptions outlined in the Personal Protective Equipment section of this document. Students under 9 years of age mask use should be based on their personal or family/caregivers' choice. Additionally, masks are not suggested if carpooling with members of the same household.

For people taking mass transit (e.g. municipal buses, the SkyTrain, ferries, etc.), hand hygiene should be practiced before and after trips. Riders should follow any other safety guidance (including mask guidance) issued by the relevant transit authority.

Other methods of active transportation (e.g. walking, biking, skateboarding, etc.) should continue to be encouraged wherever possible due to its overall health benefits.

This guidance should be adapted to what is most suitable for modes of transportation not mentioned here.

## Food Service

Food services (e.g., meal programs, cafeterias, fundraisers, etc.) can return to regular operational and food safety practices. Effective food safety practices are important for everyone preparing and distributing food. FOODSAFE Level 1 covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, and cleaning and sanitizing. It is a helpful resource for those seeking education and training on food safety practices.

Students involved in food preparation and distribution should be taught and supported to practice relevant food safety practices, including hand hygiene.

## Community Use of Schools

Schools can continue to allow community use of school facilities. Community use should be aligned with related public health guidance, recommendations, and Orders.

## Water Stations & Fountains

Limiting the use of water fountains is no longer recommended. Schools should continue to clean and disinfect water fountains as a frequently touched surface and encourage hand hygiene before and after use. Schools should ensure non-drinkable (non-potable) water sources are not used for drinking water.

## Personal Items & School Supplies

Students and staff can continue to bring personal items and school supplies to school for their own use.

## Personal Measures

---

### Daily Health Check

School administrators should ensure that staff, other adults entering the school, parents, caregivers and students are aware that they should not come to school if they are sick. School administrators can support this practice by regularly communicating the importance of everyone doing a daily health check.

A daily health check means a person checking daily to ensure they (or their child) are not experiencing any symptoms of illness (including but not limited to COVID-19 symptoms) before coming to school. Daily health checks can be supported by the BCCDC resource on when to get tested for COVID-19 or the Ministry of Education's K-12 Health Check. Schools do not need to confirm a daily health check has been done or monitor students and staff for symptoms of illness.

Nobody should come to school if they are sick or otherwise directed to self-isolate by public health.

### Symptoms Develop at School

If a staff member, student, or other person develops symptoms of illness at school:

1. Move the person to a space that is comfortable, safe, and supervised (if necessary). This can be a separate location (e.g., another room, a common space, or outdoors if weather allows), or in the same space (e.g., a classroom) if the person can consistently be 2-metres away from others.

2. Contact the student's parent or caregiver to pick them up as soon as possible (if applicable).
3. If the ill person requires assistance, where possible, maintain a 2-metre distance. If not possible, staff should wear a mask if available and tolerated.
4. Provide the person with a mask (if available and tolerated) or tissues if they are exhibiting respiratory symptoms (to cover their coughs or sneezes). Masks should not be worn if the person has gastrointestinal symptoms (e.g., is at risk of vomiting). Throw away used tissues as soon as possible and perform hand hygiene.
5. Avoid touching the person's body fluids (e.g., mucous, saliva, vomit). If you do, practice hand hygiene.
6. Practice hand hygiene after the person has left.
7. Staff responsible for facility cleaning should clean and disinfect the surfaces in spaces where the person's body fluids may have been in contact while they were ill (e.g., their desk in a classroom, the bathroom stall they used, etc.).

Some students may arrive at school sick, and/or unable to be picked up immediately, due to many reasons, including a lack of available childcare. Following the steps outlined above helps ensure there is not a significant risk of illness to others, including those who are supporting them while they are ill.

### What to Do When Sick

School administrators can encourage staff and families to go to the BCCDC website to find information about what to do when they are sick with COVID-19 symptoms. Staff, students, and parents/caregivers can also use the BC SelfAssessment Tool app, call 8-1-1 or their health care provider for guidance. Information on region-specific services (e.g., testing and vaccination sites) is available on health authority websites.

Staff and families can also be encouraged to visit HealthLink BC or call 8-1-1 for support on what to do when sick with any symptoms of illness, including non-COVID-19 symptoms.

### Returning to School After Illness

When a person can return to school after being sick depends on the type of illness they had.

- If they had COVID-19 or another communicable disease, they can return according to the guidance provided to them from public health.
- For other illnesses, generally, the person can return when their symptoms have improved and they feel well enough to participate in all activities at school.

If a person is unsure if they are well enough to attend school, they should call 8-1-1 or their health care provider for guidance.

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

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 a communicable disease (including but not limited to COVID-19), public health will advise the asymptomatic student/staff on next steps.

## Hand Hygiene

Rigorous hand washing with plain soap and water reduces the spread of illness. Everyone should practice diligent hand hygiene.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
  - Temperature does not change the effectiveness of washing hands with plain soap and water, though warm water is preferred for personal comfort.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand sanitizer (also called alcohol-based hand rub) containing at least 60% alcohol.
  - See the List of Hand Sanitizers Authorized by Health Canada for products that have met Health Canada's requirements and are authorized for sale in Canada.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.
- To learn about how to perform hand hygiene, please refer to the BCCDC's hand hygiene poster. (Appendix X)

Strategies to ensure diligent hand hygiene:

- Facilitate regular opportunities for staff and students to practice hand hygiene.
  - Use portable hand-washing sites or alcohol-based hand rub dispensers where sinks are not available.
- Promote the importance of diligent hand hygiene to staff and students regularly.
  - Use posters and other methods of promotion.
    - Consider student-friendly posters on how to wash your hands.
    - Show handwashing videos.
- Ensure hand washing supplies are well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Staff should assist younger students with hand hygiene as needed

## Respiratory Etiquette

Everyone should:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

Parents and staff can teach and reinforce these practices among students

## Personal Protective Equipment

---

### Non-Medical Masks and Face Coverings

Public health continues to monitor community risk of COVID-19 as we progress toward high levels of vaccine coverage. Schools continue to be considered low risk settings for COVID-19 transmission, particularly in the context of a highly immunized population; however, non-medical masks will be recommended for the start of the school year. This will allow for an added layer of protection as schools transition to new measures. The non-medical mask guidance is expected to be reviewed later this fall with the intention that wearing a mask will eventually transition to a personal choice. Regional recommendations may also be issued by local medical health officers based on community risk. Mask requirements should, at minimum, adhere with any regional or provincial public health Orders.

At the beginning of the school year, all staff, adult volunteers and visitors, and all students 12 years and older in “bricks and mortar” schools should wear a non-medical mask or face covering (a “mask”) at all times while indoors at school, subject to the following exceptions:

- If a person is unable to wear a mask because they don't tolerate it (for health or behavioural reasons\*);
- If a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- If a person is behind a barrier (e.g., a divider, a cubicle, or in a room by themselves);
- While providing a service to a person with a disability or diverse ability where visual cues, facial expressions and/or lip reading/movements are important.

Staff at non-school sites (e.g., administrative offices, maintenance facilities, etc.) should continue to follow guidance from WorkSafe BC.

Students 9 - 11 years of age are encouraged to wear a mask at school, in line with the guidance included here.

Mask use for students under 9 years of age should be based on their personal or family/caregivers' choice.

If an activity cannot be implemented in line with this guidance, it should be adapted or another activity should be selected.

Schools continue to be encouraged to support student mask use through positive and inclusive approaches, and not punitive or enforcement activities that exclude students from fully participating in school or that could result in stigma. Schools are also encouraged to ensure there are opportunities throughout the day for students to remove their masks (like providing opportunities to go outside if weather allows).

No student should be prevented from attending or fully participating in school if they are not wearing a mask.

*\*Health or behavioural reasons include health impacts experienced during excessive heat events or poor air quality*

### PPE When Providing Student Services

Those providing services to students with medical complexity, immune suppression, receiving delegated care, or with disabilities and diverse abilities that require them to be in close proximity to a student should follow their standard risk assessment methods to determine what PPE is needed for general communicable disease prevention in accordance with routine practices.

### Additional PPE

Additional PPE, such as gloves and eye goggles, are not needed for most staff beyond that used as part of routine practices for the hazards normally encountered in their regular course of work.

School Name	
Date	Time

**Attendees:**

Worker Co-Chair:	Employer Co-Chair:
Worker Rep 1:	Employer Rep 1:
Worker Rep 2:	Employer Rep 2:

**Absent Members**


The following items should be discussed as part of the Site-Specific Communicable Disease Plan.

- 1) Discuss Staff and Student Access Plans
  - a. Physical distance and cohorts are no longer required however unintentional contact should still be avoided
  - b. Determine if markings and traffic flow will be utilized for your specific school
  - c. Ensure on call or itinerant staff have a record of attendance in the building (full-time staff do not need to sign in)
- 2) Discuss Visitor Access Plan
  - a. Schools must still ensure visitors sign-in prior to entry into the building
  - b. Determine if limitations of guests, or single access point for visitors will be utilized
- 3) Common Area Information
  - a. Staff only areas
    - i. Utilize markings if applicable
    - ii. Use available space to spread out, gatherings shall occur as permitted by local/provincial regulations
- 4) Daily Health Checks
  - a. Determine how to track itinerant (TTOC, maintenance, IT, district staff) and visitor attendance
  - b. Health Checks should be completed by staff and students but do not need to be recorded or tracked
- 5) Physical Barriers
  - a. Barriers are no longer required however they may remain as determined by the JHSC committee

**Note: All staff should review the Saanich Schools Communicable Disease Plan and any applicable site-based requirements.**

Please submit JHSC minutes as per normal process to [healthandsafety@saanichschools.ca](mailto:healthandsafety@saanichschools.ca)

### Purpose

This Safe Work Procedure provides information for staff on the process that will be utilized to ensure enhanced cleaning protocols are used to meet Healthcare and WorkSafeBC requirements.

### Cleaning Products

All products used for cleaning and disinfection at Saanich Schools have a Drug Identification Number (DIN) and is safe for use. **Please do not bring outside products unless prior approval is received from District Health and Safety or Custodial Manager.**

- Dustbane Unitab (or similar product)
  - Similar to bleach
  - 1000ppm when disinfecting after school hours (wear gloves)
- Soapopular Hand Sanitizer (or similar product)
- Chrisal Ultra Air or PEC
  - Probiotic Cleaner
  - Utilized in Fogger
- Clorox 360
  - Wear gloves and N95 or Half-Face respirator
  - Follow manufacturer recommendations

### Cleaning and Disinfecting Frequency

The following frequency guidelines must be adhered to when cleaning and disinfecting:

- General cleaning of the premises, and cleaning and disinfecting of frequently touched surfaces, at least once in a 24-hour period. (See Frequently Touched Surfaces section below for examples of frequently touched surfaces.)
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

The requirements for daily cleaning and disinfecting outlined above do not apply to spaces/equipment that are not being used by students, staff or visitors.

**The recommended cleaning and disinfecting frequency for K-12 schools and other community settings outlined above was determined by infection prevention and control experts at the BC Ministry of Health, BC Centre for Disease Control and the Provincial Health Services Authority.**

### Frequently Touched Surfaces

Frequently touched surfaces include:

- Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles.
  - Limiting access to water fountains is no longer recommended. Hand hygiene should be practiced before and after use. Schools should ensure non-drinkable



- (non-potable) water sources are not used for drinking water, and that these sources are labelled as such (Part 4 of OHS Regulation).
- School communicable disease plans should not include restricting access to water, washrooms or other spaces that support student learning and well-being (e.g. gymnasiums, libraries, support rooms, etc.). Schools should return to full operation of all spaces in alignment with the protocols outlined in this document
  - Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, music equipment, etc.)
  - Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces)
  - Service counters (e.g., office service window, library circulation desk)

Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper-based products (e.g. children's books, or magazines) and items with plastic covers (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

### Cleaning and Disinfecting Bodily Fluids

Follow these procedures, in conjunction with school/district policies, when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, Kevlar sleeves) for blood and bodily fluids (e.g. toileting, spitting, biting).

### Laundry

Follow these procedures when doing laundry (Home Economics, Physical and Health Education, Life Skills Programs, etc.):

- Laundry should be placed in a laundry basket with a plastic liner.
- Do not shake dirty items
- Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.
- Clean hands with soap and water immediately after removing gloves.
  - Wash with regular laundry soap and hot water (60-90°C).

### Purpose

This Safe Work Procedure provides staff the process for donning and doffing PPE.

PPE that may be used:

- Gloves (Nitrile/Latex/Rubber)
  - By employees using 1000ppm cleaners or other cleaners that advise the use of rubber/nitrile/latex gloves
  - As utilized for normal working tasks prior to COVID-19 (i.e. First aid)
- Face Shield (*Face shields are a form of eye protection. They may not prevent the spread of droplets from the wearer*)
  - As determined by the task, working within 2m and requiring additional protection
  - In conjunction with non-medical mask
- Non-Medical Mask
  - Recommended in situations where a person cannot maintain physical distance for extended periods of time in close proximity to person outside of their regular contacts
- N95 or Half-face respirator
  - For specified tasks (Chemically fogging buses, utilizing Clorox 360)

### 4-Step Donning (Putting on) Procedure

- 1) Clean all surfaces of hands and wrists
  - a. Follow hand washing process
- 2) Put on non-medical mask, if required
  - a. Ensure hair is away from your face, and adjust ear loops, if available
  - b. If nose clips are available, squeeze them snug to the nose
- 3) Put on goggles or face shield
- 4) Put on gloves

### 7-Step Doffing (Taking off) Procedure

- 1) Remove gloves
  - a. Remember the outside of the glove may be contaminated
  - b. Grasp palm area of one glove, and peel off first glove
  - c. Hold first glove in other gloved hand
  - d. Slide finger under second glove at wrist, and peel off
  - e. Discard into waste bin
- 2) Wash Hands with soap and water, or sanitization liquid**
- 3) Remove goggles or face shield
  - a. Spray with disinfecting solution and rub clean, be sure to get all areas
  - b. Let air dry and put back for next use
- 4) Wash Hands with soap and water, or sanitization liquid**
- 5) Remove non-medical mask

- a. Grasp ties or elastics at back and remove without touching the front of the mask
  - b. If disposable, discard into waste bin
  - c. If reusable place in Ziploc bag or another bin.
- 6) Wash Hands with soap and water, or sanitization liquid**
- 7) Exit room

## Non-medical mask specifics

### How to put on non-medical mask or face covering

- 1) Ensure face covering is clean and dry
- 2) Wash hands with water and soap for 20 seconds
  - a. If not available use hand sanitizer
- 3) Ensure hair is away from your face
- 4) Place covering over nose and mouth
- 5) Mask should fit snugly
- 6) Wash hands or use sanitizer after adjusting masks

### How to remove a non-medical mask or face covering

- 1) Wash hands with water and soap for 20 seconds
- 2) Remove face covering by removing loops from ears
  - a. Avoid touch the front of mask while removing
- 3) Store face covering in bag, envelope or something that does not retain moisture
- 4) After removing, wash hands or sanitize

### Cleaning and disposing of non-medical masks or face coverings

Cloth masks should be changed and cleaned if they become soiled or damp. You can wash your cloth mask by:

- Putting in directly into the washing machine on a hot cycle and allowing to air dry
- Hand washing in warm water with soap and allowing to air dry

Non-medical masks that are not washable should be discarded in a lined garbage bag. Do not leave masks on the school grounds or in classrooms

### Reminders:

- Never share your non-medical mask with others
- Reduce handling of any mask that does not belong to you, some assistance with students is allowed

Do not allow others to touch the front of your mask, and do not touch the front of others masks

### Purpose

This Safe Work Procedure provides staff information on learners with diverse and complex needs. These students require personal care and communication systems that require staff to be in closer proximity. As a result, this document has been created to aid in creating Worker Safety Plan, Behaviour Support Plans and Personal Care Plans for students due to COVID-19.

### Personal Care Plans

Students with complex health needs may have Personal Care Plans developed in conjunction with OT and PT staff. The same personal protective equipment (PPE) needed prior to COVID-19, such as masks, gloves, and gowns, for implementing a student's Personal Care Plan, continues to be required during this time of concern due to COVID-19.

### Food and Eating

Safety precautions:

- Follow Handwashing guidelines
  - Frequently wash hands and hands of the student, if possible
- Use utensils and napkins when possible to transport and place food
- Rinse food thoroughly when preparing

### Toileting

Safety precautions:

- Ensure required items are in designated washroom
- Wear nitrile gloves, if needed
- Remind student to “keep hand to themselves” to reduce physical touching
- If two staff members are required
  - Maintain as much distance as practicable
  - Utilize non-medical mask
- Follow handwashing guidelines
  - Frequently wash hands and hands of the student, if possible

### Self-Injurious Behaviours

Safety precautions:

- Utilize verbal cues to student
- Utilize CPI training
- Reduce physical touching, as achievable
- Follow handwashing guidelines
  - Frequently wash hands and hands of the student, if possible

## Recommendations for Worker Safety

<p><b>Note: Although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with handwashing and cleaning.</b></p>		
	Action	Control
1	<b>Spitting</b>	<ul style="list-style-type: none"> <li>Wipe down any areas with saliva with disinfectant</li> <li>If spit on, wash hands and/or effected area</li> </ul>
2	<b>Biting</b>	<ul style="list-style-type: none"> <li>If in contact with saliva, wash hands and/or affected areas</li> <li>If skin is broken seek first aid, as required</li> <li>Wear Kevlar sleeves or other Kevlar products, as required</li> </ul>
3	<b>Lunging</b>	<ul style="list-style-type: none"> <li>Move self out of way</li> </ul>
4	<b>Grabbing</b>	<ul style="list-style-type: none"> <li>If in contact with saliva, wash hands and/or affected areas</li> <li>Utilize verbal cues to talk to student, remind “to keep hands to self”</li> </ul>
5	<b>Assisted Movements</b>	<ul style="list-style-type: none"> <li>If in contact with saliva, wash hands and/or affected areas</li> <li>Maintain physical distance as possible</li> </ul>

## Personal Protective Equipment

PPE use is Dependent on Personal Care Plan or Safe Work Procedure.

In addition, non-medical masks or face shield in conjunction with a non-medical mask shall be worn.

### Buses

The following strategies are recommended for student transportation on buses:

- Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the Cleaning and Disinfecting section of this document.
- Bus drivers should clean their hands often, including before and after completing trips. Drivers are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips.
- Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses except while driving.
  - Schools will have non-medical masks available for staff.
- Students in Grades 4 to 12 are required to wear non-medical masks or face coverings when they are on the bus. Students in Grades K to 3 are encouraged to wear a non-medical mask or face covering on school buses but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
  - Non-medical masks or face coverings should be put on before loading.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a child is sick, they must not take the bus or go to school.
- Students should clean their hands before and after taking the bus.
- Spread passengers out if empty seats are available.
- Open windows when the weather permits.
- Bus drivers and students should be encouraged to practice respiratory etiquette while on the bus.

See the Field Trips section for more guidance about safety measures for field trip

### Carpooling

Schools should share the following guidance with staff and families regarding carpooling arrangements (personal or school-related):

- Spread out vehicle occupants as much as possible.
- Travel with the same people whenever possible.
- Set vehicle's ventilation to bring in fresh outside air, and do not recirculate the air.
- Open windows when the weather allows.
- Clean hands before and after trips.
- Clean frequently touched surfaces regularly.

For carpooling related to school activities, students, staff and other adults must follow the mask requirements outlined in the Personal Protective Equipment section. For personal carpooling, as per public health recommendations, people 9 and older are encouraged to wear masks while carpooling (masks are not suggested if carpooling with members of the same household).

### Field Trips

When planning field trips, staff should follow existing policies and procedures as well as the guidance in this document. Additional measures specific to field trips should be taken, including:

- For transportation, including school bus transportation, public transit and carpooling, see guidance in the transportation section in this document.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to required health and safety guidelines.
- Alignment with relevant local, regional, provincial and federal public health recommendations and Orders, including for international travel.
- Schools should consider guidance provided for overnight camps from BCCDC and the BC Camps Association when planning overnight trips that include group accommodation.

### Food / Culinary Programs

Schools can continue to include food preparation as part of learning programs for students. The following guidelines should be applied:

#### Food Safety

- In the case of food and culinary programs, where food is prepared as part of learning and is consumed by the students who prepared it, the following health and safety measures should apply:
  - Continue to follow normal food safety measures and requirements
  - Implement the cleaning and disinfecting measures outlined in the Cleaning and Disinfecting section of this document
- FOODSAFE Level 1 covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, and cleaning and sanitizing. It is a helpful resource for those seeking education and training on food safety practices

#### Hand Hygiene and Cleaning Products

- Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds. (Antibacterial soap is not needed for COVID-19.) Students and staff should wash their hands in alignment with normal food safety measures and requirements.
- Refer to the Cleaning and Disinfecting section for cleaning/disinfecting protocols.
- For laundry, follow the instructions provided in the Cleaning and Disinfecting Section of these guidelines

## Food Services

Schools can continue to provide food services, including for sale.

Some schools offer food services that are regulated under the Food Premises Regulation. These are typically cafeterias, though may include some meal programs.

- If food service is provided in schools that is regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a FOODSAFE trained staff member, a food safety plan, etc.).
- Food Safety Legislation and the Guidelines for Food and Beverage Sales in B.C. Schools continue to apply as relevant.

For food contact surfaces, schools should ensure any sanitizers or disinfectants used are approved for use in a food service application and are appropriate for use against COVID-19. These may be different than the products noted in this document for general cleaning and disinfection.

Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives.

Schools should continue to emphasize that food and beverages should not be shared.

School meal programs should follow regular operating practices.

## Fundraisers

Schools can continue to offer fundraisers that can be implemented in line with the guidelines outlined in this document. If the fundraisers involve the sale of food items, they should also align with the Guidelines for Food and Beverage Sales in B.C. Schools.

## Kindergarten Program and Entry

- Include information about communicable disease prevention measures that will be in place as part of communications to students and their families prior to school start.
- Parents/caregivers must follow guidelines for visitors.
- Provide opportunities for Kindergarten students to learn and practice respecting personal space, recognizing they are unlikely to be able to do this at all times.
- Gently remind students of the expectations throughout the day and encourage students to kindly support one another.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. for circle time activities) can also be used.



## Music Programs

- K-12 staff and students in Grades 4 to 12 must wear masks when indoors and a barrier is not present. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.
- Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after music equipment use.
  - Equipment that touches the mouth (e.g. instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses.
- Guidance for Music Classes in BC During COVID-19. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

## Staff Only Spaces

Experience to date underscores the importance of COVID-19 prevention among adults, as well as students, in the school setting. The guidelines in this document should be used to determine what measures should be in place within staff-only spaces within a school (e.g. break rooms, school office). WorkSafeBC guidance for workplaces should be used to determine what measures should be in place for non-school spaces operated by a school district or independent school authority (e.g. board/authority offices, maintenance facilities, etc.).

In addition, K-12 schools and other worksites should implement the following strategies:

- Utilize floor markings and signage to direct traffic flow and prevent crowding (e.g. in the break room, by the photocopier, etc.).
- For gatherings (e.g. meetings, pro-d, etc.), respect room occupancy limits, use available space to spread people out, and consider virtual options. Gatherings must also occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders and any related WorkSafe BC guidance.

## Physical and Health Education (PHE)/Outdoor Programs

- Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.
- K-12 staff and students in Grades 4 to 12 are required to wear masks during PHE/outdoor program classes when they are indoors and a barrier is not present
  - Students are not required to wear masks during high-intensity physical activities<sup>6</sup> (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to Staff are encouraged to move high-intensity physical activities outdoors whenever possible.
  - For low intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors and a barrier is not present.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.

- Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
- Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.

## Playgrounds

There is no current evidence of COVID-19 transmission in playground environments.

Playgrounds are a safe environment. The following measures should be taken when using playgrounds:

- Ensure appropriate hand hygiene practices before and after outdoor play
- Attempt to minimize unintentional physical contact between students
- Sand and water can be used for play if children wash their hands before and after play. COVID-19 does not survive well on surfaces, other than hard surfaces. There is no evidence showing that the virus survives on sand, in water or on playdough.

## School Libraries / Learning Commons

- Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.
- For information on cleaning, including technological devices, see the guidelines in the Cleaning and Disinfecting section.
- The BC Teacher Librarians Association has developed Recommendations for Access to Library Learning Commons Resources to Meet COVID-19 Requirements. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

## School Sports

- Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games), sports academies and events can continue in alignment with the following guidance:
  - Requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.
  - Masks are worn by K-12 staff, other adults and students in grades 4 to 12 when they are indoors and a barrier is not present.
    - Students are not required to wear masks during high-intensity sport activities<sup>7</sup> (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to <sup>8</sup> Staff are encouraged to move high-intensity sport activities outdoors whenever possible.
    - For low intensity sport activities (e.g. stretching, golf), students are required to wear masks when they are indoors and a barrier is not present.
  - Use all available space to spread students and staff out as much as possible.

- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
  - Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
  - Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.
- Sport activities should be held outside whenever possible.
- See the Visitor Access/Community Use section for more information on protocols for spectators.
- See the Return to School Sports Plan from BC School Sports for additional information. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

### Trades in Training Program

- Ongoing collaboration and communication with post-secondary institutions for Trades in Training or other pre-trades apprenticeship programs is crucial.
  - Ensure that staff and students in the K-12 school and the post-secondary institution are aware of communicable disease prevention measures in place.
  - Diligent student self-assessment of health when transitioning between the secondary school and post-secondary institution.
- Given the unique structure of Trades Training Programs and oversight by the Industry Training Authority (ITA), new information on assessments and programming for these courses is available online.
  - Information for workers is available on the WorkSafeBC Communicable Disease Prevention webpage, including COVID-19 and communicable disease information for workers.

### Theatre, Film, And Dance Programs

- Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.
- K-12 staff are required to wear masks during these programs when they are indoors, and a barrier is not present.
- Students in Grades 4 to 12 are required to wear masks during these programs when they are indoors and a barrier is not present, except during high-intensity physical activity.
- Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected as per cleaning and disinfecting guidelines in this document and students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment.
- The Association of BC Drama Educators (ABCDE) is currently developing additional guidelines for teaching drama during COVID-19. Staff should refer to the ABCDE website for more information. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

## Work Experience

The work environment has changed due to the impacts of COVID-19 and employers will need to follow current guidelines from the Provincial Health Officer and WorkSafeBC. Students can still engage in work placements in accordance with the following guidance:

- Schools and school districts must ensure students are covered with the required, valid workplace insurance for placements at standard worksites and follow WorkSafeBC guidelines.
- For current and any new placements, standards in the ministry Work Experience Program Guide must be followed. (Note: As part of setup and monitoring, worksite visits can now be conducted virtually if needed.)
- Schools and school districts will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering Provincial Health Officer and WorkSafeBC guidance regarding COVID-19. To ensure awareness and support for placements under these conditions, it is recommended that school districts and schools obtain parent/guardian sign-off for all new and continuing placements during the COVID-19 pandemic.
- Students and support workers who accompany special needs students to work sites, life skills course and locations, etc., will adhere to the communicable disease prevention plan of the workplace including wearing PPE if required.

## School Gatherings and Events

School gatherings and events (including inter-school events) can occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders. Organizers should apply a trauma-informed lens to their planning, including consideration of:

- respecting student and staff comfort levels regarding personal space;
- using space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntarily physical contact between attendees (i.e. overcrowding); and
- gradual transitions to larger gatherings

## Extracurricular Activities

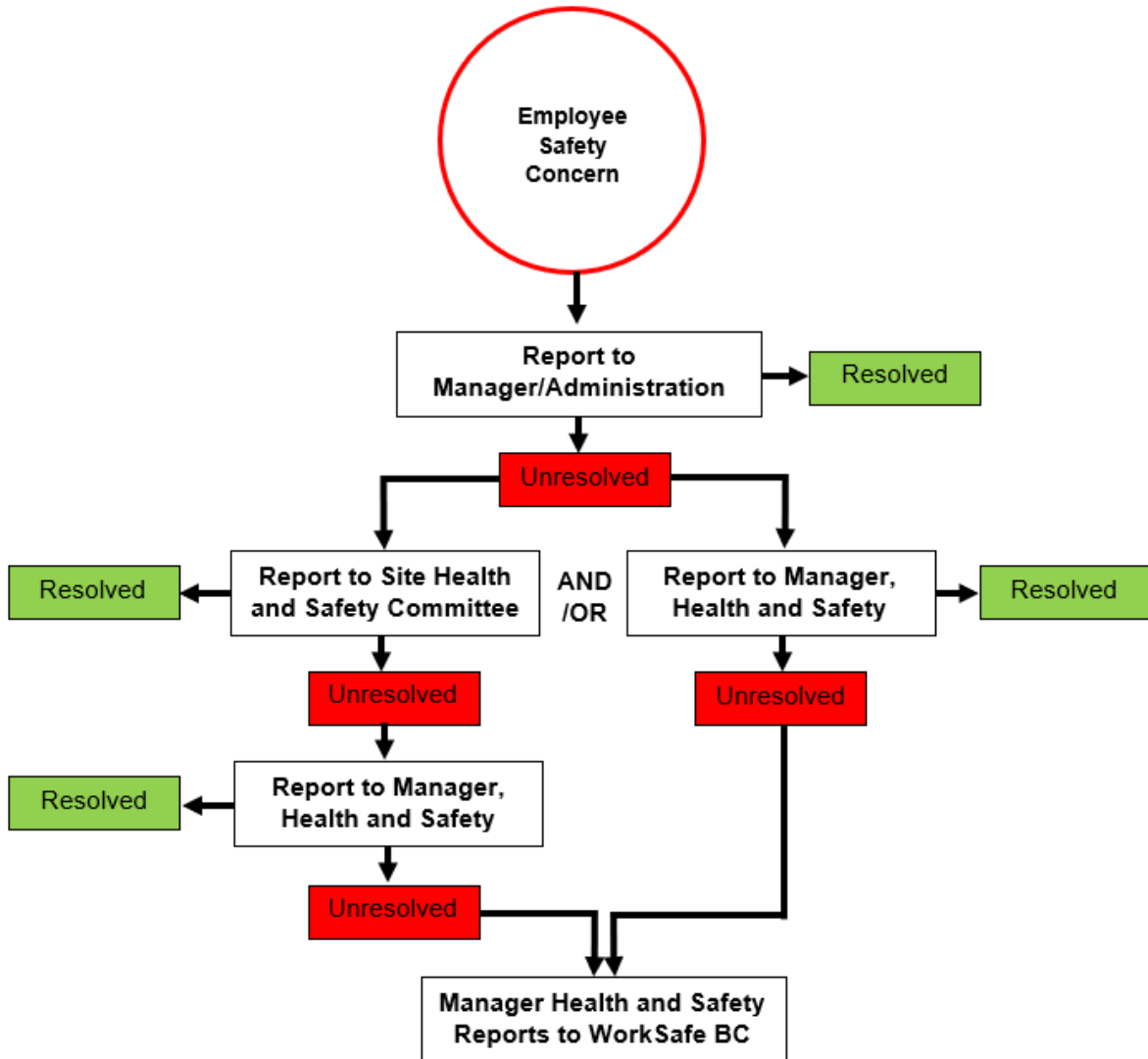
Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document and requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.

The following items shall be discussed at staff orientation, utilizing the Orientation PowerPoint.

A sign in sheet must be utilized to ensure all staff receive the communicable disease information. Training will be entered into Saanich Schools Safety System.

<b>Introduction</b>	Guideline Development
	Communicable Disease Plan
	Regional Difference
	Vaccines
<b>Public Health Measures</b>	Attendance and Record Keeping
<b>Environmental Measures</b>	Ventilation and Air Exchange
	Cleaning and Disinfecting
<b>Administrative Measures</b>	Gatherings and Events
	Space Arrangements
	Site Specific Considerations
	Visitors / Itinerant Staff
	Curriculum, Programs, and Activities
	Bus Transportation
	Food Services
	Community Use
	Water Fountains
<b>Personal Measures</b>	Daily Health Checks
	Staying Home When Sick
	Symptoms Developed at School
	Returning to School After Illness
	Hand Hygiene and Respiratory Etiquette
<b>Personal Protective Equipment</b>	Masks
<b>Supportive School Environments</b>	Personal Prevention Practices
	Personal Space
	Positive and Inclusive Approaches
<b>Emergency Procedures</b>	
<b>Safety Concern Reporting</b>	

Safety Concerns shall be reported following the below reporting process. Manager of Health and Safety to discuss new concerns with District Health and Safety.



**Note:** Any items requiring escalation shall be documented by Site JHSC and included in minutes to Health and Safety Manager. District wide items will be discussed and reviewed at District JHSC meetings.

The following signage should be utilized while implementation District and Site-Specific Safety Plan. Full Document Links in References and available on District Website. Schools/districts can refer to the BCCDC website, B.C.’s Back to School Plan website, WorkSafeBC’s website and Queen’s Printer COVID-19 Signage Catalogue for signage and posters.

## Help prevent the spread of COVID-19

### Cover coughs and sneezes

Or

Or

Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.

Wash your hands with soap and water for at least 20 seconds.

Clean hands with alcohol-based hand sanitizer.

worksafebc.com **WORKSAFE BC**

## Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

### Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best? **Either will clean your hands: use soap and water if hands are visibly soiled.**

**Remove hand and wrist jewellery**

#### HOW TO HAND WASH

- Wet hands with warm (not hot) water, turning water.
- Apply liquid or foam soap.
- Lettle and cover all surfaces of hands for 20-30 seconds.
- Rinse thoroughly under running water.
- Pat hands dry thoroughly with paper towel.
- Use paper towel to turn off the tap.

#### HOW TO USE HAND RUB

- Ensure hands are fully covered. Rub hands together for 20 seconds.
- Apply about a dime-sized amount to your hands.
- Rub all surfaces of your hands and in all crevices for 15-30 seconds.

Ministry of Health | BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

## Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

### SICK OR SELF-ISOLATING? DO NOT ENTER

## DO NOT ENTER IF YOU ARE SICK OR REQUIRED TO SELF-ISOLATE

Ministry of Health | BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries: 1-888-COVID-19 (1-888-268-4319) (no travel, physical distancing) or text 604-639-3000

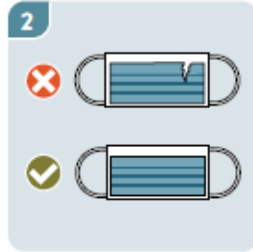
IPC V1.1

Poster for disposable mask use. Generally, practices apply to the use of non-medical cloth masks.

## Help prevent the spread of COVID-19: 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 and 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, and 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 the mask. Follow 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.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."



# COVID-19

## When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none"> <li>• Fever (above 38° C)</li> <li>• Chills</li> <li>• Cough</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of sense of smell or taste</li> <li>• Difficulty breathing</li> </ul>	<p><b>1 or more of these symptoms:</b> Get tested and stay home.</p>
<ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Loss of appetite</li> <li>• Headache</li> <li>• Body aches</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme fatigue or tiredness</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p>If you have <b>1 symptom:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>

If you are a **close contact\*** of someone who has COVID-19 and have any of the symptoms listed above:  
Get tested and stay home.

Check your symptoms with the B.C. Self-Assessment Tool.

If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.

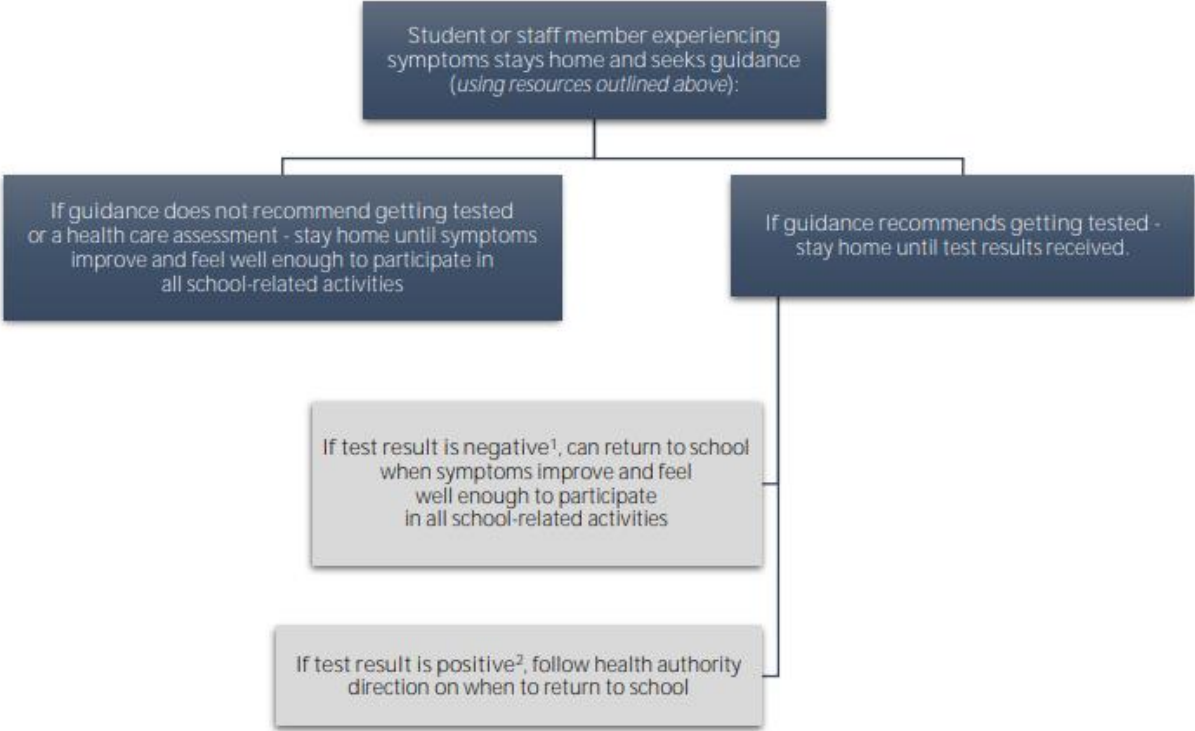
\* You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19closecontacts>

For more information on COVID-19, go to [www.bccdc.ca](http://www.bccdc.ca)

If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, **call 9-1-1 or go to the nearest Emergency Department.**

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 When to get tested for COVID-19. Staff, students and parents/caregivers can also use the BCCDC online Self-Assessment Tool, or call 8-1-1 or their health care provider.



List of References are to be maintained and communicated by the District Health and Safety Department.

**Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings**

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

**Public Health Communicable Disease Guidance for K-12 Schools**

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

**K-12 Education Recovery Plan**

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-recovery-plan.pdf>

**WorkSafeBC Communicable Disease Prevention**

<https://www.worksafebc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers>

**BCCDC Cleaning and Disinfectants for Public Settings**

[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

**K-12 Health Check App**

<https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>

**Hand Washing Poster**

<http://www.dobugsneeddrugs.org/wp-content/uploads/handwashing-sign.pdf>

**BC Camps Association**

<http://bccamping.org/>

**Guidelines for Food & Beverage Sales in BC Schools**

[https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015\\_food\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015_food_guidelines.pdf)

**BC Music Educators Association**

<https://drive.google.com/file/d/1KG2rE1rU-NENxbQsuYN20xnM9TBINn3Z/view>

**BC Teacher Librarians Association**

<https://bctla.ca/wp-content/uploads/2020/09/BCTLA-Recommendations-for-Access-to-Library-Learning-Commons-Resources-to-Meet-COVID-19-Requirements-September-Update-1-2.pdf>

## **BCSS Return to School Sports**

<https://www.bcschoolsports.ca/sites/default/files/BCSS%20Return%20to%20School%20Sport%20Plan%20v2%20-%20Sept%202023%202020.pdf>

## **ABCDE Website**

<http://www.bcdramateachers.com/>