

# COVID-19 SCHOOL RE-OCCUPANCY HEALTH AND SAFETY PROTOCOLS

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**1. STAY HOME WHEN SICK**  
*All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.*

**2. HAND HYGIENE**  
*Everyone should wash their hands more often!*  
*Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.*

**3. RESPIRATORY AND PERSONAL HYGIENE**  
*Cover your coughs.*  
*Do not touch your face.*  
*No sharing of food, drinks, or personal items.*

**4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT**  
*Spread children out to different areas.*  
*Take them outside more often.*  
*Stagger lunch times. Incorporate individual activities.*  
*Remind children, “Hands to Yourself!”.*

**5. CLEANING AND DISINFECTION**  
*Clean and disinfect frequently touched surfaces at least twice a day.*  
*General cleaning of the centre should occur at least once a day.*  
*Use common cleaning and disinfectant products.*

Image 1: Summary of School Based Control Measures, COVID-19 Guidance for K-12 Schools, BC Ministry of Health.

## 1. Purpose

COVID-19 is a severe acute respiratory syndrome (SARS) caused by a newly discovered coronavirus that emerged in Wuhan, China in 2019. A global pandemic was announced by the WHO on March 11, 2020 and British Columbia declared a public health emergency on March 17, 2020 and a provincial state of emergency was announced on March 18, 2020.

Fraser Academy has developed these protocols based on guidelines established by the Ministry of Education, Provincial Health Officer, BC Centre for Disease Control and WorkSafe BC to safeguard the health and safety of students, faculty and staff. These guidelines include controlling access to the buildings, maintaining physical distancing and the use of PPE amongst staff and implementing distancing strategies for students, and maintaining good hygiene practices and the use of PPE.

These protocols will be updated as the COVID-19 situation evolves in collaboration with members of the Senior Leadership Team and the Health and Safety Committee based on ongoing risk assessments. Updated protocols will be communicated to students, faculty/staff and families to allow them to continue to safely conduct certain activities on campus as outlined below.

## 2. BC Ministry of Education Phased Return Approach

On July 21st, 2020, the Ministry of Education updated [BC's Education Restart Plan](#), a co-ordinated and measured phased-in approach to part-time in-class instruction, guided by strict health and safety guidelines.

This measured approach involves a [five stages framework](#) leading to an eventual safe and full return of students to in-class instruction. We are currently in Stage 2.

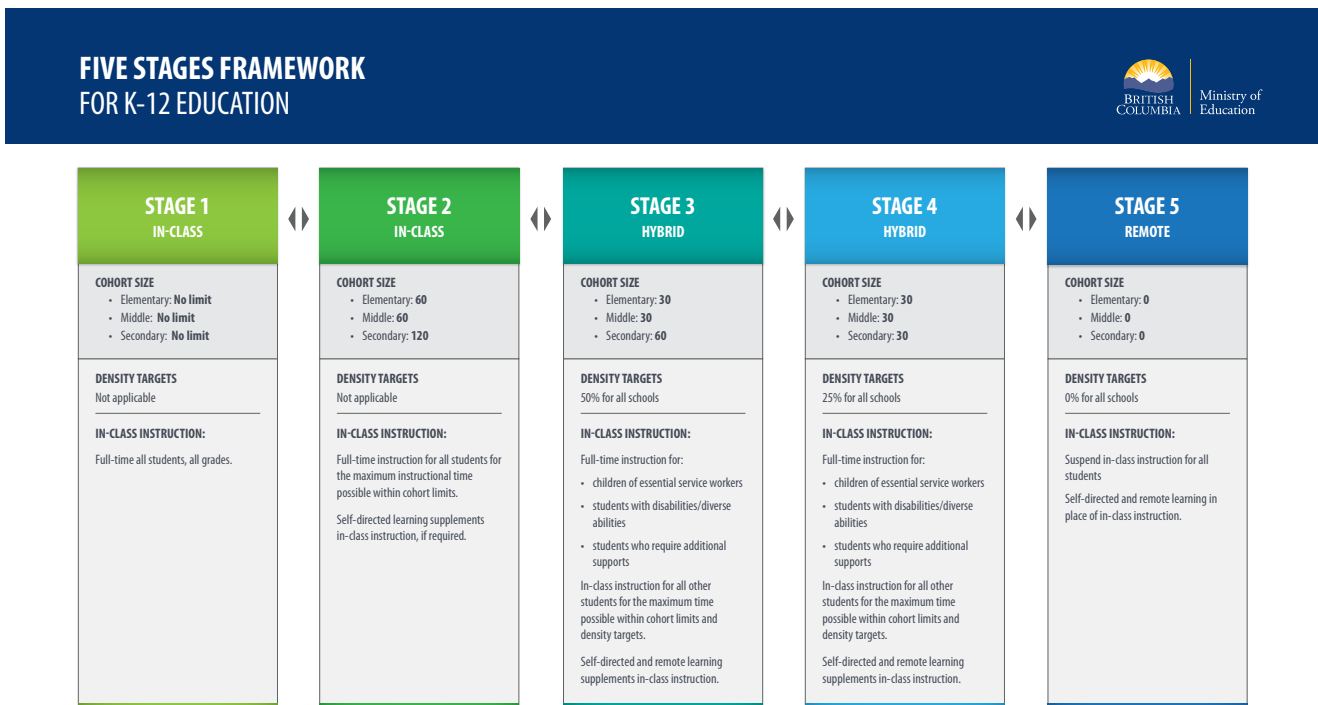


Image 2. Stages of BC's Education Restart Plan (BC Ministry of Education).

### 3. Guiding Principles of School Restart

- a. To protect the health, safety, and well-being of our students, faculty and staff.
- b. To support any scenario during COVID-19 in which students, faculty and staff return to school.
- c. To provide students with the familiarity of school routines for social/emotional/academic learning.
- d. To provide clear expectations for students, faculty and staff within this unique learning environment.
- e. To follow the guidelines set out by the WorkSafe BC, and the Ministries of Health and Education.
- f. To implement standards meeting or exceeding compliance with applicable legislation, regulation and best practices, including the Provincial Health Officer (PHO) principles:
  1. Staying informed, being prepared and following public health advice.
  2. Practicing good hygiene – including good hand hygiene, respiratory etiquette (sneezing into elbow), and avoiding touching face.
  3. Staying at home and away from others if you are feeling ill – with no exceptions – whether for school, work or socializing.
  4. Maintaining physical distancing outside the household (e.g., no handshakes or hugs), keeping your number of contacts low, and keeping a safe distance.
  5. Increasing cleaning of frequently touched surfaces at home, school, and work.
  6. Continuing to minimize non-essential personal travel.
  7. The use of non-medical masks.
  8. Making necessary contacts safer with appropriate controls, e.g., plexiglass barriers, masks, redesigning spaces, and **Learning Cohorts**: A learning cohort is a group of students and staff who remain together throughout a school semester.

### Learning Cohorts

Cohorts reduce the number of in-person interactions a person has in school without requiring physical distancing to consistently be practiced. In junior and middle school a cohort can be composed of up to 60 people. In senior school, a cohort can be composed of up to 120 people. Cohorts will be composed of students and faculty.

Cohorts are smaller in junior and middle school due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness.

Cohorts are larger in senior school due to the increased ability of children in that setting to be able to consistently minimize physical contact, practice hand hygiene, ensure physical distance where necessary and recognize and articulate symptoms of illness.

The school administration will determine the composition of the cohorts. The composition of the cohort should remain consistent for all activities that occur in the school, including but not limited to learning and breaks (lunch, recess, classroom changes, etc).

To support the identification of learning cohorts, all students, faculty, and staff will receive a coloured ID and lanyard. Students (and all adults) must wear their ID daily.

Within the cohort, minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained. Cohort composition can be changed at the start of a new semester in the school year. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational or student health and safety considerations.

Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur. School administrators will keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.

The school will minimize the number of adults (staff and others) who interact with cohorts in which they are not a part, as much as is practical to do so while supporting learning and a positive, healthy and safe environment.

Those outside of a cohort must practice physical distancing and use personal protective equipment (PPE) when interacting with the cohort. For example:

- A senior school teacher can teach multiple cohorts but should maintain physical distance from students and other staff as much as possible.
- Two classes from different cohorts can be in the same learning space at the same time if a two-metre distance is able to be maintained between individuals from different cohorts.
- During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts but will require the wearing of non-medical masks.

In junior and middle school, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance. It is understood that junior and middle school students are less able to consistently maintain physical distance. Outdoors is a lower risk environment than indoors.

Senior school students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts. Senior school students are expected to be capable of consistently maintaining physical distance when it is required. If a student is unable to physically distance, the student should socialize within their cohort or where they can be supported/supervised to be physically distanced from others.

Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings. Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. student council, after school clubs etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do while still ensuring the support, program or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

School gatherings should occur within the cohort. Gatherings will not exceed the maximum cohort size in the setting, plus the minimum number of additional people required to meet the gathering's purpose and intended outcome. Additional people should be minimized as much as is practical to do so. These gatherings should happen minimally. The school will seek virtual alternatives for larger gatherings and assemblies.

### Personal Protective Equipment (PPE)

All students in Grades 5-12, and all adults are required to wear non-medical masks in high traffic areas such as classrooms, buses and in common areas such as hallways, even within their learning cohort. Exceptions will be made for students and adults who cannot wear masks for medical reasons. Masks can be removed when each cohort is outside on the sports pad or field for breaks or PE.

Non-medical masks are not recommended for Grades 2-6 students while in their classroom with their cohort due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff). Masks must still be on person at all time in order to assure easy access to mask when required to cover face. Grades 2-6 students are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning cohort whenever physical distancing cannot be maintained. Exceptions will be made for students who cannot wear masks for medical reasons. Masks can be removed when Grade 2-6 students are outside and within their cohort on the sports pad or field for break or PE.

Faculty/staff 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) in high traffic areas such as classrooms, buses and in common areas such as hallways, even within their learning cohort.

The school will have non-medical masks available for staff and students, including anyone who becomes ill while at school.

It is important to treat people wearing masks with respect. Although non-medical masks, face coverings or face shields will be worn, everyone must still seek to maintain physical distance from people outside of their learning cohort. There must be no crowding, gathering or congregating of people from different learning cohorts, even though non-medical masks will be worn.

### Effective infection prevention and exposure control measures:

- Ensuring students and staff stay home when they are sick or required to self-isolate, including ensuring everyone entering the school performs a daily health check.
- Enhanced cleaning and disinfection.
- Placing students and staff into consistent groupings of people (learning cohorts).
- Adapting learning environments to maximize the use of space.
- Ensuring physical distance can be maintained between learning groups.
- Frequent hand hygiene.

These measures provide multiple layers of protection that reduce the risk of transmission.

Staff providing health care services and other health care providers are required to wear a mask and gloves when working in close proximity with students. Masks and gloves must be used in situations where there is an incidence of a sick student, where close personal care (i.e. first aid) is being administered and must be used when students who are symptomatic need care and are waiting to be picked up from school.

### 4. Roles and Responsibilities

In general, all students, faculty and staff are required to:

- a. Abide by these protocols and must continue to comply with all Fraser Academy policies during this time.
- b. Review this document and all periodic updates/notices as distributed.
- c. Participate in any hands-on training or education sessions as required to operationalize this protocol. (i.e. informative meetings, reviewing instructional and informative training videos, completing quizzes, etc.)

More specifically, WorkSafe BC sets out the following responsibilities for employers, supervisors and workers with regard to infectious disease.

The **School** is responsible for:

- Assessing the risk of exposure to infection that members of the school community could incur whilst engaged in school related activities.
- Putting in place appropriate measures to control the risk of exposure including appropriate hygiene and cleaning and ventilation of public spaces, physical distancing measures, learning cohorts and the provision of personal protective equipment (PPE) when needed.
- Making sure that students, faculty and staff understand the risk and comply with control measures put in place.
- Reviewing the protocol on a periodic basis and when conditions change (for example, when new guidance is issued to schools by the Ministry of Education or Public Health Officer).

**Managers** (including Senior Leadership Team and Directors) are responsible for making sure that their teams:

- Are aware of and understand this protocol.
- Comply with relevant control measures, including the use of PPE where needed.
- Understand how to report any risks arising, including if they have reasonable cause to believe they have been exposed to infection from any source (including from family, friends, travel or in the community).
- Know that they should seek medical attention if required.



All **faculty and staff** are responsible for:

- Reviewing policies, procedures, guides and protocols provided by the School to become aware of potential risks and asking for clarification if needed.
- Following safe work procedures as directed by the School.
- Reporting any unsafe conditions or acts to their supervisor.
- Knowing how and when to report incidents of possible exposure.
- Seeking medical attention if required.
- Refusing work that they have reasonable cause to believe it will put themselves or others at risk.

The **Health and Safety Committee** is responsible for:

- Understanding this protocol and being familiar with the WorkSafe BC and Ministry guidelines.
- Ensuring there is a mechanism in place where faculty and staff can raise any concerns about the risk of COVID-19 exposure at the workplace to the Health and Safety Committee.
- Continuing to participate in walk-through assessments of the school campuses to identify potential areas of increased risk and priority actions.
- Promoting approved physical distancing and PPE measures.

## 5. Hazard Assessment

COVID-19 is transmitted through droplets of fluid from infected individuals. The virus in these droplets can enter the body of another person when the droplets land on the eyes, nose or throat or are breathed in by another person in close proximity (under 2 meters), referred to as direct contact. Infection from indirect contact occurs when droplets from an infected person land on a surface and an uninfected person touches them and then touches their eyes, nose or throat before washing their hands.

When considering the likelihood of infection there are three main factors:

- The type of contact (essentially how close you get and how long you spend with an infected person).
- The number of contacts (how many infected people you come into contact with).
- How much virus the infected person(s) is spreading (symptomatic individuals are thought to cause most, but not all, infections).

Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age and for people with weakened immune systems and conditions such as diabetes, and heart and lung disease. Healthy younger people are likely to have only mild symptoms.



Studies to date show that children who catch COVID-19 are likely to be asymptomatic or have very mild symptoms but there have been cases reported of pneumonia, severe illness and a very small number of children worldwide have died. Initial research also suggests that children may be less infectious than adults.

## 6. Risk Mitigation

The School is required to take reasonable steps to ensure the health and safety of students, faculty and staff. With respect to COVID-19, that responsibility includes following the orders of the [Provincial Health Officer](#) and guidance provided by the [BC Centre for Disease Control](#), and implementing policies and procedures to protect students, faculty and staff from the risk of exposure to COVID-19.

Fraser Academy will use the [hierarchy of controls](#) to prioritize risk mitigation steps:

### Hierarchy of controls

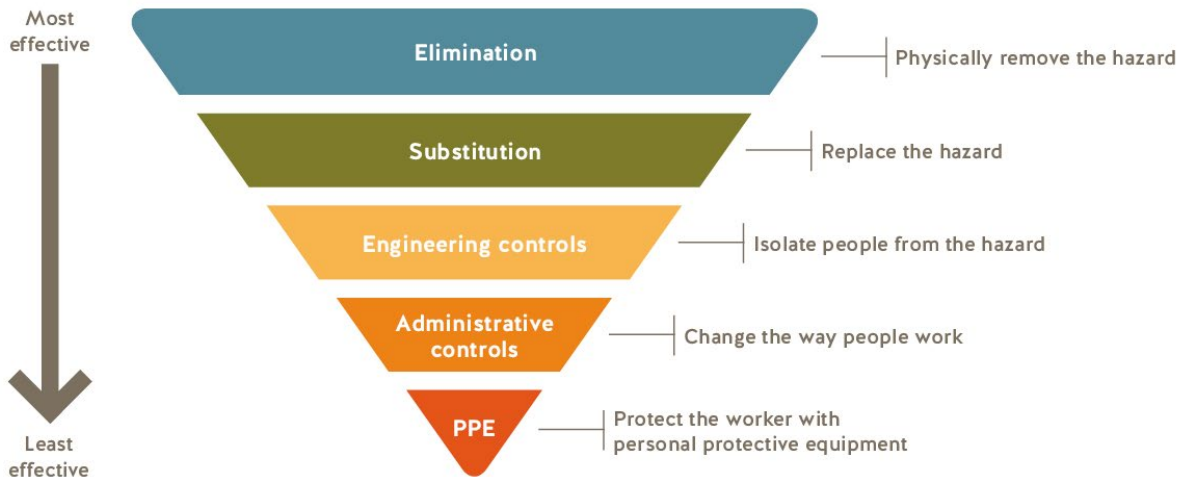


Image 3. Hierarchy of Controls (Education (K-12): Protocols for returning to operation; WorkSafe BC)

## 7. Access Control and Screening

### a. General

- The school will be open to faculty and staff from 6:45am to 7:00pm and to students from 7:45am to 4:00pm on instructional days. (Students taking the school bus may enter the school and proceed to their first class upon arrival.)
- Grade 10-12 Flex Block is optional by appointment with teachers. Students who are on busses are welcome on the North Campus without appointment.

- Junior School (Grade 2–6) will be dismissed daily at 3:00pm (Friday at 2:25pm).
- Grades 7 and 8 will be dismissed daily at 3:25pm (Friday at 2:20pm).
- Grades 9–12 will be dismissed daily at 3:35pm (Friday at 2:15pm).
- Parents/guardians are not permitted in the school except when absolutely necessary; pre-approval is required from the Deputy Head of School or their designate.
- Approved contractors or other visitors must buzz reception upon arrival and remain outside on designated markers until being granted access to the inside of the building. Visitors must all sign in at the lobby and leave a phone number.
- Where possible, all doors must remain locked during normal operating hours except in the case of an emergency.

### **b. Faculty and Staff**

- All faculty and staff must assist in maintaining access control by challenging those who are unauthorized / unrecognized and directing them to the front entry exterior of the school. To support the identification of our on campus community, all students, faculty, and staff will receive a coloured ID and lanyard denoting their cohort. Students (and all adults) must wear their ID daily.
- When any new symptoms of illness develop, faculty and staff must complete the [Daily Health Screening](#) and follow directives at this link: [Stay Home When New Symptoms of Illness Develop](#).
- Faculty and staff should arrive as normal, but proceed to the main entrance of the main campus, North campus or Association Office to sanitize their hands and sign off on the acknowledgment of daily health screening form before proceeding to their classrooms, workspaces or offices.
- Faculty or staff who are unable to come into school because they are ill or self quarantining should contact their manager to discuss options for continued home based working or to take sick leave.

### **c. Parents and Students**

In advance of attending School, parents must:

- Check their children have no COVID-19 type symptoms every morning and follow the directives in these links: [Daily Health Screening](#) and [Stay Home When New Symptoms of Illness Develop](#).
- Not send their child to school if their child has had recent close contact with anyone who has confirmed COVID-19 or who has recently returned from international travel.
- Follow the school's protocols for reporting student absence.

On arrival at School:

- **Students must not arrive on campus prior to 7:45am** (unless they are riding the school bus).
- Students should proceed directly to their morning classes.

- Students who are displaying symptoms will either be returned directly to their parents or be held in a designated isolation room until parental pick up.

Cohorts will have designated break locations and times to avoid congestion.

- Students will take any belongings (coats, bags or other items) home with them.
- Junior School students will have access to lockers.
- Grade 7 and Grade 8 students are permitted to have a locker on a voluntary/opt in basis
- Grade 9-12 students will **NOT** have access to lockers.

Upon dismissal:

- Students will sanitize their hands when leaving their classroom.
- Students will depart campus promptly upon final dismissal (no later than 4:00pm).

## 8. Monitoring Health and Managing Sickness During the School Day

### a. Practice Good Hygiene

Proper hygiene can help reduce the risk of infection or spreading infection to others. Students, faculty and staff are responsible for practicing good hygiene. Students will be reminded by faculty and signage will be placed around the School as a reminder to:

- Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
- Use alcohol-based hand sanitizer if soap and water are not available
- When coughing or sneezing:
  - cough or sneeze into a tissue or the bend of your arm (elbow), not your hand
  - dispose of any tissues you have used as soon as possible in a garbage bin and wash your hands afterwards
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Discourage any food or drink sharing

## b. Handwashing and Hand Sanitizing

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

Image 4. When to Perform Hand Hygiene at School (COVID-19 Guidance for K-12 Schools – May 19, 2020; BC Center for Disease Control/BC Ministry of Health)

## c. Isolation Area

Room 510 First Aid Room has been designated as the dedicated space to hold symptomatic students before they can be picked up by a parent or emergency contact.

- Only First Aid Attendants will be permitted to access the isolation area when it is in use.
- First Aid Attendants will ensure that the isolation areas are supplied with hand washing supplies, hand sanitizing dispenser, waste receptacle and tissues.
- An “Isolation” sign will be posted while the area is in use.

## d. Managing Sickness During the School Day

Students, faculty and staff must stay away from school if they are experiencing COVID-19 type symptoms.

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Anyone experiencing COVID-19 type symptoms should be encouraged to stay home, and stay away from others, be assessed by their health care provider and tested for COVID-19.

### **Faculty and staff** should:

- Monitor their health throughout the school day.
- If experiencing COVID-19 symptoms, advise reception that they are feeling unwell and where they have been that day.
- Receive advice from the first aid attendant and/or use the **BC COVID-19 Support Health Check App (ios and android)** and follow the advice provided including leaving campus as quickly as possible. The school will support the faculty or staff member to ensure they follow safe travel procedures when travelling home or to further assessment.

### **Students:**

- Students will be monitored by faculty throughout the school day and reminded to tell their teacher if they are feeling unwell.
- When monitoring shows that a student has any sign of illness or a student reports feeling sick their teacher will immediately ring reception.
- Reception will promptly let the First Aid Attendants know that there is a sick child.
- The First Aid Attendant will contact the teacher and conduct an initial phone assessment.
- Sick children will be taken to the isolation area if there is a suspicion of COVID-19.
- Children with COVID-19 symptoms including a temperature of 37.8 C (100 F) or higher will be kept isolated under the supervision of the First Aid Attendant.
- Reception will contact parents to arrange immediate pick up of the sick or injured child.
- Reception will notify a Senior Leader on site when there is a potential COVID-19 case.
- The Senior Leader will determine whether immediate additional cleaning is required by the day Janitor/Building Manager in areas that the student has been in that day and/or more intensive cleaning is needed overnight.
- First Aid Attendants will contact the Vancouver Coastal Health Public Health liaison nurse or the Environmental Health Officer to report a potential COVID-19 case.
- First Aid Attendants supervising symptomatic children must use strict hand washing techniques and wear gloves and a surgical mask when providing close personal care.
- First Aid Attendants will disinfect any touch points in the isolation room while the child is present.
- First Aid Attendants will advise the Senior Leader onsite and the Building Manager when the child has left the isolation area and if the School has been advised to initiate intensive cleaning processes.

When either a parent on behalf of a student or a faculty or staff member reports a confirmed case of COVID-19, the school will report to the Ministry of Education and follow guidance on next steps. **Intensive cleaning of areas recently used by the affected individual will be initiated and the school may be closed for school-wide cleaning if required.** The school community will be informed in line with ministry guidance.

If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

Following recovery from COVID-19, students, faculty or staff may only return to school when they are symptom free, have tested negatively or after a minimum of fourteen days have passed since they became ill. If a student, faculty or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.

## 9. Cleaning

### a. Janitorial Cleaning Protocol

- The School's janitorial service provider will adopt cleaning protocols as instructed by the BC Center for Disease Control (BCCDC).
- The janitorial staff will continue to undertake COVID-19 enhanced cleaning protocol in addition to regular cleaning services.
- While specific cleaning protocols outline detailed requirements, in general the janitorial staff will undertake:
  - Regular cleaning, at least twice a day, of common areas including disinfection of high contact surfaces (door knobs, handrails, toilet seats) in common areas and washrooms and restocking of handwashing supplies throughout the day while classes are in session.
  - Cleaning and disinfection of all spaces including common areas, classrooms, offices, washroom surfaces, furnishings and floors, using a disinfectant that has the Health Canada approval for COVID-19, daily after school hours when the building has been vacated.
  - Restocking of supplies such as hand soap and paper towels, sanitizer and disinfectant.
- In the event of a reported case of COVID-19 in the School, the classroom, designated washroom and paths of travel will be treated with a hydrostatic disinfection solution on a full room/corridor basis.

### b. Faculty & Staff Cleaning Protocol

- Classrooms will be provided with one spray bottle of pre-diluted disinfectant, paper towels and plastic bins. Spray bottles will be refilled by janitorial contractors every evening or more frequently on request.
- Faculty are responsible for the following cleaning protocol:
  - Before students eat, wash the tabletop with the food safe disinfectant provided.
  - After students eat, wash the tabletop with damp paper towels to remove food waste, followed by spray bottle disinfectant.

- All faculty and staff will implement cleaning and disinfecting of their workspaces and student desks twice daily using spray bottle disinfectant and paper towels.

### c. Hand Washing & Sanitizing Facilities

- Soap and water is the preferred method of cleaning hands. Additional hand washing and sanitizer stations have been installed at entry points and throughout the school.

## 10. Set Up

### a. Campus Buildings

The school will be set up to promote physical distancing and good hygiene:

- Two-meter markers will be placed before doors and reception desks.
- Excess furniture and utilized classroom clutter will be removed or taped off.
- Chairs will either be removed or stickers will be placed on seats to indicate that they should not be used in order to maintain physical distancing.
- At opening, breaks, and end of the day, we are implementing one-way traffic:
  - a) Enter through the back door off the sports pad.
  - b) Exit through the front door on 10th Avenue.
- Corridors will be taped along the centre line and/or a one-way corridor system implemented should the corridor be found insufficient to allow for social distancing. Signs and directional arrows will be used to provide guidance should it be required.
- Signage will be placed throughout the school to remind students, faculty and staff about new protocols.
- Additional hand wash / sanitizer stations will be placed around the school.
- As good ventilation reduces the potential for COVID-19 transmission:
  - All classrooms must be provided with good ventilation.
  - CO<sup>2</sup> levels must be maintained as near to outdoor levels as practicable.
  - Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air (weather permitting).
  - Where possible, the Building Manager will maximize the amount of fresh air that can be mechanically circulated by adjusting fresh air dampers and set air distribution units to run continuously (not just when the system calls for heat).
- Air filter systems will be used in rooms that do not have access to fresh air (open windows or doors).

### b. Classrooms



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- Maintenance staff will pre set classrooms prior to reoccupancy.
- Excess furniture and clutter will be removed from designated and utilized classrooms.
- Workspaces and desks will be separated from each other providing for adequate physical distancing during entry/exit of the classroom.
- Only the number of desks to facilitate physical distancing and essential, daily required teaching items will be permitted in the classroom.
- Students will be allocated a dedicated desk.
- Classrooms will be decluttered and desks, chairs, equipment, supplies and materials surplus to daily requirements must be temporarily stored, taken home by students or disposed of.
- All soft furnishings (pillows, cushions, blankets), plush toys, play dough/ plasticine/ clay will be placed in temporary storage.
- Microwaves and fridges will be taped off.
- All classrooms will have:
  - one spray bottle of pre diluted disinfectant, paper towels and plastic bins. Spray bottles will be refilled by janitorial contractors every evening or more frequently on request.
  - tissues strategically located in the room to provide ready access.
  - pump style hand sanitizer for teacher use and distribution to students.
- Desktops and counter surfaces must be kept clear to facilitate cleaning throughout the day and night.
- All school owned materials stay at school.
- No home materials are brought to school.
- iPads, laptops, phones and mice must not be shared while using and need to be wiped before and after use with wipes.
- Learning Services classrooms will be equipped with a plexiglass PPE barrier to provide a physical barrier between the educator and student in close proximity.
- White boards, markers, class pencils/pens, scissors, glue sticks, rulers and other art materials must not be shared and must be wiped down after use and then packed away.

### c. Technology

- The School will continue to facilitate loans of technology to support students learning.

### d. Food & Drink

- Students, faculty and staff are strongly encouraged to bring their own snacks and lunch from home.
- Drinking water from a personal water bottle in class is permitted.

- Eating Food in a classroom during a lesson is NOT permitted.
- Students, faculty and staff must not share food.
- Students, faculty and staff will eat at their workspaces, outdoors or at the cohort designated locations during breaks and lunch hour.

### e. Travel

- The BC government has imposed travel restrictions and precautions due to the COVID-19 pandemic.
- All students, faculty and staff are reminded to avoid non-essential travel during this time.
- Faculty and staff are not expected to and should not travel for work related purposes.
- Students, faculty and staff who have arrived from outside of Canada are required to self-isolate for 14 days and monitor for symptoms and not to attend school or go to work.

### f. Field Trips

**Stage 2:** When planning field trips, staff should follow existing policies and procedures as well as the Covid-19 School Re-Occupancy Health and Safety Protocols. Additional measures specific to field trips should be taken, including:

- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration.
- For transportation, see guidance in Section 11.g., "Buses and other Transportation" of this document.
- Use of parent volunteers for driving groups of students is not permitted.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
- Ensure field trip numbers align with the (PHO) guidance on mass gatherings (i.e. 50 people).
- Field trips to outdoor locations are preferable.
- Conduct a risk assessment considering the field trip location.
- No overnight field trips should occur.
- International Field Trips are cancelled until further notice.

**Stage 3 and 4:** No field trips should occur under Stages 3 and 4.

## 11. Practicing Physical Distancing

All students, faculty and staff must endeavour to maintain physical distancing at all times when outside their cohort. Staying 2 metres apart is not always feasible and is not expected at all times in schools. Encourage children to avoid

physical contact. This is more important than keeping 2 metres apart. Adults should still keep 2 metres apart from each other and students, while also minimizing physical contact as much as possible. Faculty and staff must model and reinforce good physical distancing and supervise and direct students to best adhere to physical distancing requirements. Younger children should be supported and encouraged to maintain physical distancing with a focus on avoiding physical contact as much as possible and regular reminders to 'keep your hands to yourself.'

Students, faculty and staff should avoid congregating and socializing in groups and spread out as much as possible in available spaces. Spaces will be reconfigured to support appropriate distancing and signage will be placed around the School as a reminder on physical distancing requirements, designated seating and how to travel throughout the School maintaining physical distancing.

### a. Common Areas

The school will be set up to discourage large groups or gatherings of students in hallways or other common areas.

- **Seating:**
  - There will be designated seats indicating space for one person to sit to ensure physical distancing can be maintained.
- **Washrooms:**
  - Only one person is permitted in a washroom at a time.
  - Students, faculty and staff must wash hands before leaving the washrooms.
- **Change rooms:**
  - Change rooms will be limited to students within a particular class within their cohort.
- **Staff room:**
  - Staff room capacity will be posted outside the door, the limit will be 6 people.
  - Faculty and staff must wash hands before entering and exiting the staff room and maintain physical distancing.
  - Refrigerator may be used if faculty/staff member has contained their meal into a single container/bag
- **Elevator:**
  - Access is restricted to those with mobility challenges, the maintenance and IT teams or by others to transport furniture and equipment, supplies and deliveries.
  - Only one person may use the elevator at a time.

### b. Moving Around the Building

In corridors, students, faculty and staff must follow markings and signage, travelling single file, maintaining physical distance from the person in front if specified.

When students, faculty and staff are moving around the building, they must adhere to the following expectations. These expectations must then be reinforced consistently for students by all faculty and staff. They include:

- Maintaining physical distance.
- Keeping hands and bodies to themselves.

- Washing hands before moving to another section of the school.
- Moving on the right when moving up and down the stairs and through the hallways.
- Moving up and down the stairs one step at a time.
- Staying five steps apart from others on the stairs.
- Wearing a mask.

### c. Classroom

- The schedule has been designed to limit the contact of students, faculty and staff throughout the building.
- The number of different faculty/staff that interact with groups of students throughout the day will be minimized as much as possible to reduce the amount of mixing between students and different faculty/staff (learning cohorts).
- Each student will have a designated seat positioned.
- Once their hands are washed, students enter the classroom placing their coats on the back of their chair and their bag under their desk.
- Faculty will help students to understand and practice physical distancing.
- Students must not share their personal items.
- Students/parents must clean personal belongings daily prior to bringing items into the school.
- Cohorts will have designated break locations and times to avoid congestion and promote physical distancing.
- Where possible classes will be taken outside for learning activities.

### d. Library

The library will be open to both students and faculty/staff within the parameters of these Protocols.

### e. Outdoor activities

Outdoor activities are encouraged, weather permitting. Students will have access to the sports pad and the use of equipment limited to within the learning cohorts.

### f. Sports, Athletics and other Co-Curricular activities

- Extracurricular Activities including sports, arts or special interest clubs can occur if physical distance can occur across cohorts as per the [BC SCHOOL SPORTS RETURN TO SCHOOL SPORT PLAN](#) – Sept 23 2020–Version 2.0.
- Inter-school events including competitions, tournaments and festivals, should not occur at this time. This will be re-evaluated throughout the school year.

## **g. Bus and other Transportation**

School buses will be cleaned and disinfected according to the guidance provided in the BCCDC's [Cleaning and Disinfectants for Public Settings](#) document. Additional guidance is available from Transport Canada. Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering when they cannot physically distance or be behind a physical barrier in the course of their duties. Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.

To reduce the number of close, in-person interactions, the following strategies will be practiced:

- Use consistent and assigned seating arrangements.
- Prioritize students sharing a seat with a member of their household or cohort.

The seating arrangement can be altered whenever necessary to support student health and safety (e.g. accommodating children with a physical disability, responding to behavioural issues, etc.).

If space is available:

- Students should each have their own seat.
- Students should be seated beside the window.
- All students riding the school bus must wear non-medical masks or face coverings. These should be put on before loading and taken off after offloading. Non-medical masks are recommended in situations where a person cannot maintain physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts. This includes riding the bus to school where a student may be sitting next to a person outside of their cohort or household.

Additional measures can be taken, including:

- Encouraging private vehicle use and active transportation (e.g. biking, walking, etc.) by students and faculty/staff where possible to decrease transportation density.

## **h. Personal Workspaces**

- Faculty and staff in office workspaces will be limited to the number that can be accommodated to ensure physical distancing.

## **i. Meetings**

- Students, faculty and staff are required to use virtual meetings, where possible.
- Face to face meetings outside of a cohort are permitted only where it is deemed essential. Attendees must be limited, masks must be worn and physical distancing must be maintained.

## 12. References

- [BC Centre for Disease Control \(BCCDC\) COVID-19 Public Health Guidance for K-12 School Setting](#) - September 11, 2020
- [5 Stages Framework for K-12 Education](#)
- [WorkSafe BC COVID-19 Information and Resources](#)
- [BC's Restart Plan dated July 21, 2020](#)
- [BC's Go Forward Strategy Checklist](#)
- [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) - September 3, 2020
- [BCSS Return to School Sport Plan - Version 2.0](#)
- [B.C.'s Back to School Plan](#)