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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 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.

Schools are encouraged to share evidence-based information and promote opportunities to be vaccinated in partnership with public health.

Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated against COVID-19 to protect themselves and those around them – including those who are not eligible to be vaccinated. Being fully vaccinated is the most effective protection against serious cases of COVID-19 and provides longer-lasting protection.

2. Guiding Principles

- 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.
- e. To follow the guidelines set out by the WorkSafe BC, and the Ministries of Health and Education.
- f. To implement standards meeting 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. Respecting others' personal space. Personal space is the distance from which a person feels comfortable being next to another person.
 4. Staying at home and away from others if you are feeling ill.

5. Increasing cleaning of frequently touched surfaces at home, school, and work.
6. Continuing to minimize non-essential personal travel.
7. Using non-medical masks.

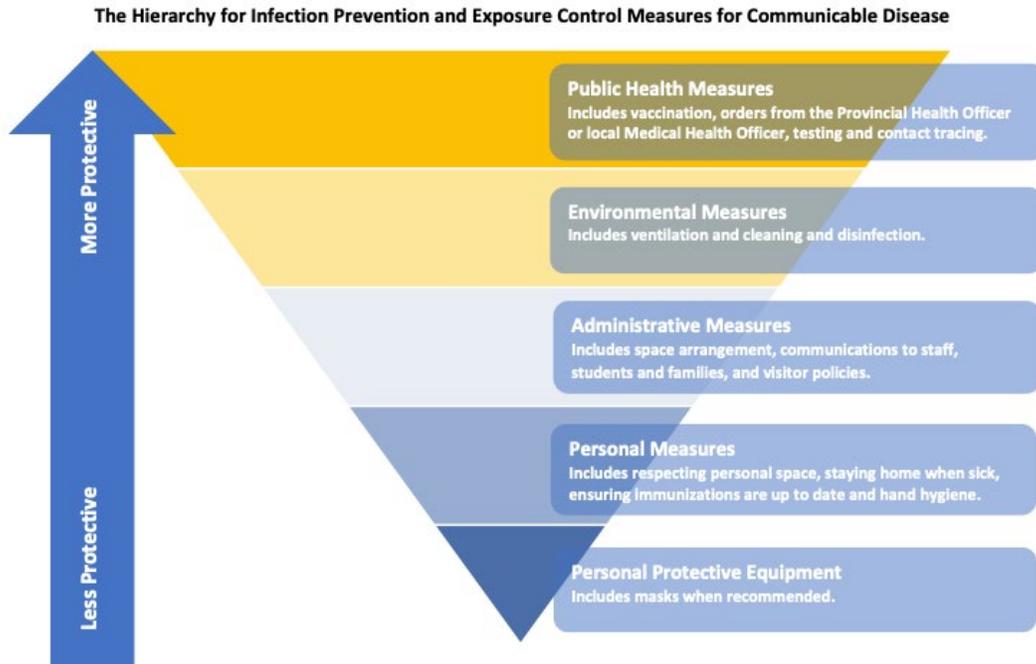


Image 1. The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings).

Personal Protective Equipment (PPE)

All students in Grades K-12, and all adults are required to wear non-medical masks in the school and on school buses. Exceptions will be made for students and adults who cannot tolerate wearing a mask for a psychological, behavioural or health condition, or a physical, cognitive or mental impairment, or they are unable to put on or remove a mask without the assistance of another person. Masks can be removed when outside on the sports pad or field for breaks or PE.

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 all people either wearing or not wearing a non-medical mask with respect.

Effective infection prevention and exposure control measures:

- Ensuring students and staff stay home when they are symptomatic and follow current public health safety measures.
- Everyone entering the school performs a daily health check.
- Enhanced cleaning and disinfection.
- 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.

3. 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. (ie. 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, 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 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 measures.

4. 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).
- Vaccination status

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.

5. 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

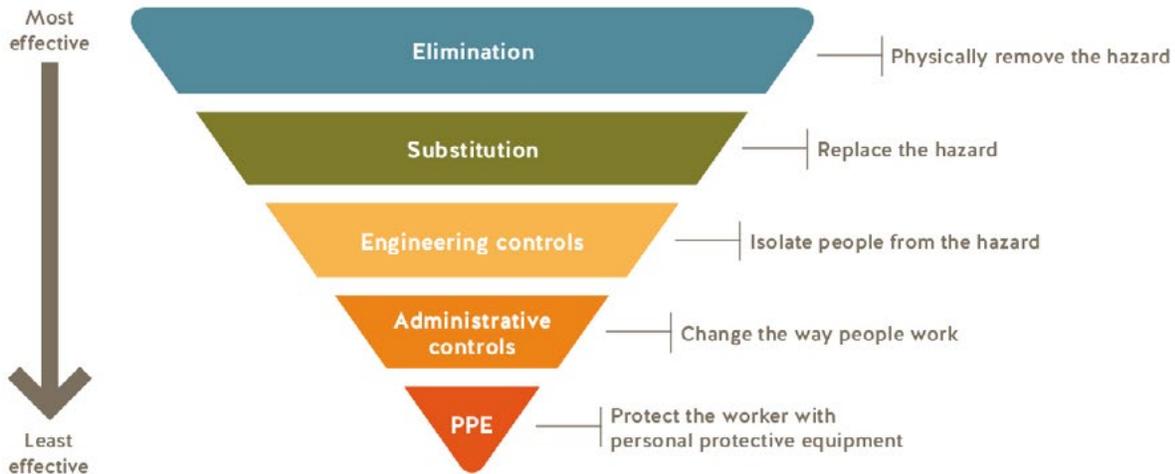


Image 2. Hierarchy of Controls (Education (K-12): Protocols for returning to operation; WorkSafe BC)

6. Access Control and Screening

a. General

- The school will be open to faculty and staff from 6:45am and to students from 7:45am 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 educators. Students who are on buses are welcome on the North Campus without appointment.
- Middle School Flex block will not be full grade, each grade will be broken up into smaller groups.
- Senior School Study Hall classes will be broken up into smaller groups.
- Junior School (Grades 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 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 until being granted access to the inside of the building. Visitors must all sign in on the Covid sign-in sheet in the lobby.
- Where possible, all doors must remain locked during normal operating hours except in the case of an emergency.

b. Faculty and Staff

- When any new symptoms of illness develop, faculty and staff must complete the Daily Health Screening and follow directives at the following link: [BC COVID-19 Self-Assessment Tool](#).
- Faculty and staff should arrive as normal but proceed to the back entrance of the main campus, North campus or Association Office to sanitize their hands 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.

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 of the following link: [K-12 Health Check](#).
- Follow the school's protocols for reporting student absence.

On arrival at School:

- Students should sanitize hands upon arrival to school.
- 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.
- All students will have access to lockers.

Upon dismissal:

- Students will sanitize their hands when entering and leaving their classroom.
- Students will take any belongings (coats, bags or other items) home with them daily.

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

Image 3. 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.

Anyone experiencing COVID-19 type symptoms must stay home, and stay away from others.

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 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.

Following recovery from COVID-19, students, faculty or staff may only return to school when they are symptom free, and their isolation period has passed. 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.

8. 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 disinfecting 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, 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 towel to remove food waste, followed by spray bottle disinfectant.
- All faculty and staff will implement cleaning and disinfecting of their workspaces and student desks at least once daily using provided spray bottle disinfectant and 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.

9. Set Up

a. Campus Buildings

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

- At opening, breaks and end of the day, we are implementing one-way traffic:
 - Enter through the back door off the sports pad.
 - Exit through the front door on 10th Avenue.
 - *Hallways will have a one-way corridor system implemented*
 - *Signs and directional arrows will be used to provide guidance*
- Signage will be placed throughout the school to remind students, faculty and staff about protocols.
- Multiple 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.
 - CO² 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).
 - Hepa Air filter systems will be used in rooms that do not have access to fresh air (open windows or doors).

b. Classrooms

- Workspaces and desks will be separated from each other providing for adequate personal space within classrooms.
- Only the number of desks to facilitate adequate personal space and essential, daily required teaching items will be permitted in the classroom.
- 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 classrooms will have:
 - one spray bottle of pre diluted disinfectant, 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.
- Frequently touched items such as iPads, laptops, phones, mice, white boards, markers, class pencils/pens, scissors, glue sticks, rulers and other art materials may be used so long as hand hygiene is practiced before and after use.

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.

e. Travel

- All students, faculty and staff are reminded to avoid non-essential travel.
- Faculty and staff are not currently expected to travel for work related purposes.
- Students, faculty and staff who have arrived from outside of Canada are required to follow all [Canadian travel regulations](#).

f. Field Trips

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

- Field trip locations must provide supervisors with their COVID-19 safety 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.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to health and safety guidelines.
- Ensure field trip numbers align with the current PHO guidance on mass gatherings.
- Field trips to outdoor locations are preferable.
- Conduct a risk assessment considering the field trip location.
- Overnight field trips are currently not permitted.
- International Field Trips are currently not permitted.

10. Practicing Physical Distancing

Although public health no longer recommends learning groups and physical distancing of 2M as communicable disease measures for the K-12 setting, there are strategies that the school will consider to help create space between people and to support students and staff.

- Remind students and staff about respecting others' personal space. Use visual supports, signage and prompts.
- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Implement strategies that prevent crowding at pick-up and drop-off time:
 - Grade 10-12 Flex Block is optional by appointment with educators. Students who are on buses are welcome on the North Campus without appointment.
 - Middle School Flex block will be broken up into smaller groups, rather than be full grade.
 - Junior School (Grades 2-6) will be dismissed daily at 3:00pm (Friday at 2:25pm).
 - Senior School Study Hall classes will be broken up into smaller groups.
 - 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 2:15pm).
- At opening, breaks and end of the day, we are implementing one-way traffic:
 - When coming to the main campus enter through the back door off the sports pad.
 - When leaving the main campus exit through the front door on 10th Avenue.
- Take students outside more often, where and when possible.

a. Common Areas

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

- **Seating:**
 - Furniture is arranged to promote the respecting of personal space.
- **Washrooms:**
 - Students, faculty and staff must wash hands before leaving the washrooms.
- **Change rooms:**
 - Change rooms will be limited to students within a particular PE class or team activity.
- **Staff room:**
 - Faculty and staff must wear a non-medical mask and wash hands before entering and exiting the staff room and respect others personal space.
 - Refrigerator, microwave and small appliances may be used.
- **Elevator:**
 - Access is restricted to faculty and staff members and people with mobility challenges.

b. Moving Around the Building

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:

- Respectful of personal space.
- Keeping hands and bodies to themselves.
- Wearing a mask.

c. Classroom

- 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 respecting personal space.
- Students should not share their personal items.
- Students/parents must clean personal belongings daily prior to bringing items into the school.
- Where possible classes are encouraged to go 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 field and the sports pad and the use of equipment.

f. Sports, Athletics and other Co-Curricular activities

Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games) 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.
- Non-medical masks are worn by K-12 staff, other adults and students in Grades 2 to 12 when they are indoors and a barrier is not present.
- Students are not required to wear masks during high-intensity sport activities (e.g. stationary bike, weight lifting, basketball, soccer) 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.
- Use all available space to spread students and staff out as much as possible.
- Shared equipment can be used.
- 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.

- Sport activities should be held outside whenever possible.
- 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.

g. Bus and other Transportation

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 on school buses except while driving. 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.

- Spread passengers out if empty seats are available.
- Open windows when the weather permits

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.
- All Grade K-12 students riding the school bus must wear non-medical masks or face coverings.

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 must be respectful of others' personal space.
- All faculty and staff will implement cleaning and disinfecting of their workspaces and student desks at least once daily using provided spray bottle disinfectant and towels.

11. References

- [BC Centre for Disease Control \(BCCDC\) COVID-19 Public Health Guidance for K-12 School Setting](#) - December 29, 2021
- [WorkSafe BC COVID-19 Information and Resources](#)
- [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) - December 29, 2021
- [BCSS Return to School Sport Plan - Version 3.0](#) - October 23, 2020
- [B.C.'s Back to School Plan](#) - December 31, 2021
- [BC's Restart Plan](#) - December 17, 2021
- [K-12 Health Check](#)
- [BC Self Assessment Tool](#)