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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 Center 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.

Vaccines are important tools to protect against many serious communicable diseases. Vaccination protects from serious illness due to COVID-19 and is the most effective way to reduce the impact of COVID-19 on our communities. All COVID-19 vaccines approved for use in Canada protect against serious complications, including from the omicron variant. It is important to get all recommended vaccine doses to get the most effective protection against serious cases of COVID-19. People 6 months and older are eligible for COVID-19 vaccines. More information about COVID-19 vaccines is available from the [BCCDC website](#). Students and staff are also encouraged to ensure they are up to date [on all recommended vaccines for other communicable diseases, including COVID-19 vaccines](#). Schools are encouraged to share evidence-based information and promote opportunities to be vaccinated in partnership with public health and local Medical Health Officers. More information on COVID-19 vaccination and the workplace is available on the WorkSafeBC website. Evidence-based immunization information and tools for B.C. residents are available from [BCCDC](#) and [ImmunizeBC](#) websites.

2. Guiding Principles

- a. To protect the health, safety, and well-being of our students, faculty and staff.
- b. To follow the guidelines set out by the Ministries of Health and Education.
 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.
 4. Increasing cleaning of frequently touched surfaces at home, school, and work.

Personal Protective Equipment (PPE)

Students and faculty/staff are not required to wear a mask or face covering when on campus though may continue to based on their or their parent/caregiver's or personal choice. Fraser Academy will continue to have non-medical masks on hand for those who have forgotten theirs but wish to wear one.

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 may choose to wear a mask and gloves when working in close proximity with students. Masks and gloves may 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 may 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.)

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.
- 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.

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.
- Seeking medical attention if required.

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

- 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.

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 will remain optional by appointment with educators. Students who are on buses are welcome on the North Campus without appointment.
 - Middle School Flex block is a mandatory full grade format class.
- Junior School (Grades 2-6) will be dismissed daily at 3:00pm (Friday at 2:25pm).
- Grades 7-12 will return to normal dismissal times daily. Mon-Thur 3:35 pm and Friday 2:25 pm.
- Parents/guardians are welcome on campus and asked to sign in when entering the building in the lobby.
- 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 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: [Daily Health Check and What to Do When Sick](#).
- 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: [Daily Health Check and What to Do When Sick](#).
- Follow the school's protocols for reporting student absence.

On arrival at School:

- Students should sanitize hands upon arrival to school.
- 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.

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

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.

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.

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.
- 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 may 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.

Staff, children, or other persons in the school setting who test positive for COVID-19 should follow the guidance on the [BCCDC](#) website as to how long they should self-isolate. They can return to school when they no longer need to self-isolate as long as symptoms have improved, and they are well enough to participate in regular activities.

8. Cleaning

a. Janitorial Cleaning Protocol

- 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, once 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.

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 a 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

- 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

- Classrooms and learning environment configurations and activities that best meet learner needs and preferred educational approaches will be implemented.
- 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

- 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

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

g. School Gatherings and Events

- Fraser Academy can resume all types of gatherings and events (including staff only gatherings and events), and there are no longer specific capacity limits.
- Organizers should apply a trauma-informed lens to their planning.
- Trauma-informed practice is a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events including the emotional and traumatic impact of a pandemic. Trauma-informed practice includes: Providing inclusive and compassionate learning environments; Understanding coping strategies; Supporting independence; Helping to minimize additional stress or trauma by addressing individual needs of students and staff.

10. Space Arrangement

a. Learning Environments

Fraser Academy will use classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches as per the BCCDC guidance.

b. Music/Physical & Health Education (PHE) / Outdoor / Food & Culinary / Theatre, Film & Dance / other Shared Equipment Programs

Students should be encouraged to practice proper hand hygiene before and after shared equipment use. Equipment that touches the mouth (e.g., instrument mouth pieces, water bottles, utensils) or has been in contact with bodily fluids

should not be shared unless cleaned and disinfected in between uses.

c. Bus and other Transportation

For school buses, schools can follow normal seating and onloading/offloading practices.

Buses used for transporting students should be cleaned and disinfected in line with the cleaning and disinfection practices outlined above.

- Bus drivers and students should be encouraged to practice hand hygiene and respiratory etiquette.
- Bus drivers, teachers and students in Kindergarten to Grade 12 may choose to wear masks or face coverings when they are on the bus.

d. 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

- [Provincial Communicable Disease Guidelines for K-12 School Settings Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) - August 25 2022
- [BC Centre for Disease Control \(BCCDC\) COVID-19 Public Health Guidance for K-12 School Setting](#) - August 25, 2022
- [Daily Health Check and What to Do When Sick](#)
- [B.C.'s Back to School Plan](#) - August 25, 2022
- [K-12 Health Check](#)
- [BC Self Assessment Tool](#)
- [BCCDC website](#)
- [Trauma Informed Practice Resources](#)