



# School District 47 (Powell River)

## Health and Safety Guidelines – COVID 19 Safety Plan

### 1.0 Introduction

The Purpose of this document is to outline control measures to minimize or eliminate the potential for transmission of communicable disease. In order to coordinate the District’s response and safety measures, a combination of measures will be used to minimize the potential of exposure at school and building sites to the pathogen known as COVID -19.

The Board of Education of School District 47, (SD47), is committed to ensuring the public and our schools are safe.

### 2.0 BC Ministry of Education Priorities

1. Maintain a healthy and safe environment for all students, families, and employees.
2. Continue to provide the services needed to support children in our communities.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students.

STAGE 1 SCHOOL DENSITY TARGETS 100%	STAGE 2 SCHOOL DENSITY TARGETS K-7: 100% Grade 8-12: 40%	STAGE 3 SCHOOL DENSITY TARGETS K-5: 50% Gr. 6-12: 20%	STAGE 4 SCHOOL DENSITY TARGETS K-12: 20%	STAGE 5 SCHOOL DENSITY TARGETS K-12: 0%
<p><b>In-class instruction:</b></p> <p>K-12: 5 day per week</p>	<p><b>In-class instruction:</b></p> <p>K-7: 5 days per week</p> <p><b>Grade 8-12:</b> 2 days per week</p> <p>-----</p> <p>5 days per week available for:</p> <ul style="list-style-type: none"> <li>✓ Children of essential service workers</li> <li>✓ Students with disabilities/ diverse abilities</li> <li>✓ Students who require additional supports</li> </ul> <p>-----</p> <p><b>Remote/online instruction:</b></p> <p>Balance of learning</p>	<p><b>In-class instruction:</b></p> <p>K-5: 2 to 3 days per week</p> <p><b>Gr. 6-7:</b> 1 day per week</p> <p><b>Gr 8-12:</b> 1 day per week</p> <p>-----</p> <p>5 days per week available for:</p> <ul style="list-style-type: none"> <li>✓ Children of essential service workers</li> <li>✓ Students with disabilities/ diverse abilities</li> <li>✓ Students who require additional supports</li> </ul> <p>-----</p> <p><b>Remote/online instruction:</b></p> <p>Parent/Guardian choice to return to in-class instruction optional</p> <p>Balance of learning</p>	<p><b>In-class instruction:</b></p> <p>K-12: Limited</p> <p>-----</p> <p>5 days per week available for:</p> <ul style="list-style-type: none"> <li>✓ Children of essential service workers</li> <li>✓ Students with disabilities/ diverse abilities</li> <li>✓ Students who require additional supports</li> </ul> <p>-----</p> <p><b>Remote/online instruction:</b></p> <p>K-12: Majority of all students</p>	<p><b>In-class instruction:</b></p> <p>K-12: None</p> <p>-----</p> <p>Suspend all in-class instruction for all grades and students</p> <p>-----</p> <p><b>Remote/online instruction:</b></p> <p>K-12: All Students</p>

### 3.0 Guidance

This Safety Plan is informed by the following:

[K-12 Education Restart Plan](#)

[Provincial COVID-19 Health & Safety Guidelines for K-12 Setting](#)

[BC Centre for Disease Control – COVID-19 Public Health Guidance for K-12 Setting](#)

[Work Safe BC – Education \(K-12\): Protocols for Returning to Operation](#)

[Order of the Provincial Health Officer](#)

The SD47 Safety Plan provides guidance for educators, administrators, and support staff to prevent the transmission of COVID-19 and to help maintain a safe and healthy environment for students, families and staff. This document identifies key infection prevention and control practices to implement, as well as actions to take if a student or staff member develops [symptoms](#) of COVID-19.

### 4.0 Responsibilities

**Employers** are responsible for the health and safety of their workers and, all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

**Workers** are responsible for taking reasonable care to protect their own health and safety and, the health and safety of other people at the workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

### 5.0 Protecting Mental Health

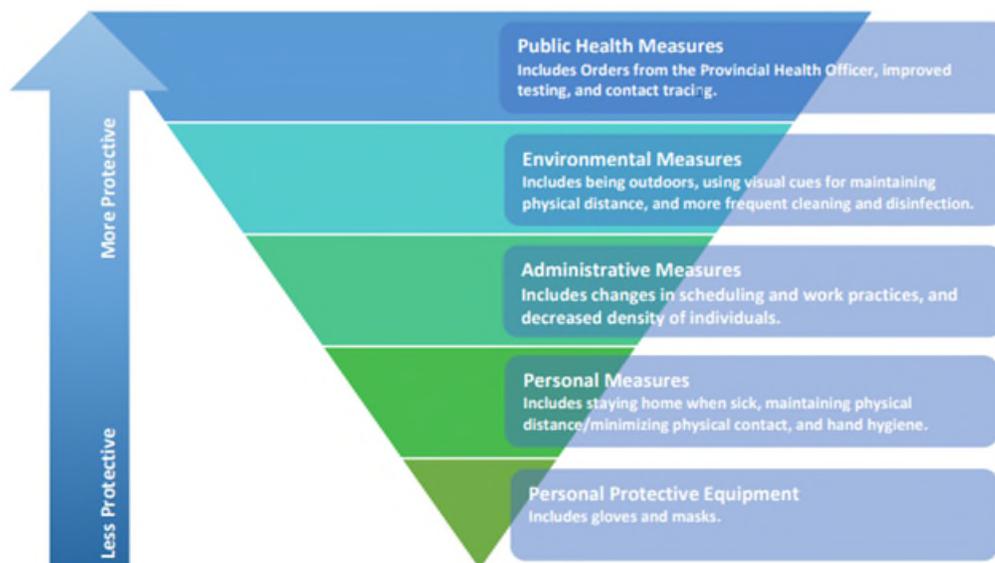
Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It is important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

- [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

## 6.0 Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create a safe environment for students and staff. Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



## 6.1 Public Health Measures

Actions taken across society at the population level to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travelers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

## 6.2 Environmental Measures

Changes to your physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, ensuring good ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate, and frequent cleaning and disinfection.

## 6.3 Administrative Measures

Measures enabled through the implementation of policies, procedures, training and education. Examples of these include health and wellness policies, decreased density in classrooms, staggered schedules and using virtual learning opportunities.

## 6.4 Personal Measures

Actions individuals can take to protect themselves and others. Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow and staying home from work if you are sick.

## 6.5 Personal Protective Equipment

The last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be infected.

SD47 has implemented a combination of measures at different levels, as described in this document. This document includes Environmental, Administrative, Personal Measures and the use of PPE.

## 7.0 Public Health Measures

Mass Gatherings: The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however, the Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. Large assemblies of staff and students should not be held.

### 7.1 If a Child or Staff Member is Ill

Within normal educational settings, children and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19. For this reason, all children and staff who are ill with fever or infectious respiratory symptoms of any kind need to stay home and be assessed by their health care provider and tested for COVID-19.

If you are at all unsure of your status, the [COVID-19 Symptom Self-Assessment Tool](#) is a valuable resource to help assess whether you should be staying home or not.

When someone is symptomatic, they should [self-isolate](#) and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

'Quarantine' is a term typically reserved for persons who return from travel outside the country and are at risk of developing COVID-19.

If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, staff, parents, and caregivers have access to health care providers and that appropriate supports are in place.

### 7.2 Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 like symptoms (case finding) helps identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up. Should a COVID-19 positive person be identified by public health staff, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19.

## 8.0 Environmental Measures

Cleaning and Disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. SD47 and staff all have a joint shared responsibility to ensure our work areas are clean.

Schools should be cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings document](#).

This includes:

- General cleaning and disinfecting of the premises should occur at least **once a day**.
- Frequently-touched shared surfaces should be cleaned and disinfected at least **twice a day**. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys)
- Clean and disinfect any surface that is visibly dirty.
- Remove items that are not easily cleaned if possible (e.g. fabric or soft items).
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Wash hands before wearing and after removing gloves.
- Washrooms should be cleaned at **least twice a day** keeping in line with the high touch surface area protocols.
- Providing paper hand towels for hand drying only.
- Disabling water fountains. Students should bring water bottles.
- Provision of cleaning products for common devices and materials used for the delivery of education (e.g. photocopiers, supply rooms, etc.).

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to students because of COVID-19.

## 9.0 Administrative Measures

### 9.1 Physical Distancing

Physical distancing (e.g. maintaining a distance of 2 metres between two or more people will be challenging within SD47, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities. For example, younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance whenever possible.

The following physical distancing strategies should be implemented where possible within SD47: (Note: This includes all related school activities including field trips, fundraising, etc.)

- Avoid close greetings (e.g. hugs, handshakes). Regularly remind students about keeping their “hands to yourself”.
- The number of students in a space should not exceed the ability to maintain health and safety measures.
- Spread people out into different areas. Consider different classroom and learning environment configurations to allow distance between students and adults (e.g. different desk and table formations).
- Stagger pick-up and drop-off times (including bussing) if possible.
- Stagger recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.
- Take students outside more often.
  - Organize learning activities outside including snack time, place-based learning and unstructured time.
  - Take activities that involve movement, including those for physical health and education, outside.
  - Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- Incorporate more individual activities or activities that encourage more space between students and staff.
- Utilize barriers for reception areas if needed.
- For younger students, adapt group activities to minimize physical contact and reduce shared items.
- For adolescent students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways and bathrooms.
- Parents and caregivers and other non-staff adults entering the school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distancing when they are in the school.
- Assemblies and other school-wide events should be held virtually to avoid large gatherings of people in one space.
- Help younger children learn about physical distancing by creating games. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Regularly clean and sanitize items that are designed to be shared such as manipulatives or electronics. Remove all non-essential toys by covering or storing.
- Set up mini environments within the school to reduce number of children in a group.
- Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. gym or library, outside).
- Increase the space between children and staff during activities such as snack/lunch (i.e., move or separate tables, move chairs farther apart).
- For K-3 create personal bins or zip lock bags that contain personal use items.
- Roll up and remove portable carpets.

- Remove cushion and plush animals, puppets, dolls etc.
- Consider staggering snack/lunch time to accommodate smaller groups/more space.
- Discourage any food or drink sharing.
- Use educational videos/online programs /social stories as a part of learning.
- Encourage independent learning and distancing from each other.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up and ensure these areas are sanitized regularly.

## 9.2 When Physical Distancing Cannot be Maintained

- Consider separating people with partitions or plexiglass barriers.
- Where other measures are not sufficient, consider the use of non-medical masks, understanding that these have limitations.
- [Selecting and using masks](#)
- [How to use a mask](#)

## 9.3 Communication Plans and Training

- Ensure this Safety Plan is posted on a bulletin board and online.
- Discuss this Plan at Staff Meetings.
- Ensure staff and students are aware they are to stay home if they are sick.
- Post signage, [including occupancy limits](#) and effective [handwashing practices](#). Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including [visitors](#) and workers with symptoms.)

## 9.4 Student Transportation on Buses

Buses used for transporting students should be cleaned and disinfected according to the guidance provided in [the BCCDC's Cleaning and Disinfectants for Public Settings document](#).

Additional measures should be taken, including:

- Encouraging private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density.
- Have students sit in their own seat. Students should be separated side-to-side and front to back. Students from the same household can share seats if space is limited.

## 9.5 Additional Sample Measures for School Consideration

### Photocopy Room

- Depending on the size of the room, a maximum occupancy number may be beneficial to ensure adequate spacing (sign identifying number should be posted).
- Photocopier or other equipment in the room should be wiped clean after use.

### Office

- Depending on the size of the office, a maximum occupancy number may be beneficial to ensure adequate spacing and limit the flow of traffic through the office.

### Daily Announcements

- Principal should continue to complete daily announcements instead of students.

### Arrival/Drop-Off

#### Staff

- Identify staff entrance if different from the main entrance.
- Make hand sanitization available anywhere designated as an entrance.

#### Students

- Identify the need for staggered drop-off times, and multiple drop off locations.
- Parents should not be arriving earlier or later than this drop off window.

### Dismissal/Pick-Up

To avoid the congregation of families around the school at the end of the day, each school should consider staggered pick-up times.

### Lunch & Other Scheduled Breaks

In preparation for lunch and other breaks, a schedule should be considered.

### Staff Room

- Limit the amount of staff in staff room at one time (post signage).
- Staff can still access the staff room outside their scheduled times, as long as the maximum number of people is not exceeded.
- Consider removing excess furniture to ensure adequate space.

### Gym

- Consider how best to utilize the space given the various constraints.

### Hallways

- There should be minimal student travel in the hallways except for students going to the washroom.

### Music

- Consider how best to utilize the space given the various constraints.

### Student Washrooms

- Consider limiting the number of students at any one time (signs should be posted).

### Library

- Consider how best to utilize the space given the various constraints.

## 10.0 Personal Measures

### 10.1 Hand Washing

Thoroughly washing your hands with soap and water is the best protection against illness. Follow this instruction for handwashing:

- Wet hands with running water.
- Apply a small amount of liquid soap. Antibacterial soap is not required.
- Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Rinse off all soap with running water.
- Dry hands with a clean, disposable towel.
- Turn off taps, using the paper towel (if required).
- Discard the used towel in the waste container.

Resource: [BC Centre for Disease Control | BC Ministry of Health Hand Hygiene](#);

### 10.2 Strategies to Ensure Diligent Hand Hygiene

- Encourage hand washing with water and soap upon arrival at school.
- Place hand washing stations at school entrances as well as in required spaces without sinks.
- Consider alcohol-based hand rub dispensers where sinks are not available, and posters to promote the importance of regular hand washing.
- Regularly remind staff and students about the importance of diligent hand hygiene.
- Incorporate additional hand hygiene opportunities into the daily schedule.
- Ensure hand washing supplies are well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Staff should assist younger students with hand hygiene as needed.

## 10.3 Frequency of Hand Washing

- When they arrive at school and before they go home.
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc.).
- Before eating and drinking.
- After using the toilet.
- After playing outside or handling pets.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty or greasy.

## 10.4 Hand Sanitizer

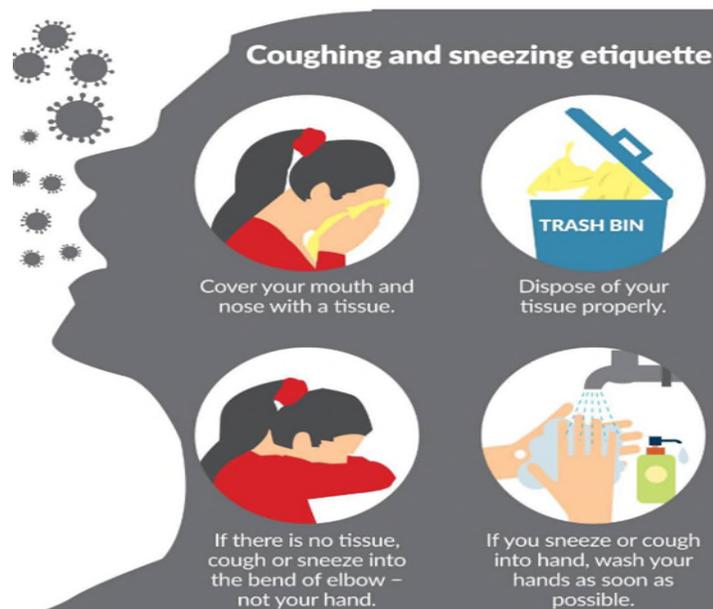
The custodial department will supply hand sanitizer where washing with soap and water are not possible.

### How to Use Hand Rub:

1. Ensure hands are visibly clean (if soiled, follow hand washing steps).
2. Apply about a loonie-sized amount to your hands.
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds).

## 10.5 Coughing and Sneezing Etiquette

- Cough and sneeze into the bend of the elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching your eyes, nose, or mouth with unwashed hands.



## 11.0 Personal Protective Equipment

PPE such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. They should only be used when all other controls fail.

Managing students with complex behaviors, on a delegated care plan, or experiencing a health emergency, may require staff to be in close physical proximity with the student. No additional personal protective equipment beyond normal universal precautions are required (for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student.

There is no evidence to support the use of medical grade, cloth, or homemade masks in school settings at this time. Wearing one is a personal choice. It is important to treat people wearing masks with respect. More information about COVID-related mask use is available [here](#).