

PREVENTION OF COMMUNICABLE DISEASES

COMMUNICABLE DISEASE PREVENTION PLAN ÉCOLE DES SEPT-SOMMETS 2021-2022

The following plan was developed in collaboration with the school's Health and Safety Committee and is consistent with the Ministry of Education's COVID-19 communicable disease guidelines for K-12 schools. It will be reviewed on a regular basis to meet new standards and improve its effectiveness.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-safe-schools#mental-health>

SCHOOL: École des Sept-sommets

CREATION DATE: January 5th 2022

REVISION DATE: TBD

The following measures must always be in place and followed.

PROTOCOLS FOR PREVENTING THE SPREAD OF COMMUNICABLE DISEASES	
Transport and buses	Cleaning <ul style="list-style-type: none"> Frequently touched surfaces will be cleaned and disinfected at least 1x/day. Other surfaces will be disinfected 1x/day. Frequently touched surfaces will be cleaned and disinfected when dirty. Normal cleaning will be performed according to standard practices.
	Ventilation Windows will be opened when weather permits.
	Distancing Students will be spread out as much as possible on the bus if empty seats are available.
	Personal Hygiene Measures The following strategies will be used to encourage bus drivers and passengers to practice hand hygiene before and after transportation: <ul style="list-style-type: none"> Posting handwashing and proper respiratory etiquette reminder signs Ensure that hand cleaning/disinfection supplies are available at all times
	Mask Bus drivers, adult volunteers, visitors, and students in grades 4-12 will wear masks when boarding the bus*. <p>*Masks should be worn prior to boarding.</p> <p>It is recommended that students in grades K-3 wear masks when boarding the bus. For this group, wearing a mask is a personal family choice.</p>

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<p>Entry to the school</p>	<p>All visitors, students and staff must be informed of the measures in effect before entering the school:</p> <ol style="list-style-type: none"> 1. Daily health check 2. Stay home if ill 3. Wear a mask for all adults and students in grades 4-12 4. Hand washing upon entering the school 5. Practice respiratory etiquette 6. Respect the personal space of others <p>A variety of communication methods will be used to ensure everyone is informed: (Examples of communication strategies) All: Publication of the plan on the school website. Staff: Video/training/orientation/reminders Parents: Weekly memos/letters Students: Reminders and promotion/modelling of good habits in the classroom</p> <p>Visual reminders will be posted at the entrance to remind all visitors and staff of:</p> <ol style="list-style-type: none"> 1. Completing daily health check 2. Not to enter the school if they are ill, 3. All adults and students in grades 4-12 are required to wear a mask.
<p>Visitors</p>	<p>In order to control visitors, we ask parents to drop off/pick up students outside the school as much as possible and to meet the secretary outside the school when dropping off children's belongings.</p> <p>Visitors will be permitted inside the school but are asked to follow the protocol below:</p> <ol style="list-style-type: none"> 1. Make an appointment via email or phone prior to their visit. 2. When making the appointment, please state: <ul style="list-style-type: none"> The date The time The reason for the visit Locations within the school to be visited 3. Sign the visitor registry at the office when entering the school. <p>*Visitors will be restricted to only those areas necessary for the purpose of the visit.</p> <p>Visitors will be required to comply with the following measures:</p> <ol style="list-style-type: none"> 1. Daily health check; 2. Remain at home if ill; 3. Wearing masks for all adults and students in grades 4-12; 4. Hand washing upon entering the school and as needed during their visit (e.g. before handling food, after using the restroom, etc.); 5. Practice proper respiratory etiquette; 6. Respect the personal space of others; <p>Processes must be in place to ensure that itinerant staff, substitute teachers and visitors are aware of the school's communicable disease plan and their responsibility to follow the measures at all times.</p>

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	<p>Strategies in place to ensure communication of measures/plan to visitors:</p> <p>itinerant staff: Explanatory video, posting the plan on the website, visual reminders</p> <p>Substitute staff: Explanatory video, publication of plan on website, visual reminders</p> <p>Visitors: Publish plan on website, post visual reminders</p>
<p>School Symptom Development Protocol</p>	<p>Managing a student developing symptoms:</p> <p>If a student begins to show symptoms of illness or infection at school, it is recommended to:</p> <ul style="list-style-type: none"> ▪ Quickly separate the symptomatic student by placing him/her in an isolated area (encourage a door) that is safe and will allow designated staff to supervise the student until the parents pick him/her up; ▪ Put on a mask and gloves (see safe method of putting on a mask and gloves; https://publications.msss.gouv.qc.ca/msss/fichiers/2019/19-207-09F.pdf https://publications.msss.gouv.qc.ca/msss/fichiers/2020/20-210-41W.pdf) ▪ If the student is able to put on a mask, instruct the student on how to put on the mask; ▪ Contact the parents/guardians of the symptomatic child and instruct them to pick up the child immediately; ▪ Remind the student to practice proper respiratory etiquette, frequent hand washing, and to remain at a safe distance whenever possible; ▪ Provide supervision of young students; ▪ Clean and disinfect any rooms that have received a symptomatic student according to public health recommendations before other students or staff members can enter. <p>Any student developing symptoms of COVID-19 infection during support hours must be picked up by their parents.</p> <p>Guidelines for staff developing symptoms at school:</p> <p>Staff members developing symptoms of illness or infection at school should contact the principal to inform them and leave the premises immediately when supervision of students in their care is provided.</p> <p>Staff with symptoms should go home as soon as safely possible.</p> <p>***If a case of Covid 19 is diagnosed, Public Health will take over the management of the tracing and notify the CSF of additional measures to be implemented as appropriate.</p>
<p>Protocol for returning to school after being ill</p>	<p><i>*Medical notes are not required to confirm the condition of those returning to school beyond those required for any medical accommodation per standard human resources practices.</i></p> <p>The return of staff and students developing symptoms will depend on the type of symptoms experienced.</p> <ul style="list-style-type: none"> ▪ Staff and parents are encouraged consult 811 and to refer to the following resources to evaluate the need to test for COVID-19: http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/When_to_get_tested.pdf

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<p>Setting up and keeping attendance records</p>	<p>Attendance records for staff, students, and visitors (including substitute teachers, itinerant teachers/specialists, district staff, parents/guardians, and volunteers) entering the school must be established and maintained; Accurate attendance lists of students present in class and on buses must be maintained.</p> <p><i>*Daily attendance records must be kept for at least 45 days.</i></p> <p>Sample Implementation Strategy:</p> <p>Parents/Visitors Records will be available at the school entrance. All visitors must sign in and out. Records will be kept for a minimum of 45 days.</p> <p>Staff: Logs will be available at the school entrance. All staff members will be required to sign in and out. Logs will be kept for a minimum of 45 days.</p> <p>Students: Strategy for Maintaining Class Attendance Records: Ex. Teachers are required to take attendance at the beginning of the day in the elementary school. Ex. Teachers are required to take attendance at the beginning of each class at the secondary level.</p> <p>Strategy for Maintaining Bus Attendance Records: Attendance will be taken by bus drivers and forwarded to the principal as needed.</p>
<p>Organization/maximization of space</p>	<p>Use of space should be maximized at all times in the school.</p> <ul style="list-style-type: none"> ▪ Ensure that people have enough space to avoid physical contact. ▪ Manage the flow of people in common areas such as hallways and lockers. ▪ Minimize congestion to allow people to pass easily. ▪ Prevent crowding at boarding and dismissal times. ▪ Remind students and staff to respect the personal space of others. (e.g., using visual aids, signs, prompts, video models, etc.) ▪ Get students outside as much as possible <p>Strategies for maximizing the use of space and minimizing the risk of congestion and physical people (Ex. of times of risk: assemblies, transitions, use of the gym or library by multiple groups of students)</p> <p>The following strategies will be used to maximize the use of space and reduce the risk of inadvisable crowding:</p> <ul style="list-style-type: none"> • Stagger entry and exit transitions in the school (see schedule); • Arrange tables and desks in the classroom to maximize space; • Remove unused furniture; • Limit common object sharing; • Take students outside more often, where and when possible
<p>Water fountain</p>	<p>The use of fountains is not limited.</p>

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Food and Nutrition Services	<p>Food services (e.g., meal programs, cafeterias, fundraising events, etc.) follow operational practices and food safety standards.</p> <ul style="list-style-type: none"> ▪ Ensure food safety training is provided when necessary; ▪ Adhere to safe standards and practices; ▪ Do not share food or beverages; ▪ Wash your hands before and after handling food;
Curriculum, programs and activities	<p>For music and physical education and health classes the following prevention practices will be implemented: e.g.: Visual reminders to wear the mask for low intensity activities, reminders to staff in charge, reminders to wash hands when using shared instruments</p> <p>Local and international field trips will be conducted in accordance with the recommendations and requirements of local, regional, provincial and federal public health authorities relevant to local and/or international travel.</p>

GATHERING AND EVENTS	
Gatherings and events	<p>School-based extracurricular and community gatherings and events (including intra- and inter-school events) must comply with relevant local, regional, state and federal health recommendations and requirements.</p> <ul style="list-style-type: none"> ▪ Gatherings and school events (e.g. assemblies, etc.) are held virtually, or outdoors, whenever possible.
Community use of schools	<p>Rental and use of school premises by groups of adults other than school staff is prohibited until further notice.</p>

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ENVIRONMENTAL MEASURES	
Ventilation and air renewal	<p><i>All HVAC (heating, ventilation, and air conditioning) systems in the FSC must be operated and maintained in accordance with standards and specifications, and must function properly.</i></p> <p>If ventilation systems break down or become defective, the following strategies will be implemented:</p> <ul style="list-style-type: none"> ▪ Open windows when possible; ▪ Go outside with students ▪ Etc. <p>Portable air conditioners and fans will only be used in ventilated spaces, with the air directed up and down.</p> <p>During episodes of excessive heat or poor air quality, the following risk mitigation strategies will be implemented to reduce the risks associated with the potential lack of ventilation:</p>
Cleaning and Disinfection of the building	<p>Normal cleaning of the school is done in accordance with standard practices.</p> <p>Practices are in place to clean and disinfect any surface that has come into contact with a person's (student, staff or visitor) bodily fluids after that same person has exhibited symptoms of a communicable disease.</p> <ul style="list-style-type: none"> ▪ Frequently touched surfaces (those touched by more people) will be cleaned and disinfected at least 1x/day. ▪ Other surfaces are disinfected 1x/day. <p>The following practices are in place to clean and disinfect frequently touched surfaces when visibly soiled:</p> <ol style="list-style-type: none"> (1) Paper towels and soap will be available in all classrooms. (2) Wipes to disinfect surfaces will be available in all classrooms.

PERSONAL MEASURES	
Daily health check	<p>All staff members and students are required to check their symptoms before coming to school.</p> <p>All staff members and parents agree to complete the daily symptom check before coming or allowing their child to come to school.</p> <p>The administration in collaboration with the HSE committee or the HSE representative will provide regular reminders to staff, parents and students of their responsibility to perform a daily symptom check.</p> <p>The resources available to them to facilitate this check will be publicized using the weekly memos (e.g., the K-12 daily check application).</p>

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	https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1
Staying home sick / What to do if you get sick	<p>Regular reminders will be given to staff, parents and students to stay home when ill and resources made available to better manage symptoms (e.g. application of the BC Self Assessment Tool).</p> <p>All staff members are committed to staying home when experiencing symptoms of communicable diseases.</p>
Hand hygiene	<p>Hand washing facilities are available and accessible throughout the school for frequent use by staff, visitors and students.</p> <p>Staff must wash their hands:</p> <ul style="list-style-type: none"> ▪ Upon arrival at school; ▪ After using the restroom; ▪ Before and after transitions in the school (i.e., moving to another room, from outside to inside, transitioning to child care if applicable, etc.); ▪ Before touching food/assisting students with meals; ▪ Before and after using shared equipment ▪ Before and after providing first aid; ▪ After any contact with body fluids (i.e. mucus, saliva, vomit, blood); ▪ After cleaning soiled surfaces; ▪ Before putting on and after removing gloves; ▪ Before putting on and after removing a mask; ▪ After handling garbage cans; ▪ When leaving school. <p>Students should wash their hands:</p> <ul style="list-style-type: none"> ▪ Before getting on the bus; ▪ When they arrive at school; In the school; ▪ Before and after transitions in the school (i.e., moving to another room, from outside to inside, transitioning to daycare, etc.); ▪ Before eating or drinking; ▪ After going to the bathroom; ▪ After touching animals; ▪ After blowing their nose, sneezing or coughing into their hands; ▪ When their hands are visibly dirty; ▪ When they leave school. <p>Note: Teach students good respiratory hygiene (cough into elbow or tissue, throw tissues in trash, wash hands). Model and remind students of proper and frequent hand washing.</p>
Respiratory etiquette	<p>The following strategies will be used to model and recall proper respiratory etiquette (i.e., cough into elbow or tissue, throw tissues in trash, wash hands)</p> <ol style="list-style-type: none"> 1. Post reminder signs 2. Videos 3. Classroom teaching

PERSONAL PROTECTIVE EQUIPMENT	
Masks	<p>The wearing of masks inside the school is mandatory for :</p> <ul style="list-style-type: none"> ▪ Staff, ▪ Adult volunteers, ▪ Visitors, ▪ Students in grades 4 to 12 <p>With the exception of situations where:</p> <ul style="list-style-type: none"> ▪ The person cannot tolerate wearing a mask for physical or mental health reasons; ▪ The individual is unable to put on or remove the mask without the assistance of another person; ▪ The mask is temporarily removed to identify the wearer; ▪ The mask is temporarily removed to engage in an educational activity that cannot be accomplished while wearing a mask (e.g., playing a wind instrument, during high-intensity physical activity, etc.); ▪ Person is behind a barrier; ▪ Providing a service to a student that requires visual cues, seeing facial expressions, and/or reading lip movement is important. <p>The wearing of masks inside the school is recommended for students in kindergarten through grade 3, but it remains a personal choice of the family.</p> <p>*The school will ensure that masks are available for those who have forgotten theirs.</p>

A HEALTHY ENVIRONMENT THAT PROMOTES CARING AND HEALTHY HABITS	
Promote personal prevention practices	<p>The following strategies will be implemented to regularly encourage students to practice personal prevention measures such as hand hygiene and respiratory etiquette:</p> <p>e.g., Reminder posters, morning announcements, viewing videos in the classroom, inviting a school nurse, etc.</p>
Promote respect for personal space	<p>The following strategies will be implemented to encourage staff and students to consider and respect the personal space of others.</p> <p>Sample Strategies:</p> <ul style="list-style-type: none"> ▪ Adult modeling ▪ Visual reminders (posters and markers on the floor)

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	<p>Distribute supplies in a way that maximizes the use of space and facilitates respect for each other's personal space</p> <p>*Personal space is the distance at which a person feels comfortable standing next to another person.</p>
Caring and inclusive approaches	<p>Positive and inclusive approaches have been identified to support students' personal prevention practices.</p> <p>Staff will adopt a healthy hygiene modeling approach, trauma sensitivity and non-judgmental listening with respect to compliance.</p> <p>Strategies for Fostering a Healthy and Caring Environment: Circles, check-in Wellness plan Maintain open and ongoing communications</p>

COMMUNICATION PLAN FOR THE MEASURES AND THE PLAN	
Communication	<p>Staff: Administrator and Workplace Health and Safety Committee</p> <p>Parents: Administrator and secretary</p> <p>Students: School staff in collaboration with families</p>