



Communicable Disease Prevention Plan – NHE Jan./22

Step 1: Understand the risk

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.

Disease-related information issued by the regional medical health officer, or the provincial health office, is reviewed by the district leadership team, which includes the superintendent, secretary treasurer, directors, and principals/vice-principals. The team meets as often as required.

Information and direction on measures is emailed to school administrators and staff.

Information is posted on the district's website in a timely fashion.

Step 2: Implement measures, practices, and policies to reduce the risk

Use existing policies, and collective agreements to support staff who have symptoms of communicable disease, so they can avoid being in the workplace when sick.

Overall

Staff and students are reminded of their responsibilities to complete a daily health check. Staff and students are regularly reminded to stay home when they are sick, and are provided with resources on what to do when they are sick (e.g. the BC Self-Assessment Tool app). Daily health check poster and checklist is on the staff room wall.

Attendance (absentee) records are maintained for staff via SmartFind, for students via MyEd, and for all visitors to the school on a sign-in form at the main entrance.

Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school. Students displaying symptoms of communicable disease (e.g. fever, chills, coughing, diarrhea, etc) will be isolated in the medical room until arrangements are made to have them sent home. Staff should go home if they are displaying symptoms of communicable disease.

Health care provider notes are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

The school district supports employees in receiving vaccinations.

School district personnel will ensure that all provincial health office, or ministry health office orders, guidance, recommendations, and notices, local or provincial, will be followed.

WorkSafeBC protocols will be implemented as necessary.

Hand Hygiene

Hand hygiene facilities are available and accessible throughout buildings, and are well maintained. In addition, alcohol based hand sanitizer is provided at entrances, and throughout schools.

The district will ensure that hand hygiene supplies are well stocked at all times, including soap, paper towels, and hand sanitizer.

The district promotes the importance of diligent hand hygiene to staff, and students regularly.

Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes.



Cleaning

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Practices are in place to clean and disinfect frequently touched surfaces when they are visibly dirty. Other general cleaning occurs in line with regular practices.

Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.

Our school custodians are responsible for the cleaning. They have appropriate supplies, and have the Building Service Worker 1 & 2 training.

Building Ventilation

All HVAC systems are operated, and maintained as per standards and specifications. Buildings are monitored, and preventative maintenance systems are in place to ensure systems are working properly. HVAC programming has been modified to increase fresh air input prior to and during building occupancy whenever possible.

Portable air conditioners and fans are not normally used; if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open windows when weather permits, if it does not impact the functioning of ventilation systems.

Risk mitigation strategies are identified for excessive heat events or times of poor air quality.

Transportation

General cleaning occurs in line with regular practices. Practices are in place to encourage bus drivers, and passengers to practice hand hygiene before and after trips. If empty seats are available, passengers are to spread out. When weather allows windows are to be open.

Bus drivers, adult volunteers, and visitors, and students in Grade 4 or higher wear masks according to the guidelines, or applicable public health orders/recommendations. Grade K-3 students wear masks based on their personal, or family/caregivers' choice.

Gatherings/Events

In person events are permitted, within the guidelines of the Ministry of Education and Public Health Office. There must be enough space for people to be comfortably spaced apart. **At this time, no in person events will be held.**

Space Arrangements

In indoor spaces, people need to have enough room to carry out intended activities without involuntary physical contact. Room capacity limits cannot be exceeded.

Staff Specific Considerations

In person staff meetings **are not currently permitted**; staff must wear masks in accordance with the provincial guidelines. In the staff room and work room, ensure people are comfortably spaced apart.

Visitors (including itinerant staff, TTOC's, parents, others)

At this time, the main doors will continue to be locked to ensure visitors are greeted, have done their daily health check, are aware of school protocols, and have signed in and out of the building properly. All visitors must wear masks while in the building. **Only visitors directly supporting student learning activities and student well-being are permitted at this time.** Staff are asked not to let visitors into the building; please advise the office if you see someone at the door, so that proper procedures can be followed. Remind students to do the same.



Curriculum/Programs/Activities

All programs and activities can resume, following the K-12 guidelines for communicable disease prevention.

Field trips are permitted, following CMSD field trip regulations and the K-12 guidelines for communicable disease prevention.

Carpooling and bus transportation to off-site activities is permitted; use of masks and practicing of hand hygiene is required.

Regular classroom items (including carpets and other soft items) are permitted.

Students are not required to wear masks during high-intensity activities/sports (e.g. basketball, floor hockey, soccer); moving those types of activities outside is strongly encouraged.

Food/Food Services

At this time, no sharing of food is permitted, so bringing homemade foods in to share (e.g. birthday cupcakes) is not yet permitted. Prepackaged, individual foods are permitted.

Food that is prepared and/or sold on site must be prepared under the Food Safe guidelines and adhere to the BC School Food guidelines.

Breakfast program will continue, with food delivered to classes at the start of the day.

Community Use of Schools

User groups must have a comprehensive health and safety plan submitted to the district for approval.

Step 3: Communicate measures, practices, and policies

Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices, and policies for managing communicable disease.

Processes are in place to ensure itinerant staff, teachers on-call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times, including the daily health check, to stay home when sick.

Signage is up, and check in at the school office is required. Information is posted on the district and school websites.

Staff are kept abreast of changes through the start of year orientation session, email, and staff meetings.

Staff, adult volunteers, visitors, and students K-7 in "bricks and mortar" schools wear a non-medical mask or face covering (a "mask") according to the guidelines or applicable public health orders/recommendations. **Current Public Health Orders describe appropriate masks for schools as medical or non-medical masks, or tightly woven fabric masks.**

Masks are available for those who have forgotten theirs.

Two metres distance between people is no longer required protocol. Personal space is the distance from which a person feels comfortable being next to another person. Students will be given guidance, support, and reminders to understand how to consider and respect others' personal space and their own personal space (personal "bubble", arm's length away, etc.) **Ensuring people have enough space to avoid involuntary contact with others is expected. Learning spaces will be reconfigured at this time to maximize use of space and avoid face-to-face seating.**



Step 4: Monitor your workplace and update your plan as necessary

Continually evaluate and update your plan to reflect changing risk levels and work practices.

Site joint health and safety committees are kept informed of ongoing evaluation of measures, practices, and policies through their school principal. The district joint health and safety committee works closely with the secretary treasurer, and are kept informed through them.

Workers escalate health and safety concerns through their site joint health and safety committee members.

Administrators constantly monitor that measures, policies, and practices are being followed through their site joint health and safety committees, staff meetings.

Workplace inspections and ongoing supervision, are used to ensure measures are functioning properly, and being followed, and maintained.

Individual employees are reminded to monitor their workplace, and risk level.

Plans will be updated to reflect changes as they occur.

Employees are made aware of the process required to raise health and safety concerns.

Appendixes:

- A. How to Use a Mask
- B. When to Perform Hand Hygiene
- C. Prevent the Spread
- D. Coughs and Sneezes
- E. Room Occupancy
- F. Daily Health Check

COVID-19 School Communicable Disease Checklist – January 2022

Complete this checklist with your school's health and safety committee to assess your school's safety plan with the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) and this Addendum.

Measures below should always be in place.

SCHOOL: New Hazelton Elem. DATE: JAN. 4, 2022

Administrative Measures

Entrance and Exits	Strategies are in place to prevent crowding during class transition times (e.g., staggered start/stop times, or recess/snack, lunch and class transition times).	<input checked="" type="checkbox"/> Included
Space Arrangement	In indoor spaces, people have enough room to carry out intended activities without involuntary physical contact.	<input checked="" type="checkbox"/> Yes Sometimes
	Spaces are configured to maximize space between people.	<input checked="" type="checkbox"/> Included
Staff-Only Gatherings	Staff gatherings (e.g., staff meetings, in-service and professional development activities, etc.) occur virtually.	<input checked="" type="checkbox"/> Included
Itinerant Staff, Temporary Teachers on Call and Other Visitors Gatherings & Events	Process in place to ensure itinerant staff, Teachers On-Call and visitors are aware of the school's health and safety measures and their responsibility to follow them at all times.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Sometimes
	School gatherings and events (e.g., assemblies, etc.) are held virtually, whenever possible.	<input checked="" type="checkbox"/> Included
	If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions), the number of people in attendance is minimized as much as possible, does not exceed 50% operating capacity, and spectators are not present.	<input type="checkbox"/> Included <i>not applicable at this time</i>
Extracurricular Activities	Sports tournaments are paused.	Included <i>n/a</i>
Hand Hygiene	Hand cleaning facilities are available and accessible throughout the school and are well maintained.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Sometimes
Bus Transportation	Frequently touched surfaces are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Sometimes

Administrative Measures

- Practices are in place to clean and disinfect frequently touched surfaces when they are dirty. Yes Sometimes
- Other general cleaning occurs in line with regular practices. Yes Sometimes
- Everyone on the bus (without exemptions), wear masks in accordance with the [PHO Order on Face Coverings](#). Yes Sometimes
- Practices are in place to encourage bus drivers and passengers to practice hand hygiene before and after trips. Yes Sometimes
- Passengers are spread out if empty seats are available. Yes Sometimes
- Windows are opened when the weather allows. Yes Sometimes

* We are assuming the bus company and staff are doing this.

Environmental Measures

Learning Space Configuration

Learning spaces are arranged to maximize the space available and to avoid people directly facing one another (where possible). Included

Increased Cleaning and Disinfecting

Frequently touched surfaces (those touched by larger numbers of people) are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day. Yes Sometimes

Practices are in place to clean and disinfect frequently touched surfaces when they are dirty. Yes Sometimes

* Concerns re: some rooms not being thoroughly cleaned.

Other general cleaning occurs in line with regular practices. Yes Sometimes

Ventilation and Air Exchange

Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness. Yes Sometimes

All HVAC systems are operated and maintained as per standards and specifications, and are working properly. Yes Sometimes

Environmental Measures

Schools with recycled/recirculated air systems have upgraded their current filters to MERV 13 where possible or have identified mitigation efforts. Yes
 Sometimes

If using portable fans or air conditioning units, ensure they are set up to move air downward and not blowing air directly from one person's breathing zone to other occupants of a room. Avoid horizontal cross breezes. Yes
 Sometimes

Risk mitigation strategies are identified for excessive heat events or times of poor air quality. Yes
 Sometimes

Personal Measures

Daily Health Checks

Parents and students are reminded of their responsibilities to complete a Daily Health Check and are provided with resources on how to complete one (e.g., the [K-12 Health Check](#) app). Included

Stay Home When Sick

Staff and students are reminded to stay home when they are sick. Yes
 Sometimes

Symptoms Develop at School

Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school. Yes
 Sometimes

Personal Protective Equipment

Masks

Everyone at school (without exemptions), wear masks in accordance with the [PHO Order on Face Coverings](#). Yes
 Sometimes

Schools work with those with mask exemptions to explore potential strategies to reinforce and enhance other safety measures, as described in the [COVID-19 Planning Resource: Mask Exemptions](#). Yes
 Sometimes

Masks are available for those who have forgotten theirs. Yes
 Sometimes

Supportive School Environments

Personal Prevention Practices	Strategies are in place to routinely support students to practice personal prevention measures like wearing a mask and hand hygiene (e.g., signage, including in morning announcements, etc.).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Sometimes
Personal Space	Strategies are in place to encourage staff and students to consider and respect others personal space. Personal space is the distance from which a person feels comfortable being next to another person.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Sometimes
Positive and Inclusive Approaches	Positive and inclusive approaches aligned with existing school/sector practices to address behaviour/personal practices are used.	<input checked="" type="checkbox"/> Included