

# **WINDSOR HALL**

## **UPDATED COMMUNICABLE DISEASE SAFETY PLAN**





The school will continue to follow the guidance of provincial and local health officials in all matters relating to health and safety. The provincial government recently updated the Provincial [Communicable Disease Guidelines for K-12 School Settings](#) and in accordance with these guidelines, Windsor Hall will continue to provide supportive environments for communicable disease prevention and management.

Here are a few things to keep in mind as we all work together to ensure health and safety continues to be a top priority:

- Parents and caregivers are asked to continue to check their child's health every day before sending them to school. All staff will be expected to do the same thing. Anyone who has new or worsening symptoms is expected to follow the [guidelines provided by the BC Centre for Disease Control](#) and not attend school or work if they are ill.
- Mask wearing will continue to be a personal choice, with all decisions being respected. The school will continue to have masks available for adults and students who request them.
- Frequent handwashing will continue to be encouraged.
- Effective school cleaning will continue to be a focus.

## **Regulatory Compliance**

This Communicable Disease Prevention Plan is an Exposure Control Plan (ECP) that applies to the Windsor Hall, its employees and school communities.

This plan aligns with the intent of the:

- [B.C. Workers Compensation Act](#)
- [B.C. Occupational Health and Safety Regulation](#)
- [BC Provincial Health Officer, Public Health Orders](#)
- [Vancouver Coastal Health, Medical Health Officers - providing regional directions](#)
- [Public Health Communicable Disease Guidance for K-12 Schools \(Aug 25, 2022\)](#)
- [BC Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings \(Aug 25, 2022\)](#)

## **Purpose**

Communicable disease control and prevention is a priority at Windsor Hall. The School recognizes the unique risks and challenges that communicable diseases present and, has put preventative measures into place to create safe environments to learn and work.

The purpose of this Communicable Disease Prevention Plan (“Plan”) is to protect the School employees, students, parents/guardians (“parents”), volunteers, visitors, and contractors by providing appropriate information that can be used to prevent and reduce the risk of contracting and transmitting communicable diseases in schools and workplaces.

In circumstances of elevated risk, and/or when directed by authorities, the School will employ additional, specific measures to those identified in this document. The School will follow direction and controls as specified by the BCCDC, Vancouver Coastal Health Medical Health Officer(s), and WorkSafeBC, as well as the B.C. Ministry of Education, and B.C. Ministry of Health, in their efforts to prevent communicable disease transmission in schools and workplaces.

## **Key Principles**

The Ministry of Education has identified the following principles that will continue to guide the K-12 sector throughout the 2022-23 school year:

- Communicable disease prevention measures will continue to be aligned with public health guidance to support student and staff wellness.
- Using an inclusive and trauma-informed lens, with a focus on mental health and wellness.
- Focusing supports to address unique student and staff needs, recognizing the pandemic has impacted individuals and communities differently.
- Consulting and working with First Nations, Métis, and Inuit peoples to address the unique educational and learning needs of their communities.
- Engaging and collaborating with parents/caregivers, staff, unions and community partners to develop local solutions when needed.
- As required by WorkSafeBC, all boards of education, independent school authorities & schools must ensure the health of their workers by ensuring that steps are taken to reduce the risk to workers from communicable diseases.
- The Provincial Health Officer or local Medical Health Officers may issue temporary provincial, regional or local recommendations or orders of additional prevention measures during times of increased communicable disease risk.

## PART 1

Communicable diseases included in the scope of this Plan are those typically caused by respiratory viruses and normally spread through direct or indirect human contact in schools and workplaces. This Plan applies to all School employees, students, parents, volunteers, visitors, and contractors. All employees are required to review and follow the control measures and procedures within this Plan.

Note: This Plan supersedes all previous versions.

### What is a Communicable Disease?

*WorkSafeBC* advises that a communicable disease is an illness caused by an infectious agent that can be transmitted by contact with infected individuals or their bodily discharges or fluids or by contact with contaminated surfaces or objects. Examples of communicable diseases that may circulate in a workplace include the common cold and seasonal influenza as well as norovirus-like illnesses, chickenpox, and COVID- 19 (including variants).

Communicable diseases are most commonly spread from an infected person through:

- Respiratory droplets/particles/aerosols when a person coughs or sneezes.
- Close personal contact, such as touching or shaking hands.
- Touching something contaminated with virus and then touching your eyes, nose or mouth before washing your hands.
- Refer to the Vancouver Coastal Health “[Sneezes and Diseases: A Resource Book for Caregivers & Parents](#)” or their [website](#) to review fact sheets for individual illnesses and diseases which may impact students.

### Roles and Responsibilities - Employer

- Establish a Communicable Disease Prevention Plan (“the Plan”) and support communicable disease prevention at all levels of the organization.
- Ensure the Plan is implemented and effective.
- Provide information, supplies, and resources for communicable disease prevention to enable school administration, managers, and supervisors to meet their responsibilities.
- Collaborate with public health authorities on communicable disease prevention.

### School Administrators, Managers, and Supervisors

- Advise staff and students to not attend work or school when exhibiting cold or flu-like symptoms (e.g., fever, chills, vomiting, diarrhea, sore throat, runny nose, etc.) and send home staff or students who are unwell or exhibiting new or worsening flu-like symptoms.
- Ensure employees understand and follow safe work procedures and the communicable disease plan and implement these in their work.
- Educate staff and have them educate students (using age-appropriate methods), on the contents of the Communicable Disease Prevention Plan.

- Reinforce proper hand hygiene, respiratory etiquette, and the need to stay home when sick.
- Maintain records of training.
- Ensure appropriate personal protective equipment is available (where necessary) and that employees are trained on the proper use.
- Ensure that employees who work with a potential exposure risk (e.g., personal care, washroom cleaning, first aid, etc.) receive education and training on hazard identification and safe work procedures.
- Contact Public Health if they have any concerns about communicable disease transmission within the school setting and require additional support.

### **Staff/Employees**

- Remain home if sick or have new or worsening symptoms of illness.
- Wear appropriate personal protective equipment, when required.
- Attend education and training sessions when offered.
- Report to the school administrator, manager, or supervisor any concerns regarding a infectious disease hazard or exposure.

### **Visitors**

- Stay home and do not enter a school if sick.
- Comply with the direction of school administrators, managers, supervisors, and staff with respect to communicable disease control measures.

### **Contractors and Subcontractors**

- Review and follow Schools safe work procedures and requirements including the contents of this Plan.
- Comply with the direction of school administrators, managers, supervisors, and staff with respect to communicable disease control measures.
- Select, provide, care, maintain, and use any assigned or required personal protection equipment (PPE), as trained and instructed.

### **Risk Identification and Assessment**

Public health advises that the risk of communicable diseases in schools generally parallels that of the community within which the school is located. For example, if colds or influenza are prevalent in the community, then these illnesses will be seen in schools and among staff and students.

In late 2021 through 2022, the Omicron variant of COVID-19 became the predominant virus in our community. Our experience in B.C. during the 2020-21 school year, which aligned with

evidence gathered nationally and internationally, saw schools as lower-risk environments for COVID-19 transmission when infection prevention and exposure control measures (also called prevention measures) were in place. Transmission within K-12 school settings account for a minority of COVID-19 cases even amongst students and staff. Public health advises that this low risk of transmission in schools will remain true during this stage of the pandemic and as COVID-19 moves toward endemic status. *WorkSafeBC* guidance for Communicable Disease Prevention Plans requires that employers remain informed of developing communicable disease issues.

The risk identification and assessment table in Appendix A is provided as a general reference, developed with input from VCH regarding risk/incidence. This list, risk identification, and assessment is not exhaustive. Rather, it provides an overview of some of the communicable diseases that are observed in K-12 schools and worksites and which concern both staff and students. The existence of vaccines and other preventative controls contribute to lowering the risk of vaccine-preventable diseases in schools.

## **Risk Control**

The School implements communicable disease prevention controls to mitigate the risks of exposure. Communicable disease controls are categorized into a hierarchy of effectiveness. The controls listed here and implemented in the School or community, effectively control periodic communicable disease events.

1. Elimination: Remove the hazard, the communicable disease, from the workplace. These include:
  - Support public health's delivery of routine childhood immunizations.
  - Support public health's delivery of immunizations/vaccinations for emerging diseases (e.g., SARS, H1N1, COVID-19, etc.) to suppress viral transmission in the community as a whole.
2. Engineering controls: Contain the hazard or reduce the risk with an engineered control. These include:
  - Provision of barriers (such as plexiglass when supported by public health) as per public health guidance and where deemed necessary.
  - Well maintained ventilation systems as per Ministry of Education guidance. The school continues to run mechanical systems longer, let in more outside air, and maximize occupant control.
  - Placement or installation of hand sanitation stations.
3. Administrative controls: Reduce the risk through organizational processes, procedures, or behaviour changes of employees and/or students. These include:
  - Promote health awareness and encourage staff/students/visitors to stay home when sick.
  - Remind staff and students to respect the personal space of others.
  - Reinforce diligent respiratory etiquette for coughs and sneezes.

- Reinforcement of diligent hand hygiene and provide supplies as appropriate for the setting.
  - Clean general facility surfaces, high touch surfaces, and shared equipment.
  - Adhere to occupancy limits indoors in large gathering spaces (e.g., post in gyms, auditoriums) or in all staff spaces based on common sense limits which avoid overcrowding.
  - Communicate information on hazards and controls to staff, students, parents, and visitors as well as signage of expected actions or required procedures.
4. Personal protective equipment (PPE) reduces risk of contact with infectious agents. These include:
- The use of three layer masks or disposable non-medical masks is a personal choice of all occupants. See Appendix E: *How to Wear a Face Mask*.
  - Disposable non-medical face masks for certain occupational tasks e.g., first aid, etc. See Procedure for [First Aid Treatment During COVID-19](#)
  - Face shields or goggles (as needed for occupational task e.g., spitting behaviour or an additional COVID-19 specific measure).
  - Gloves - as needed by occupational task (e.g., first aid, personal care, etc.). See Appendix F: *Donning and Doffing of Gloves Procedure*
  - Gowns - as needed by occupational task (e.g., personal care)

### **Responding to Elevated Risk**

From time to time, public health may advise of elevated risk of a specific communicable disease transmission in the community, a particular workplace(s) or context(s). Where public health has advised of an elevated risk of communicable disease transmission relevant to an employer's workplace, region, or industry, the School will take steps to assess the risk in the workplace and to follow the necessary measures to the extent practicable as provided by public health.

In addition, school administrators and managers monitor attendance daily and will report concerns to Vancouver Coastal Health (VCH) to determine if any public health or school/site-based action is required.

### **Communicable Disease Prevention Controls**

The School has put in place a number of risk-control measures for the prevention of various communicable diseases covered by this Plan. The following describes these measures. It is important to remember that these are long-term and ongoing prevention procedures that apply daily in all schools/sites in the School.

- Staff, students, and visitors should not come to school if they are sick and unable to participate fully in routine activities. School administrators can support this practice by communicating the importance of everyone doing a health check.
- A health check means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness (including but not limited to COVID-19 symptoms) that

would limit their ability to participate fully in regular activities before coming to school to prevent the spread of communicable diseases, such as COVID-19, within school settings.

- Schools do not need to monitor students or staff for symptoms of illness. Parents/caregivers and students can utilize the Daily Health Check & What to Do When Sick resource for daily assessment of symptoms. See Appendix B for sample health check.
- Staff, students, or other persons who are exhibiting new symptoms of illness (including symptoms of COVID-19 or gastrointestinal illness) should stay home and follow the BCCDC guidance outlined below.

***If the person is experiencing COVID-19 symptoms:***

- The [When to Get Tested for COVID-19 resource](#) or the [B.C. Self-Assessment Tool](#) provides more information on whether you should get a test for COVID-19. Those unsure or concerned about their symptoms should connect with a health care provider or call 811.
- 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. Schools should not require a health care provider note (e.g., a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.
- Parents/caregivers and students can utilize the Daily Health Check & What to Do When Sick resource for daily assessment of symptoms. See Appendix B for sample health check
- *If the person is experiencing other symptoms, isn't recommended to take a COVID-19 test (most people) or tests negative for COVID-19.*
- Staff, children, or other persons can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g., ibuprofen, acetaminophen). Information specific to COVID-19 is available from [BCCDC](#).

***What To Do When Sick at School/Work:***

- School administrators should also establish procedures for students and staff who become sick while at school/work.
- Non-medical masks are provided to anyone who becomes sick during the day and for those who are assisting them.
- Make arrangements for the student/staff to go home as soon as possible (e.g., contact student's parent/caregiver for pick-up).
- Some students or staff may not be able to be picked up immediately. As such, schools should have a space available where the student or staff can wait comfortably and are separated from others
- Younger children must be supervised when separated. Supervising staff can wear a non-medical mask, and should avoid touching bodily fluids as much as possible and practice diligent hand hygiene.

- Staff responsible for facility cleaning should clean and disinfect the surfaces/equipment which the person’s bodily fluids may have been in contact with while they were ill (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others. Cleaning/disinfecting the entire room the person was in (a “terminal” clean) is not required in these circumstances.
- Request that the individual stay home until symptoms have improved and they feel well enough to participate in all school-related activities.

## Hand Hygiene

Rigorous hand washing with plain soap and water or using hand sanitizer is the most effective way to reduce the spread of illness (antibacterial soap is not needed). If hands are soiled, hand washing is superior to hand sanitizing. Hand washing with soap under running water for 20 seconds is reinforced with staff and by staff with students.

- Hand washing stations and/or hand sanitizer have been supplied to classrooms, offices, break areas, and certain common areas as determined by the school administrator.
- Staff should assist younger students with hand hygiene as needed.
- Proper and frequent hand hygiene is essential, is encouraged and reinforced (e.g., staff reminders, posters) and must be completed at several times throughout the school or worksite.

The following table outlines when staff and students are to practice hand hygiene.

When Student Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
○ When they arrive at school.	○ When they arrive at school/work.
○ Before and after eating or drinking (excluding drinks kept at a student’s desk).	○ Before and after eating or drinking (excluding drinks kept at the staff member’s desk/workstation).
○ Before and after any breaks (e.g., recess, lunch).	○ Before and after any breaks (e.g., recess, lunch).
○ Before and after using an indoor learning space used by multiple classes with shared equipment.	○ Before and after handling food or assisting students with eating.
○ After using the toilet.	○ After using the toilet.
○ After sneezing or coughing into hands.	○ Before and after giving medication to a student
○ Whenever hands are visibly dirty.	○ After sneezing or coughing into hands.
	○ After contact with body fluids (e.g., runny noses, spit, vomit, blood).
	○ After removing gloves.
	○ After handling garbage.
	○ After cleaning tasks.
	○ Whenever hands are visibly dirty.

See Appendix D for instruction on proper Hand Hygiene.

## PART 2

### COVID-19 Specific Prevention Measures and School Activity Specific Prevention Measures

Part 1 of this document described ongoing communicable disease measures within the School. This section (Part 2) describes prevention measures in place to specifically address COVID-19, including the Omicron variant, in schools. Both preventative measures and modifications to typical school activities to help prevent COVID-19 transmission

### Trauma-Informed Schools/Workplaces and Actions

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
- 

Educators and support staff should be aware of changes in student behavior, including trauma-related behaviors which may include fear; hyperactivity; aggression; body aches and pain; depression; self-harming behaviors; excessive shyness; or withdrawal. To support educators and staff in identifying and responding to the needs of students who have experienced trauma, the Ministry has created [trauma-informed practice resources](#) that are available on the [erase \(Expect Respect and a Safe Education\) website](#).

All staff, volunteers, visitors, and parents are asked to be respectful of others who may have different levels of comfort. In planning school/work activities and events, staff are asked to consider and respect the personal space of others and elevated perceptions of risk being experienced by others.

Staff and students choosing to practice additional personal prevention measures (e.g., wearing a non- medical mask, wearing a face shield in addition to a non-medical mask, etc.) should be treated with respect.

School staff are encouraged to support students in following this Plan's guidelines and do so by using positive and inclusive approaches. Schools should avoid punitive measures or enforcement activities that exclude students from fully participating in school or that could result in stigma.

## **Supportive School Environments**

Schools can be supportive environments for communicable disease prevention by:

- Having staff model personal practices (e.g., hand hygiene, respiratory etiquette), and assist younger students as needed.
- Sharing reliable information, including from the BC Centre for Disease Control, Office of the Provincial Health Officer, and local health authorities to parents, families and caregivers.
- Promoting personal practices in the school (e.g., posters).
- Ensuring individual choices for personal practices (e.g., choosing to wear a mask or face covering) are supported and treated with respect, recognizing varying personal comfort levels.

School administrators and managers are encouraged to regularly issue reminders on health and safety prevention topics as well as on topics that support mental health and wellbeing of both students and staff.

## **The following describes COVID-19 specific prevention measures and procedures for schools and sites.**

### **Access to Schools**

- Appointments for school business are recommended and appreciated.
- Schools and district sites are open for drop-in visitors as well as spectators at events (where invitations are provided by the school).
- Parents/guardians, visitors on school business, ongoing volunteers, and people providing academic support may visit by appointment approved by the school administrator.
- School staff may also access the school. If possible, they will schedule their work in advance through the office or the school administrator. Grounds and Maintenance staff working outdoors on-site may enter the school to use washrooms or lunchroom facilities as needed.

### **Space Arrangements**

- Schools may return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.

### **Gatherings and Events**

- For indoor spaces without a defined operating capacity, school administrators should determine the number of individuals that would typically be within the space for any given activity or event and not exceed this capacity.

- Organizers should continue to apply a trauma-informed lens to their planning, including consideration of gradual transitions to larger gatherings (e.g., school-wide assemblies), including starting with small gatherings and increasing the size of gatherings and events up to maximum occupancy limits of the space.
- School administrators and staff are to plan for and ensure that enough space is available to prevent over-crowding.
- Masks are a personal choice for staff, students, and visitors/spectators during gatherings and events.

## **Rentals and School Bookings**

- Organizers of rentals are required to:
- Follow normal practices for community use of schools
- Ensure their participants know and follow the School’s Communicable Disease Prevention Plan including staying home if sick, hand hygiene, etc.

## **Face Masks and Face Shields**

- Students, staff and visitors may choose to wear masks, face shields or other personal protective equipment in schools, and those choices must be respected.
- For those choosing to wear masks, it is recommended that the mask consist of 3 layers and fit closely to the face with minimal leaks at the nose, cheeks, or chin. The mask should cover from the bridge of the nose to underneath the chin.
- The School will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or for those who become ill at school.
- Schools and worksites are “mask friendly”. Wearing a mask is a personal choice. It is an expectation of every staff member and all students to support and respect the choices of others at all times including the decisions of others on whether or not they wear a mask.

Note: Staff are provided the necessary PPE for working with blood and bodily fluids (e.g., toileting, spitting, biting, first aid). This PPE includes as required for the occupational task; gloves, gowns, face shields, Kevlar sleeves, etc., and a non-medical mask with or without a face shield.

## **Plexiglass**

- Plexiglass droplet barriers are no longer recommended by public health.
- All plexiglass in classrooms and learning environments separating students from students and staff from students are to be removed from use and kept in storage at the school/site.
- Plexiglass droplet barriers for the purpose of communicable disease prevention are no longer available to be added to a school or workplace.
- Existing plexiglass and other barriers at public reception areas can remain in place at this time.

Note: Staff may choose to use face shields, available at schools, to replace plexiglass. Using a face shield is a personal choice.

## **Field Trips**

- Same day field trips are permitted. Follow standard processes.
- Overnight, in-province, and out of province trips (within Canada and Washington State) are permitted.
- International student travel continues to NOT be permitted at this time.
- Schools should consider guidance provided for overnight camps from BCCDC and the BC Camps Association when planning overnight trips that include group accommodation.
- Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate. If the trip cannot occur otherwise, schools can require participants to confirm they are able to meet additional requirements (e.g., are able to provide proof of vaccination, if required).

## **Staff Room**

Staff are encouraged to:

- Practice hand hygiene before and after eating or drinking.
- Set common sense occupancy limits for these spaces to avoid crowding
- Clean regularly. Cleaning supplies are provided in staff rooms to permit staff who wish to disinfect their table before use.

Note: People are also reminded to consider staff comfort levels when arranging staff rooms and provide options for people to eat by themselves. Staff who choose not to eat or socialize with others in group settings are to be supported and respected by their peers.

## **School Main Office**

- Use the space to maximize the efficiency and work-flow needs of the office.
- Set common sense occupancy limits for these spaces to avoid crowding.

## **School Buses**

- Buses used for transporting students will be cleaned once a day and high touch surfaces disinfected 1x/day minimum.
- Bus drivers, staff, and students will practice hand hygiene and respiratory etiquette.
- Bus drivers, staff, and students may choose to wear masks or face coverings when they are on the bus.
- Buses no longer require a dedicated seating plan.

## Public Transit

- Students, staff, and visitors taking mass transit (e.g., municipal buses, SkyTrain, ferries, etc.), must practice hand hygiene before and after trips and follow any other safety guidance issued by the relevant transit authority.
- Staff and students may choose to wear masks or face coverings when they are on public transit.

## Carpooling

- School may use carpooling for transportation to K-12 events/activities.
- All people in the car may choose to wear masks or face coverings or not. Clean hands before and after trips.
- Clean frequently touched surfaces in the vehicle 1x/day (as needed).

## Libraries and Learning Commons

- Textbooks, paper, paper-based products are safe.
- Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.
- There is little to no evidence that viable COVID-19 and related viruses are transmitted via textbooks, paper, or other paper-based products.  
<https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html>.
- The BC Teacher Librarians Association (BCTLA) has developed *Recommendation for Access to Library Learning Commons Resources to Meet COVID-19 Requirements*. In the case of any discrepancy in guidance, staff are expected to follow the guidance here, in the District Plan.

## Physical Education Classes

In-school and inter-school programs and activities (e.g., sports team practices, games) are permitted. Staff, students, and spectators are to follow the requirements of relevant local, regional, and additional provincial public health recommendations, if applicable.

- Staff and students practice proper hand hygiene before and after sports and after handling shared sports equipment.
- Wearing a mask is a personal choice.
- Shared equipment can be used, provided it is cleaned and disinfected once a day. As well, equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between users. See section above on Cleaning and Disinfecting Equipment. o See the *Return to School Sports Plan from BC School Sports* for additional information. In the case of any discrepancy in guidance, staff and students are expected to follow the guidance here.

## Playgrounds

- Playgrounds are safe environments and there is no evidence of COVID-19 transmission using playgrounds.
- Ensure proper hand hygiene before and after play outside.

## Food and Food Fundraisers

- Staff are to continue to emphasize that food and beverages should not be shared.
- Schools can continue to accept food donations to support learning and the delivery of meal programs, etc.
- Staff are to reinforce all ongoing and COVID-19 related preventative measures in food preparation and service areas. Including: stay home if sick, frequent and proper hand hygiene, respiratory etiquette, and respect the personal space of others.
- For food contact surfaces, school staff (e.g., culinary arts, home economics, meal programs, cafeterias, food fundraisers/events, etc.) must ensure any sanitizers or disinfectants used are approved for use in a food service application as well as are approved for use against COVID- 19. These may be different than the products noted in this document for general cleaning and disinfection.
- Schools can continue to provide food services, including food for sale and fundraisers.
- *Food Safety Legislation* and the [Guidelines for Food and Beverage Sales in B.C. Schools](#) continue to apply to other food activities in schools, and administrators and staff should follow this guidance.

Note: Administrators must ensure staff follow the guidance in this Plan and they must align with the [Guidelines for Food and Beverage Sales in B.C. Schools](#).

### *Elementary*

- Schools will develop a plan that will make use of available space as they deemed appropriate (e.g., lunchrooms, classrooms, activity spaces, etc.) and that will allow for each student to be seated while eating.

### *Secondary*

- If food service is provided in schools that are regulated under the [Food Premises Regulation](#) (e.g., cafeterias), no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a [FOODSAFE](#) trained staff member, a food safety plan, etc.). No additional measures beyond those in this document are required.

## Lockers, Water fountains, and Washrooms

- School can assign, and students can use, lockers as it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school.

- Schools should implement strategies to manage the flow of students around lockers to minimize crowding and allow for ease of people passing through.
- Water fountains will be available.
- Washroom and sink access will not be limited.

### **Dual Credit**

- Students taking dual credit courses taken in secondary schools, must comply with the preventative measures in this document.
- For students taking dual credit courses in post-secondary institutions, schools must ensure students are aware of and adhere to the communicable disease plans set out by post-secondary institutions.
- Students taking dual credit courses taken in secondary schools, must comply with the preventative measures in this document.

### **Emergency Procedures and Drills**

- Schools are to complete 6 fire drills/school evacuation drills each year, 2 earthquake drills per year and 2 lockdown drills per year. Partial building evacuations involving smaller groups of students do not comply with the fire bylaws as a fire drill. No modifications are required for communicable disease prevention purposes.
- In the event of an actual emergency, communicable disease prevention measures can be suspended to ensure for a timely, efficient, and safe response.

### **Vaccinations and Childhood Immunizations**

- Students and staff are encouraged to ensure they are up to date on all recommended vaccines for communicable diseases, including COVID-19 vaccines.
- The School is committed to working with VCH, parents in the school community, and staff to encourage and support the VCH communicable disease mandate to deliver:
- Routine childhood immunizations (e.g., measles, mumps, rubella, polio, etc.)
- Any vaccinations for emerging communicable diseases (e.g., SARS, COVID-19, etc.).

### **COVID-19 Vaccine**

- 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.
- 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.

- There may be certain federal restrictions on attendance at school following international travel. Visit <https://travel.gc.ca/travel-covid> for current and complete guidance regarding return from international travel.

## PART 3

### **Monitoring, Communications, and Review**

#### **Monitoring Review**

This document is a living document and subject to changes and updates. This Plan will be reviewed on an annual basis and/or when there is a significant change in risk, and when there are changes to public health, BC Ministry of Education and BCCDC guidance documents and instructions for the prevention of communicable diseases.

#### **References**

[Coronavirus COVID-19 - Public Health Communicable Disease Guidance for K-12 School,](#)

BC Centre for Disease Control, BC Ministry of Health, August 25, 2022

[Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)

BC Government, August 25, 2022

[BC Provincial Health Officer, Public Health Orders](#)

Ongoing

## APPENDIX A: Risk-Assessment Chart

The *Communicable Disease Prevention Plan Including COVID-19 Prevention Procedures* covers the following respiratory illnesses; all are present in the community at large to some extent. The listed illnesses share common control measures such as conduct a daily health check before attending and stay home if sick, practice diligent hand hygiene, and practice

Illness	Status and Level of Incidence	Description of Symptoms
Common cold (viral)	Endemic, Moderate levels of incidence	Symptoms: fever; cough; runny nose and sneezing.  Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Influenza	Endemic, Moderate levels of incidence  *Annual Vaccine Available	Symptoms: fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea  Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects
COVID-19	Pandemic, transitioning to Endemic, Moderate-high levels of incidence  *Vaccine Available	Symptoms: fever, cough, sore throat, fatigue, shortness of breath and breathing difficulties.  Transmission: Person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Pneumococcal Disease	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms of pneumococcal pneumonia: fever and chills; cough; rapid breathing or difficulty breathing; and chest pain. Symptoms pneumococcal meningitis: stiff neck; fever; headache; photophobia; confusion. Symptoms of pneumococcal bacteremia: fever; chills; low alertness; transmission.  Transmission: Direct contact with respiratory secretions, like saliva or mucus.
Chicken Pox	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms: fever; cough; muscle ache; body rash.  Transmission: Person-to-person via breathing, coughs or sneezes; contact with fluid of a chickenpox blister.
Measles	Disease under elimination  *Vaccine Available	Symptoms: Fever; runny nose; watery eyes; red spots in mouth; red rash on face and body.  Transmission: Person-to-person via droplets in air, coughing, sneezing, or talking.
Monkeypox	Monitored, Low levels of incidence  *Vaccine Available	Symptoms: A rash accompanied by any one or more of the following; fever, chills, swollen lymph nodes, headache, muscle pain, joint pain, back pain and exhaustion.  Transmission: Person-to-person contact with infected person's lesions or scabs that may be found on the skin or mucosal surfaces.
Mumps	Endemic, Low levels of incidence  *Vaccine Available	Symptoms: Swollen glands near ears or under jaw; fever; headache, ear ache.  Transmission: Person-to-person droplets in air, coughing, sneezing, or talking; contact with saliva.
Rubella (German Measles)	Disease under elimination  *Vaccine Available	Symptoms: Red or pink rash on face and body; swollen glands behind ears; slight fever; joint pain.  Transmission: Person-to-person via droplets coughed, sneezed, or breathed into air; contact with discharge from nose.
Pertussis (Whooping cough)	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms early stages: runny nose; low-grade fever; mild, occasional cough. Symptoms later stages: coughing fits followed by a high-pitched "whoop" sound; vomiting during or after coughing fits and exhaustion after coughing fits.  Transmission: Person-to-person via droplets coughed, sneezed, or breathed into air in close spaces.
*Norovirus	Endemic, Low levels of incidence	Symptoms: upset stomach; vomiting; diarrhea; cramping; chills or mild fever.  Transmission: touching contaminated objects/food and touching nose/mouth.  (*Note: Not a respiratory disease. However, prevention measures for norovirus are the same as for other listed communicable diseases and norovirus is seasonally experienced in some K-12 schools).

## APPENDIX B: Daily Health Check – What to Do When Sick (Borrowed from The Vancouver School Board)

To view or download: [Daily Health Check and What to Do When Sick](#)

# Daily Health Check & What to Do When Sick



## Daily Health Check

Everyone going into a District school or site must complete a daily health check, including staff, students, and visitors. A daily health check means checking yourself or your child for new symptoms of illness, including symptoms of COVID-19.

Symptoms of illness (including COVID-19) include:

- Fever or chills
- Difficulty breathing
- Runny nose
- Headache
- Body aches
- Cough
- Sore throat
- Sneezing
- Loss of sense of smell or taste
- Loss of appetite
- Extreme fatigue or tiredness
- Nausea or vomiting
- Diarrhea

**If you are sick or feel unwell, stay at home. This is important to stop the spread of illness, including COVID-19, in schools and worksites.**

**You can attend school/work if:**

- Your symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies), OR
- You have existing symptoms that have improved to where you feel well enough to return to regular activities, AND
- You are not required to self-isolate, or your self-isolation period is over (based on a positive COVID-19 test result, if taken).

## What to Do When Sick

**If you have mild symptoms of COVID-19**, you usually don't need a test. Mild symptoms are symptoms that can be managed at home. Most people don't need testing for COVID-19.

Stay home and away from others (as much as possible) until you feel well enough to return to your regular activities and you no longer have a fever. You should also avoid non-essential visits to higher risk settings such as long term care facilities and gatherings, for another 5 days after ending isolation.

If you have a Rapid Antigen Test at home, use it when you have symptoms. How long you should stay home depends on your test result. Find out more about [Rapid Antigen Test results](#).

**If you do not have symptoms of COVID-19**, you do not need a test.

**If you are unsure about your symptoms**, you can use the [Self-Assessment Tool](#), contact your health care provider or call 8-1-1.

Testing may be recommended for some people who may be more likely to get severe disease. See BCCDC for information on [who testing is recommended for](#).

## What to Do if Someone in Your Household is Sick

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19.

Try to stay apart from the person in your household who is sick as much as possible.

Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you develop symptoms of illness or feel unwell.

## If You Test Positive for COVID-19

Your age and vaccination status determine how long you should self-isolate for if you test positive for COVID-19.

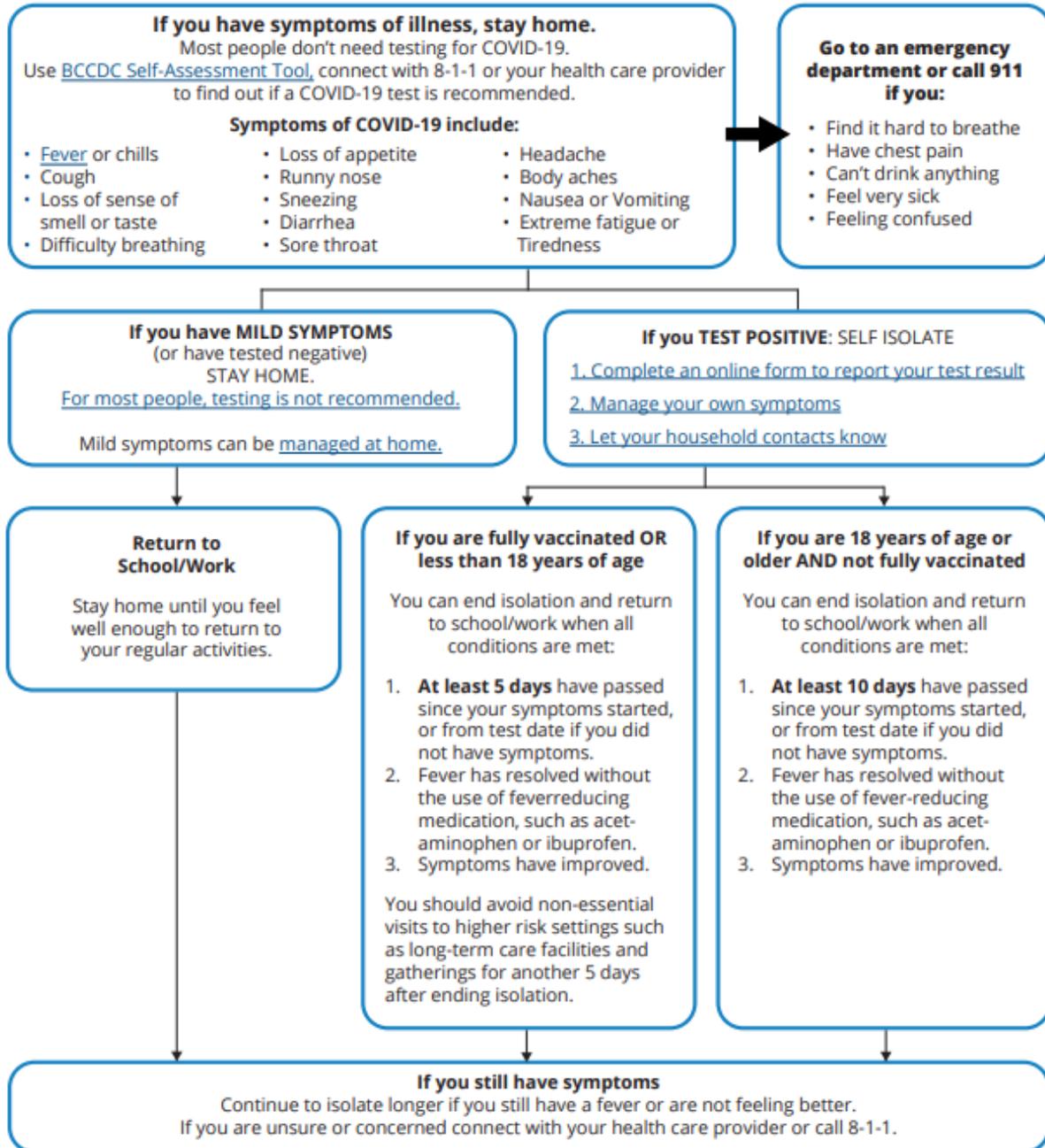
Age	Vaccination Status	Guidance
Under 18 years of age	Unvaccinated, partially vaccinated or fully vaccinated	Self-isolate at home for 5 days AND until your symptoms improve and you no longer have a fever. Avoid non-essential visits to higher risk settings like long-term care facilities and gatherings for another 5 days after ending isolation.
18 years of age or older	Fully vaccinated	
	NOT fully vaccinated	Self-isolate at home for 10 days AND until your symptoms improve and you no longer have a fever.

Close contacts, who are usually others in your household, do not need to self-isolate (regardless of vaccination status), but should closely self-monitor for symptoms. BCCDC has more information for [close contacts](#).

**If you find it hard to breathe, have chest pain, can't drink anything, feel very sick, and/or feel confused, contact your health care provider right away or go to your local emergency department or call 9-1-1.**

This information is adapted from the BC Centre for Disease Control.  
For more information, visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

# Summary: What to Do When Sick



**What to do if someone is sick in your household:**

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19. Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you feel unwell. The best way to protect yourself and your family from COVID-19 is to get vaccinated. Vaccines are available for anyone ages 5 and up. Register now at: [Getvaccinated.gov.bc.ca](https://getvaccinated.gov.bc.ca)

**APPENDIX C: Managing Staff and Students who Develop Symptoms of COVID-19 or Other Communicable Diseases While at School/Work**

Staff	Student
<p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p><b>Symptomatic employees must report their condition, leave the building/worksite immediately, and go home <i>as soon as possible</i>. If unable to leave the worksite immediately, staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. The symptomatic employee should separate/isolate themselves into an area away from others (e.g., outside, in the designated health/isolation room).</li> <li>2. Maintain a distance from all others.</li> <li>3. The symptomatic employee will wear a non- medical face mask if tolerated (disposable masks are available in the school health/isolation room) or use a tissue to cover their nose and mouth while waiting to be picked up.</li> <li>4. Staff accompanying the symptomatic employee or providing first aid to them are advised to wear a disposable non-medical mask and safety eyewear or a face shield to protect their eyes (available in health/isolation room).</li> <li>5. Once the symptomatic employee is picked up/gone home, the building engineer/custodial staff will clean and disinfect the space where the employee was separated/isolated and any areas used by them (e.g., classroom, bathroom, common areas).</li> </ol>	<p><b>IF A STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic/ill student from others in the designated health/isolation room.</li> <li>2. Contact the student’s parent/guardian to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance from the ill student. If it is not possible to maintain distance from the ill student, staff are advised to wear a disposable non-medical mask if available and tolerated or use a tissue to cover their nose and mouth and wear safety eyewear or a face shield to protect your eyes (available in health/isolation room).</li> <li>4. Provide the student with a disposable non- medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If staff do have contact with the student’s body fluids, practice diligent hand hygiene right away.</li> <li>6. Once the student is picked up, properly dispose of paper non-medical masks in a waste bin, or clean fabric masks and practice diligent hand hygiene.</li> </ol>

<p>6. Once the symptomatic employee leaves the school, properly dispose of any used paper non-medical masks in a waste bin, or clean fabric masks, and practice diligent hand hygiene.</p> <p>7. The symptomatic employee will notify their administrator/supervisor of their need to leave the site unexpectedly for medical reasons. Staff are under no obligation to reveal private medical information to their administrator/supervisor.</p>	<p>7. The building engineer/custodial staff will clean and disinfect the space where the student was separated/isolated and the student’s classroom.</p> <p><b>Parents/guardians must pick up their child as soon as possible if they are notified their child is ill.</b></p>
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**Students and staff should return to school according to the guidance under the “*Illness Practices/What To Do When Sick*” section in this Plan. A healthcare provider’s note is not required for return.**

# APPENDIX D: Hand Hygiene



## Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



### Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

Either will clean your hands: use soap and water if hands are visibly soiled.



**Remove hand and wrist jewellery**

#### HOW TO HAND WASH

- 

Wet hands with warm (not hot or cold) running water
- 

Apply liquid or foam soap
- 

Lather soap covering all surfaces of hands for 20-30 seconds
- 

Rinse thoroughly under running water
- 

Pat hands dry thoroughly with paper towel
- 

Use paper towel to turn off the tap

#### HOW TO USE HAND RUB

- 

Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

Apply about a loonie-sized amount to your hands
- 

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19\_081\_001



**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**



Ministry of Health

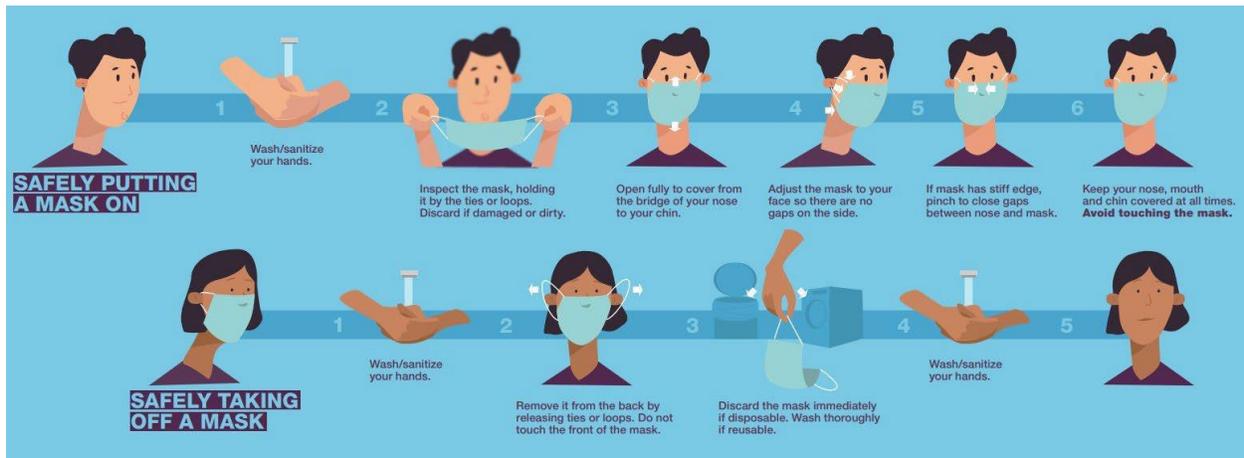


BC Centre for Disease Control

## APPENDIX E: How to Wear a Face Mask

### Procedure for Donning, Doffing and Caring for a Non-Medical Mask

Sources: [open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster](https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster);  
[Health Canada.ca wearing a face mask](https://www.healthcanada.ca/wearing-a-face-mask)



### Additional Protocols for Selecting, Wearing and Caring for a Face Mask

DO	DON'T
<ul style="list-style-type: none"> <li>• Wear a 3 layered mask.</li> <li>• Focus on a good fit.</li> <li>• Make sure your nose and mouth are fully covered, it fits securely, and there are no gaps on the sides</li> <li>• Make sure your mask isn't damaged, and it's clean and dry before wearing</li> <li>• Replace your mask whenever it becomes damp or dirty</li> <li>• Wash your hands for 20 seconds or use hand sanitizer before and after touching the mask</li> <li>• Use the ear loops or ties to put on and remove your mask</li> <li>• Store your mask in a clean paper bag when it is not in use</li> <li>• Wash your mask with hot soapy water and let it dry completely before using it again</li> </ul>	<ul style="list-style-type: none"> <li>• Wear masks that are damaged, dirty, or moist</li> <li>• Touch the mask while wearing it</li> <li>• Wear a loose mask or adjust it to leak/vent air</li> <li>• Hang the mask from your neck or ears</li> <li>• Remove the mask to talk to someone face to face</li> <li>• Share your mask with anyone</li> <li>• Store your mask where it may easily become soiled (e.g., unprotected in a purse, pocket, backpack, etc.)</li> </ul>

## APPENDIX F: Donning and Doffing of Gloves Procedure



## APPENDIX G: Administrator Protocols for Managing Communicable Disease Activity at School

### *BCCDC Guidance*

Most communicable diseases experienced by students and staff within school settings may be managed by the individual/family and through routine preventative measures, such as staying home from school until well enough to participate in regular activities. Resources are available to support management of routine communicable diseases, including [HealthLink BC](#), the [BCCDC Guide to Common Childhood Diseases](#), the [Sneezes and Diseases website](#), and other school health resources hosted on health authority webpages ([Vancouver Coastal Health](#); [Fraser Health](#); [Interior Health](#); [Island Health](#); [Northern Health](#)).

Public health may become directly involved if certain reportable diseases, such as measles, are identified where there are effective interventions available to prevent further spread and protect against severe disease. Additional time-limited public health measures may also be implemented at the discretion of the local Medical Health Officer or the Provincial Health Officer in response to broader risk of communicable disease transmission in the community.

**School or district administrators can contact public health if they have concerns about communicable disease transmission within the school setting and require additional support.**

### Communications and Protecting Personal Privacy

Medical Health Officers play the lead role in determining if, when and how to communicate information regarding increased communicable disease activity within a school.

Public health has encouraged schools to routinely communicate to their school community the need to follow any recommended public health measures, practice health awareness, and to stay home when sick.

To protect personal privacy and to support accuracy, schools should exercise caution in providing communicable disease notifications beyond when they are recommended by public health.

### Functional Closures

A functional closure of a school is the temporary closure of a school determined by a school district or independent school authority due to a lack of staff to provide the required level of teaching, supervision, support, and/or custodial to ensure the health and safety of students. This would likely be due to a high number of staff or certain employees away who are required for a school to function, and the inability to temporarily replace them. School districts (or independent schools) should notify their Medical Health Officer and the Ministry of Education and Child Care ([educ.covid@gov.bc.ca](mailto:educ.covid@gov.bc.ca)) when they are considering or implementing a functional closure.

### Public Health Closure

A public health closure is the temporary closing of a school ordered by a Medical Health Officer when they determine it is necessary to prevent the excessive transmission of a communicable disease.

## APPENDIX H: Communications Plan

The purpose of this plan is to provide the best possible communication for both internal and external stakeholders.

We hope to provide consistent and authentic engagement with all stakeholders as we realize building understanding and trust requires effective information gathered through clear, focused, timely, and purposeful messaging from the school.

We will use a streamlined approach to communication to inform our stakeholders of all issues regarding the school and this would include changes to instructional delivery due to circumstances like a change in the phase we are operating in due to Covid-19.

The spokesperson for the school is Robert Anstey, Principal. All requests from media should be directed to Mr. Anstey as quickly as possible to ensure consistency of messaging. Mr. Anstey will approach FISA for guidance. The secondary contact is Mrs. Joyce Tong.

Our primary Regional Public Health Authority is Ms. Sandra Shewchuk, Richmond Public Health and her contact information is: 604-233-3155.

As Per WorkSafeBC guidelines, frontline workers, health and safety committees, and supervisors are involved in identifying protocols for our workplace. Health and Safety committee members meet regularly, including prior to any transitions between stages, and are included in our school's planning efforts.

We have an advisory board and one member represents First Peoples and she is consulted when deemed necessary.

Should inaccurate information be circulating, Mr. Anstey, Principal, or Mrs. Joyce Tong, will address the issue either in person or via email.

### External Communication:

1. **Website** – [www.windsorhall.ca](http://www.windsorhall.ca) It offers a standardized, attractive, platform and format for ease of navigation and support, updated regularly by our School team. This will include information intended for a broad audience. We have the ability to upload the information instantly.
2. **Phone Calls** – As necessary for specific issues.
3. **Email** – Professional, concise, and FOIP compliant with critical information highlighted will be the preferred method of delivering information in a time-sensitive manner. Correspondence will be labeled as “for information” or “for action.” It is our intent to correspond weekly via email with the school community with updates.
4. **Newsletters** – Monthly newsletters with updates from the School as needed in easy-to-access format and sent via e-mail.

5. **Social Media** – Our Instagram, WeChat, and Facebook accounts are updated almost daily with updates and notifications. This is used to augment and support other information sources.
6. Public Statements containing public health messaging, including references to confirmed or suspected cases of COVID-19 within the school community will be reviewed and approved by the local health authority before distribution.
7. Media requests regarding confirmed or suspected COVID-19 will be directed to the regional health authority for response.
8. The Ministry of Education will be informed ([educ.covid@gov.bc.ca](mailto:educ.covid@gov.bc.ca) or 236-478-2712) of significant events and associated communications to the school community related to COVID-19.
9. Ongoing health and safety orientations will happen during school assemblies with students. Ongoing orientations will happen with parent/caregivers via email.

#### **Internal Communication:**

1. **Email** – Our school email will be used most regularly. The initial plan is to update weekly or more frequently should the need arise. Correspondence will be labeled as “for information” or “for action.”
2. **Student Updates:** Information about student or class learning will be relayed during meetings with the staff involved or via internal email.
3. **Weekly Staff Meetings** are held on Thursday afternoons. There could also be emergency meetings called to share information directly.
4. **PA System** – For immediate notifications to staff, faculty, and students.
5. **Guidelines from Public Health Authority** – Information will be relayed from the PHO via email and during staff meetings.
6. **Health and Safety Orientations-** Trainings will be held during staff meetings on an ongoing basis as new information becomes available. The initial orientation will be held during the week of September 1-2, 2022 and when new staff are hired.