

# Sino Bright School BC



## COVID-19 SAFETY PLAN



## Introduction

COVID-19 is a Severe Acute Respiratory Syndrome (SARS) caused by a newly discovered coronavirus that emerged in Wuhan in 2019. The World Health Organization (WHO) declared a global pandemic on March 11, 2020 and British Columbia declared a public health emergency on the March 17, 2020 and a provincial state of emergency was declared on March 18, 2020. Schools play a vital role in providing educational opportunities and other supports in our community while at the same time helping to “flatten the curve” of COVID-19 transmission in BC.

Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the Provincial Health Officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.

The Ministry of Education has a five-stage approach for resuming in-class instruction in a measured way to align with B.C.’s Restart Plan. Each stage will be guided by health and safety guidelines, measures, protocols and orders as well as the principles developed for continuity of learning during the pandemic:

1. Maintain a healthy and safe environment for all students, families and employees.
2. Provide the services needed to support children of our essential workers.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students. All schools in BC will begin the 2020/2021 school year in Stage 2 of [BC’s K-12 Education Restart Plan](#).

Sino Bright School BC has implemented safety protocols, measures and procedures in accordance with the principles and guidelines from the following Authorities:

[WorkSafeBC – Education K-12](#)

[Province of British Columbia COVID-19 Health & Safety Guidelines for K-12 Settings](#)

[BCCDC COVID19 Public Health Guidance for K-12 School Settings](#)

[Ministry of Education - K-12 Education Restart Plan](#)

## SINO BRIGHT SCHOOL BC COVID-19 SAFETY PLAN

STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: <i>No limit</i></li> <li>Middle: <i>No limit</i></li> <li>Secondary: <i>No limit</i></li> </ul> <b>DENSITY TARGETS</b> <ul style="list-style-type: none"> <li>Not applicable</li> </ul> <p>In-Class Instruction Full-time all students, all grades</p>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 60</li> <li>Middle: 60</li> <li>Secondary: 120</li> </ul> <b>DENSITY TARGETS</b> <ul style="list-style-type: none"> <li>Not applicable</li> </ul> <p>In-Class Instruction Full-time instruction for all students for the maximum instructional time possible within cohort limits.</p> <p>Self-directed learning supplements in-class instruction, if required</p>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 30</li> <li>Middle: 30</li> <li>Secondary: 60</li> </ul> <b>DENSITY TARGETS</b> <ul style="list-style-type: none"> <li>50% for all schools</li> </ul> <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> <li>Children of essential service workers</li> <li>Students with disabilities/diverse abilities</li> <li>Students who require additional supports</li> </ul> <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 30</li> <li>Middle: 30</li> <li>Secondary: 30</li> </ul> <b>DENSITY TARGETS</b> <ul style="list-style-type: none"> <li>25% for all schools</li> </ul> <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> <li>Children of essential service workers</li> <li>Students with disabilities/diverse abilities</li> <li>Students who require additional supports</li> </ul> <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 0</li> <li>Middle: 0</li> <li>Secondary: 0</li> </ul> <b>DENSITY TARGETS</b> <ul style="list-style-type: none"> <li>0% for all schools</li> </ul> <p>In-Class Instruction Suspend in-class instruction for all students.</p> <p>Self-directed and remote learning in place of in-class instruction.</p>

### Purpose

Sino Bright School BC has developed the following plan based on guidance issued by the Provincial Health Officer, BC Centre for Disease Control, WorkSafeBC, and the Ministry of Education to safeguard the health and wellbeing of students, faculty and staff. The School will employ measures using the following hierarchical approach:

- **First level – distancing:** We will use policies and procedures to reduce the number of people on site and keep people at a safe physical distance from one another.
- **Second level – protection:** We will use barriers (markers / cones to indicate distance, glass or Plexiglas, etc.) or recommended engineering controls to separate people.
- **Third level – administrative controls:** We will establish rules and guidelines, such as cleaning protocols, implementing one ways paths of travel or separate entrance and exit doors to enhance physical distancing measures.
- **Fourth level – Personal Protection Equipment (PPE):** We will provide workers whose roles and responsibilities require them to be within 2 meters of another person with personal protective equipment (PPE), such as non-medical masks, as appropriate.

The School will update policies, procedures and protocols as the COVID-19 situation evolves in collaboration with members of the School Administrative team based on ongoing assessment of risks. The School will communicate any updates to students, employees, and parents as necessary to allow them to continue in the safe performance of their roles and responsibilities while on campus as outlined below.

Sino Bright School BC referred to WorkSafeBC's 6-step "Guide to Reducing the Risk of COVID19" as the compliance guide. The 6 steps are as follows:

1. Assess the risk at your workplace
  - a. Risk assessment for COVID19 is provided by public health
  - b. Identifying areas of risk requiring controls by the Administrator/Supervisor in collaboration with the Joint Health & Safety Committee
2. Implement protocols to reduce the risks
3. Develop policies / procedures / protocols
4. Develop communication plans and training
5. Monitor your workplace and update plans as necessary
6. Assess and address risks in resuming operations

The following COVID-19 Safety Plan outlines the six-step process moving into Stage 2.

### 1. Assessment and Identification of Risk

The assessment of risk with respect to COVID-19 is the jurisdiction of public health, specifically for our district this includes the Provincial Health Officer, BC Communicable Disease Control (BCCDC), and Northern Health Authority. The overall assessment of risk remains low for K-12.

#### Transmission Routes

The virus that causes COVID-19 spreads in several ways:

- It can spread in droplets when a person coughs or sneezes.
- It can also spread if you touch a contaminated surface and then touch your face.
- The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
- The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Risk occurs during close person to person contact. Lowering the number of in-person, close interactions continues to be the key component of B.C.'s strategy to prevent the spread of COVID-19.

1. We have identified areas where people gather, such as staff rooms, multipurpose rooms, and meeting rooms.
  - Parents and visitors to the school will not be permitted within the school building unless previously arranged and agreed to by the Principal.

## SINO BRIGHT SCHOOL BC COVID-19 SAFETY PLAN

- If permitted inside the building, parents and visitors must abide by requirements for hand washing and physical distancing (unless with other household contacts).
  - Common areas where large numbers of students congregated prior to COVID-19 will be limited to the number of persons able to safely physically distance. Students and staff are discouraged from gathering in proximity and activities of people are encouraged to take place outside.
  - Signage reminding staff and students of the need to physically distance will be provided to schools by the district for placement in these areas and throughout the site.
2. We have identified the tools, machinery, and equipment that Staff share while working.
- General cleaning and disinfecting of the premises will occur at least once a day. Frequently touched surfaces will be cleaned and disinfected at least twice a day.
  - Teachers will need to limit teaching resources as much as possible to reduce and limit the number of items that are not easily cleaned.
  - Sharing of tools or other items will be discouraged. Planning of learning activities should include consideration of capacity for cleaning shared objects, equipment and supplies
  - “There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID19.”  
Source: BCCDC
3. We have identified surfaces that people touch often to be cleaned multiple times daily:
- These include doorknobs, light switches, toilet handles, tables, desks, chairs, keyboards and necessary teaching manipulatives.
  - Offices or work locations used by only one person will be identified by School Administration or the site Manager and cleaned once daily.

## 2. Control Measures and Protocols to Reduce Risk

**Wearing non-medical masks at all times in schools is not recommended** as there are multiple, more effective infection prevention and exposure control measures in place, such as:

- Ensuring students and staff stay home when they are sick or required to self-isolate, including ensuring everyone entering the school performs a daily health check;
- Enhanced cleaning and disinfection;
- Placing students and staff into consistent groupings of people (learning groups);
- Adapting learning environments to maximize the use of space;
- Ensuring physical distance can be maintained between learning groups; and
- Frequent hand hygiene

These measures provide multiple layers of protection that reduce the risk of transmission.

### ***Students and Staff will be required to stay home when sick***

- Any student, staff or other person within the school who has symptoms of COVID-19 AND/OR travelled outside Canada in the last 14 days AND/OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- There is no illness permitted at any location. Students or staff are asked to stay home if sick or symptomatic. They are permitted on site once symptom free unless directed otherwise by a health professional.
- All persons within the school who have cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.

-Students or staff may still attend school if a member of their household has cold, influenza, or COVID19-like symptoms, provided the student/staff is asymptomatic. The symptomatic household member must be seeking assessment by a health-care provider.

-Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.

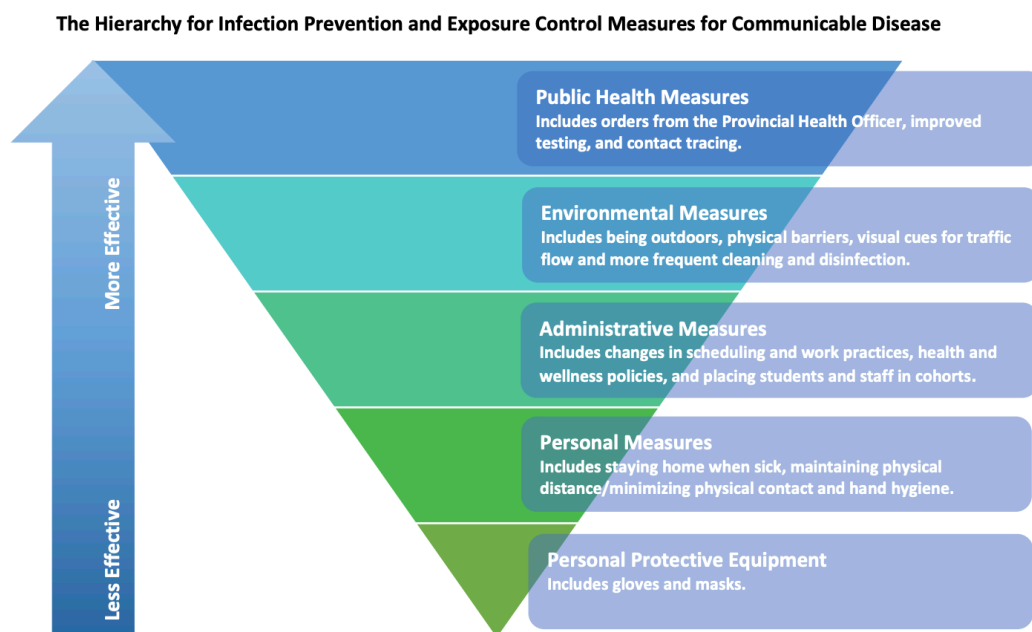
- School administrators and staff will:

- Ensure school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. (Appendix A)
- Ensure staff and visitors to perform the Daily Health Check prior to arriving at school
- Procedures for students and staff who become ill at school are in place. (Appendix B)

- Parents and care givers are asked to perform the Daily Health Check prior to sending the student to school. (Appendix A)

- Students must stay home if they are sick or symptomatic.
- for those who become sick while at school will sent home as soon as possible. Space will be available for the student or staff member to wait comfortably, which is separated from others.

In the event of illness, staff and parents/caregivers ( for their child ) are recommended to seek further medical guidance by completing the [COVID19 self-assessment tool](#), call **8-1-1** or the Northern Health COVID19 Online Clinic & Information Line (not the local health unit ) at **1-844-645-7811**. The virtual clinic will assess, arrange for testing if necessary, and report to public health.



### **3. Policies and Procedures:**

#### **Environmental Measures:**

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces. Sino Bright School BC school setting will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings Document.

- General cleaning and disinfecting of the entire premises at least once every 24 hours. This includes single student use items like desks and lockers.
- Cleaning and disinfecting of frequently-touched surfaces at least twice every 24 hours. (door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.)
- Classrooms will be provided with one spray bottle of pre-diluted disinfectant and microfiber cloths. Spray bottles will be refilled by custodial staff every evening or more frequently upon request.
- Faculty will be responsible for during the workdays for regularly cleaning and disinfecting their own workspaces/classrooms with the disinfectant and cloths provided.
- Clean and disinfect any surface for that is visibly dirty.
- Always wash hands before and after handling shared objects
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Frequently-touched items that are not easily cleaned will be limited
- Garbage containers will be emptied daily.
- Disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- Floor markings and posters will address traffic flow throughout the school. This will include one-way hallways and designated entrance and exit doors. The number of exits remain unchanged to ensure fire code will be adhered to.



- A barrier will be placed at the front reception desk where visitors check in as physical distancing cannot be regularly maintained with interactions with numerous individuals outside of cohorts.
- Spreading people out into different areas (different classroom and learning environment configurations to allow distance between students and adults using different desk and table formations
- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with cohorts throughout the day
- Washroom use will be limited to one person at a time.

### **Administrative Measures:**

*Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: cohorts and physical distancing.*

### **Cohorts**

A cohort is a group of students and staff who remain together throughout a school term.

Learning groups (cohorts) are a recommended public health measure to help reduce the risk of transmission of COVID-19. Organizing students and staff into learning groups helps to reduce the number of different interactions and potential exposure to COVID-19 and supports better contact tracing if there is a confirmed case in a school community.

In the case of Sino Bright School, with under 60 students we are well under the cohort limit of 120 people for secondary schools. The increased ability of children in this setting to be able to consistently minimize physical contact, practice hand hygiene, ensure physical distance where necessary and recognize and articulate symptoms of illness will go far to prevent the spread of COVID-19.

### **Physical distancing/interaction with Cohorts:**

- Within the cohort minimized physical contact should be encouraged, but a two-meter physical distance does not need to be maintained.
- If students are unable to maintain physical distance, students should socialize within their cohorts.
- When interacting with individuals outside their cohort, students are required to wear a mask and maintain physical distance.
- Classrooms will be set up to promote spacing between students where possible.

- The composition of the cohort will remain consistent for all activities that occur in school, including but not limited to learning and breaks (lunch, recess, classroom changes and etc).
- Seating arrangements will be consistent within cohorts. We will keep up to date lists of all cohort members to assist public health, should contact tracing need to occur.
- The cohort plan will be orientated and trained to all staff members prior to the return of students.
- The cohorts may change each term.

### School Gatherings

School gatherings will occur only within their respective cohorts and will happen minimally not exceeding the cohort size of 120. Virtual alternatives will be in place for larger gatherings and assemblies.

Staff meetings involving staff from different learning groups will occur through virtual means; when virtual alternatives are not possible, staff meetings will happen in person if participants maintain physical distance.

### Other Strategies

- Students and staff should not touch their faces and avoid close greetings (e.g., hugs, handshakes).
- Student and teacher desks will be consistently arranged and spaced to minimize physical contact
- Lunch rooms to be separated by cohort to provide a greater amount of space for everyone.
- Students will be taken outside more frequently when possible.
  - Activities that involve movement, including those for physical health and education, will be outside.
  - No activities with close physical contact will occur.
  - Appropriate hand hygiene practices before and after outdoor activities will be enforced.
- Manage flow of people in circulation areas to minimize crowding and allow for ease of people passing through.
- Parents, caregivers, health-care providers, volunteers and other non-staff adults (e.g. visitors) entering the school should be prioritized to those supporting activities that are of benefit to student learning and wellbeing.

- All visitors should confirm they have completed the requirements of a daily health check before entering.
- A list of the date, names and contact information for all visitors who enter the school will be kept

### **Extracurricular Activities**

Extracurricular activities including sports, arts or special interest clubs can occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort. Inter-school events will not occur at this time. This will be re-evaluated in mid-fall 2020.

### **Personal Measures & Hand Hygiene**

- Staff, students and all visitors are required to wash their hands immediately upon entering the school.
- Wash hands often with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- The BCCDC's hand washing poster will be deployed where hand washing should occur.
- Hand washing supplies will be stocked at all times including soap, paper towels.
- If sinks are unavailable, an approved alcohol-based hand rub containing at least 60% alcohol will be required or provided
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Cough or sneeze into a tissue or the bend of your arm, not your hand
- Hand sanitizing stations are set up at each school's main entrance

- Facilitate opportunities for staff and students to practice diligent hand hygiene regularly. (Appendix D)

When Student Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> <li>▪ When they arrive at school.</li> <li>▪ Before and after any breaks (e.g., recess, lunch).</li> <li>▪ Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li> <li>▪ Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li> <li>▪ After using the toilet.</li> <li>▪ After sneezing or coughing into hands.</li> <li>▪ Whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When they arrive at school.</li> <li>▪ Before and after any breaks (e.g. recess, lunch). Before and after eating and drinking.</li> <li>▪ Before and after handling food or assisting students with eating.</li> <li>▪ Before and after giving medication to a student or self.</li> <li>▪ After using the toilet.</li> <li>▪ After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li> <li>▪ After cleaning tasks.</li> <li>▪ After removing gloves.</li> <li>▪ After handling garbage.</li> <li>▪ Whenever hands are visibly dirty.</li> </ul>

## Respiratory Etiquette

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Dispose of any tissues you have used in a lined wastebasket and wash your hands afterwards.
- Don't touch your eyes, nose, or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

## Personal Items

- Label personal items to discourage accidental sharing
- Store personal items in lockers when not in use
- Lockers will only be shared between students in the same cohorts

## Personal Protective Equipment (PPE):

Under the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others. *Appendix C*

- Students will have the choice to wear a mask in the classroom.
- Staff will have the choice to wear a mask when interacting within their learning group

- The use of a mask is a personal choice. Everyone must treat each other and those wearing masks with respect
- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household.
- No crowding, gathering or congregating of people from different cohorts, even if non-medical masks are worn.
- Staff providing health care services and other health care providers are required to wear a mask when in close proximity with students.
- No student needs to wear a mask if they do not tolerate it.
- Masks will be available and accessible at school for students/staff who become ill.
- Staff are permitted to wear their own personally owned masks.
- Gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work

#### **Step 4. Communication Plans and Training**

Staff, students and parents will be notified and communicated policies and procedure guidelines through email, Wechat and through the school webpage.

Orientations for staff will take place on September 8-9.

Orientations for students will take place on September 10-11.

Administrators are responsible for ensuring TOCs, new hires, casual employees, staff returning from an extended absence have been orientated in the school safety. All new staff assuming new roles or responsibilities will receive appropriate training.

Supervisors will be trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

We have a training plan around changes to our school, such as new equipment, processes, or products.

Sino Bright School BC will continue to adapt and modify our processes and procedures based on new or updated information around COVID-19 and with direction from appropriate authorities

**School Administrators will have the additional tasks of:**

- Ensuring school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Staff will be required to complete a form or online survey prior to returning.
- Clearly communicating with parents and caregivers their responsibility to assess their children daily before sending them to school.
- Establishing procedures for students and staff who become sick while at school to be sent home as soon as possible.

**Employees:**

- All staff must assess themselves daily for symptoms of common cold, influenza, COVID-19 prior to entering the school. In addition, all employees are requested to acknowledge the following at sign in each day: "I confirm I am not experiencing any current signs or symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease."
- Should an employee become sick during a workday, they must immediately cover their mouth and nose with a tissue or mask, isolate themselves from others in the appropriate isolation room, advise the Principal, or the direct supervisor.
- Administration will be notified when there is an employee at work with a potential case of COVID-19 to determine whether immediate additional cleaning is required by the day janitor in areas that the employee has been in that day and/or more intensive cleaning is needed overnight.
- The Principal will contact the Vancouver Coastal Health Public Health liaison nurse or the Environmental Health Officer to report any potential COVID-19 cases.

**Students:**

- Students will be monitored by faculty throughout the school day.
- Students displaying or reporting any COVID-19 symptoms will be directed to immediately put a mask on and report to staff at the identified isolation area (Unused classrooms)
- Masks for emergency use will be strategically located throughout the campus buildings.
- Administration staff may conduct an initial phone assessment with the student or the student's teacher, as necessary
- Students with COVID-19 symptoms will be kept isolated under the supervision of the school.
- All staff and administration will be notified when there is a student with a potential case of COVID-19 to determine whether immediate additional cleaning is required by the day janitor in areas that the student has been in that day and/or more intensive cleaning is needed overnight.
- The Principal will contact the Vancouver Coastal Health Public Health liaison nurse or the Environmental Health Officer to report any potential COVID-19 cases.
- Any staff supervising symptomatic students must use strict hand washing techniques and wear gloves and a surgical mask when providing care to symptomatic students.

- The Custodian will disinfect any touch points in the isolation room while the student is present.
- The School will report to the Ministry of Education and follow guidance on next steps when a parent on behalf of a student, or a faculty, or staff member reports a confirmed case of COVID-19.

### **Access to Buildings**

Sino Bright School will post signs at entrances indicating who is restricted from entering. Access to buildings has been limited to business services and visitors. Parents/Caregivers are asked to contact the school to schedule appointments if necessary

According to Worksafe BC recommendations, staff will be trained in the following areas:

- The risk of exposure and the signs and symptoms of the disease.
- Safe work procedures or instructions to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes they have made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Document COVID-19 related messages and post minutes at a central location.

Furthermore, records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records will be kept on record.

### **Step 5: Monitor Policy Implementation and Update Policy as Needed**

We realize that things may change as we move forward, we have a plan in place to monitor risks. We will make changes to our policies and procedures as necessary.

If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and communicate it to the school community.

As the situation evolves, all safety measures, procedures and protocols will be monitored and reviewed to ensure continued effectiveness.

Information around COVID-19 is rapidly changing and evolving as health officials learn more and refine their policies and procedures. We will continue to monitor any communications from WorkSafeBC, the Ministry of Education, the Ministry of Health, the BC Center for Disease Control, BC's Provincial Health Officer, and other authoritative voices and will adapt our measures according to their recommendations.

### **Step 6: Assess and Address Risks from Resuming Operations**

Although the risks of transmission are low, they will be highest to occur during close person-to-person contact within cohorts, in common areas (hallways, bathrooms, shared spaces, administrative areas), during breaks and travel to and from the school location. With a consistent grouping of people, there will be robust illness policies for students and staff and there is an ability to implement effective personal practices that will be followed by most people in the setting (e.g. diligent hand hygiene, respiratory etiquette, etc.).

Identification of areas where there may be risks of exposure to COVID-19, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

As we enter stage 2, infection prevention and exposure control measures will help create safe controlled environments where multiple measures of various effectiveness will be routinely and consistently implemented.

***This is a living document and may require to be updated as further information becomes available from BCCDC, the Ministry of Education or WorkSafeBC.***




Appendix A:

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

\*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.


If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

Appendix B:



**1. STAY HOME WHEN SICK**


*All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.*



**2. HAND HYGIENE**

*Everyone should wash their hands more often!*

*Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.*




**3. RESPIRATORY AND PERSONAL HYGIENE**

*Cover your coughs.*

*Do not touch your face.*

*No sharing of food, drinks, or personal items.*




**4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT**

*Spread children out to different areas.*

*Take them outside more often.*

*Stagger lunch times. Incorporate individual activities.*

*Remind children, "Hands to Yourself!"*



**5. CLEANING AND DISINFECTION**

*Clean and disinfect frequently touched surfaces at least twice a day.*

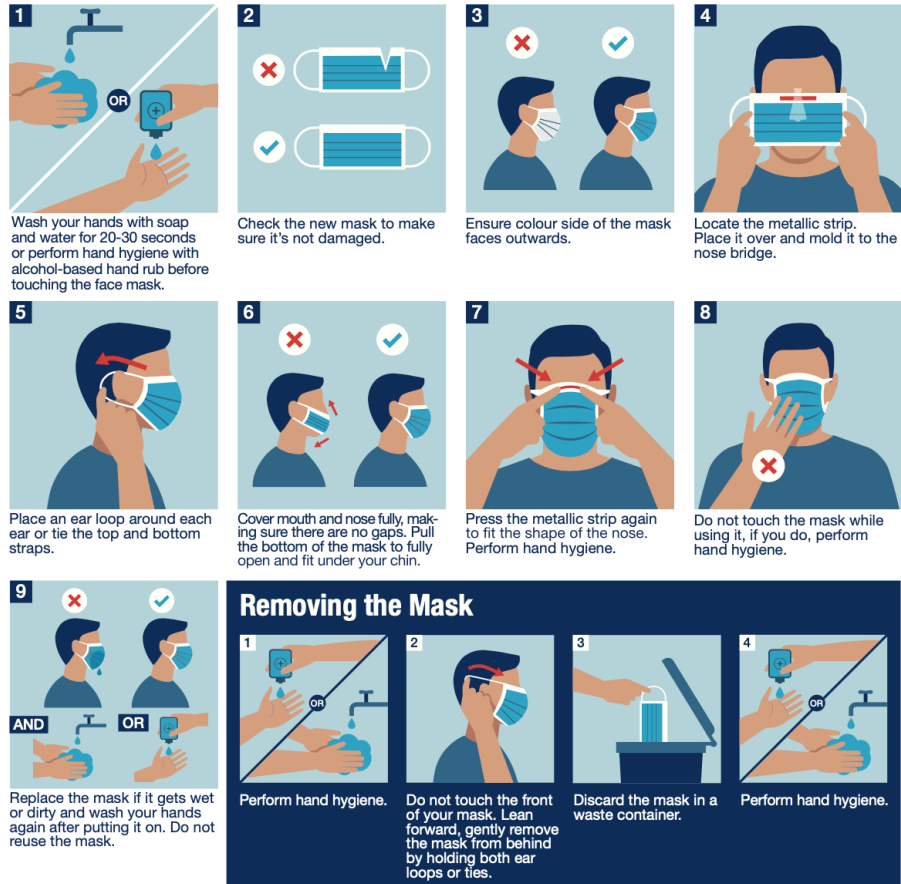
*General cleaning of the centre should occur at least once a day.*

*Use common cleaning and disinfectant products.*

## Appendix C:

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p><b>Parents or caregivers must keep the student at home</b></p> <p><b>IF 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 student from others in a supervised area.</li> <li>2. Contact the student's parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with a 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 you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>Staff must stay home</b></p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> </ol>
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p><b>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</b></p>	

Appendix D:



To ensure the safe use of a mask, please follow below:

### Putting on a Mask

- **Before** putting on a mask, clean hands with soap and water or alcohol-based hand sanitizer.
- Place mask over **nose to below chin**.
- **Ensure** the mask fits snugly on face. Do Not wear a loose mask.

### During Use

- **Avoid** touching the mask or your face under the mask.
- If you need to touch mask or face, **sanitize hands before and after**.
- **Keep** mask on until asked to remove it.

### Removing the mask

- **Sanitize** hands with soap and water or alcohol-based sanitizer.
- Remove mask using the elastic loops or ties.
- **Store** reusable mask in sealable plastic bag until able to disinfect.
- **Discard** disposable masks in garbage can immediately after use. Never reuse disposable masks.
- **Sanitize** hands after removing mask.