

COMMUNICABLE DISEASE PREVENTION PLAN



Comox Valley Schools

A Community of Learners

INNOVATIVE • INQUISITIVE • INCLUSIVE

SCHOOL DISTRICT NO. 71
(COMOX VALLEY)

Contents

General Information	3
1.0 Foundational Principles	3
1.1 Schools are Low Risk	3
1.2 Vaccines are Effective	3
1.3 Clean Schools	4
1.4 Healthy Occupants	4
1.5 Personal Space	4
1.6 Masks	4
1.7 Standard Precautions	5
1.8 Training and Education	5
1.9 Joint Occupational Health and Safety	6
2.0 Clean Schools	7
2.1 Cleaning and Custodial Services	7
2.2 Accidental Exposure to Cleaning or Disinfectant Products	7
2.3 Workplace Hazardous Materials Information System (WHMIS)	7
2.4 Frequently Touched Surfaces	8
2.5 Disinfectants	8
3.0 School Based Requirements	9
3.1 Isolation Room	9
4.0 Classroom Environment	9
4.1 Air Quality	9
4.2 Food Services	10
4.3 Keyboards and Electronic Devices	11
4.4 Music / Singing Classes	12
4.5 Books and Print Materials	12
5.0 Health Awareness	12
5.1 School Staff	12
5.2 Students	12
5.3 Allergies and Asthma	13
5.4 COVID-19 Symptoms, Testing & Return to School	13
6.0 Personal Space	15
6.1 Reinforcing the Need for Personal Space	15

6.2 Outdoor Play Activities	15
6.3 Space Arrangement.....	15
6.4 School Gatherings and Events.....	15
7.0 Busing	17
7.1 Hand Sanitizing	17
7.2 Ventilation	17
7.3 Child Illness on the Bus	17
8.0 Carpooling.....	18
9.0 Hand Hygiene and Respiratory Etiquette	19
10. Personal Protective Equipment (PPE).....	20
10.1 Face Masks	20
10.2 Cleaning and Disposing of Masks.....	20
10.3 Gloves	21
11.0 Student Drop off and Pick up	21
12.0 Access Control	21
12.1 Office Staffing	21
12.2 Challenge Unauthorized/Unrecognized Personnel	21
12.3 SD71 and Visitor ID.....	21
12.4 Maintenance Staff Sign-in/Sign-out Procedures	22
12.5 Contractors	22
12.6 Parents and School Visitors	22
13.0 Reporting to Public Health and Managing Exposures	23
14.0 Sick Child Procedures	23
15.0 First Aid	24
16.0 Blood and Body Fluids	24
Appendix A - Hand Washing Protocol.....	25
Appendix B - Enhanced Cleaning Procedures	26
Appendix C – Blood and Body Fluid Procedure	28

General Information

This document has been created to align with the [direction of the Provincial Health Officer](#) and [requirements of WorkSafeBC](#) to have employers to transition away from a COVID-19 only safety plan to a more comprehensive communicable disease prevention plan.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace or school from one place to another. Examples of a communicable disease that may circulate include COVID-19, Norovirus and seasonal influenza.

Information in this document that is specific to COVID-19 has been drawn from several primary sources, namely the [Public Health Communicable Disease Guidance for K-12 Schools](#), and the [Provincial Communicable Disease Guidelines for K-12 School Settings](#).

Administrators are to consider an inclusive and trauma-informed lens, with a focus on mental health and wellness when engaging and collaborating with parents/caregivers, staff, unions and community partners in developing local solutions when needed.

The recommendations and guidance in this document are subject to change based on the evolution and transmission of COVID-19 and other communicable diseases and the discovery of new evidence.

In the case of any variance between SD71 guidelines and the guidance in Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, the provincial standards should be followed.

THIS IS A CONTROLLED DOCUMENT. Printed copies may not be current. For a current copy of the document visit the SD71 Health and Safety webpages.

1.0 Foundational Principles

1.1 Schools are Low Risk

According to [BCCDC](#), schools continue to be considered low-risk settings for COVID-19 transmission, particularly in the context of a highly immunized population.

1.2 Vaccines are Effective

Vaccines are important tools to protect against many serious communicable diseases. 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. All COVID-19 vaccines approved for use in Canada protect against serious complications, including from the omicron variant. 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](#). Students and staff are also encouraged to ensure they are up to date on [all recommended vaccines for other communicable diseases, including COVID-19 vaccines](#). Schools are encouraged to share evidence-based information and promote opportunities to be vaccinated in partnership with public health and local Medical Health Officers. More information on COVID-19 vaccination and the workplace is available on the



[WorkSafeBC website](#). Evidence-based immunization information and tools for B.C. residents are available from [BCCDC](#) and [ImmunizeBC](#) websites.

Remember to be Kind and Respectful of others.

1.3 Clean Schools

- a) Day-time custodians, will continue to work in a shared or full-time capacity, carrying out cleaning and disinfection of “high touch areas” throughout the schools.
- b) Night-time custodians’ clean schools using Enhanced Cleaning Protocols when needed (see Appendix B).
- c) All staff will ensure, supplemental cleaning/disinfection of high touch areas and shared items in their assigned work areas.

1.4 Healthy Occupants

- a) All users of SD71 facilities including staff, students, visitors, contractors, volunteers and user groups are strongly encouraged to assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to arriving / entering any school premises (see BC COVID-19 Self-Assessment Tool and Appendix D).
- b) After-school user groups no longer have to verify that all members of their group have received COVID-19 vaccination before they are granted access to any SD71 facility.
- c) Parents and caregivers should assess their school aged children daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school (parents are encouraged to use the BC K-12 Daily Health Checker App: <https://bc.thrive.health/>).
- d) Staff and students must go home if sick See Sick Child Procedures (Section 14.0) and Staff Illness at Work (Section 5.4).

1.5 Personal Space

Staff, students and all occupants of SD71 buildings shall consider and respect others personal space. Personal space is the distance from which a person feels comfortable being next to another person. Personal space must be respected in schools, on buses (Section 7), while carpooling (Section 8) and on School District grounds.

1.6 Masks

The decision to wear a mask beyond when it is recommended by public health is a personal one, based on individual preference. Some students and staff may choose to continue to wear a non-medical mask or face covering throughout the day or for certain activities. Individual choice must be supported and respected.



The District will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school.

Note: Masks are one layer of protection used to prevent the spread of communicable disease. To be most effective, wearing a mask should be combined with other important protective measures such as getting all the recommended doses of vaccine, staying home when sick, and regularly practicing hand hygiene. Masks are most effective when fitted, worn and handled correctly.

1.7 Standard Precautions

All staff and students must follow standard communicable disease precautions (see Section 9):

- a) Hand Hygiene
- b) Respiratory Etiquette
- c) Health Awareness

1.8 Training and Education

All school district personnel are required to review this document and all periodic updates/notices as distributed by the District Safety Manager.

1.9 Joint Occupational Health and Safety

In accordance with the general requirements of Section 36 of the Workers Compensation Act the Joint Occupational Health and Safety Committee (JOHSC) members at each location have a responsibility to thoroughly familiarize themselves with the content and requirements of this document and consult with workers and inspect the workplace to:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- Consider and expeditiously deal with complaints relating to the health and safety of workers;
- Consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions and the regulations and to monitor their effectiveness;
- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- To advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
- To ensure that accident investigations and regular inspections are carried out as required by the OHS provisions and the regulations;
- To participate in inspections, investigations and inquiries as provided in the Occupational Health and Safety (OHS) provisions and the regulations.

Safety Committee Members have an important role to play in inspecting the workplace, evaluating the effectiveness of Communicable Disease protocols and making recommendations for improvement.

2.0 Clean Schools

Cleaning and Disinfection:

Regular cleaning and disinfection can help prevent the spread of communicable diseases. Cleaning of frequently touched surfaces should occur in line with regular practices and when visibly dirty.

2.1 Cleaning and Custodial Services

- Surfaces can be disinfected using disinfectant wipes or with spray bottles filled with SD71 approved disinfectant and paper towels or microfibre cloths as provided by the school custodian.
- Managers of OHS and Custodial will endeavour to provide approved (see section 2.5) disinfecting supplies in all classrooms as inventory and supply allows.
- All cleaning and disinfectant supplies must be safely stored away from children and used by children only under adult supervision.
- All schools will have a shared or full-time daytime custodian to implement general area cleaning and focussed cleaning/disinfection of high touch surfaces.
- Custodial staff will ensure ongoing top-up of hand washing supplies and alcohol-based sanitizer.
- Custodial staff will inform the Custodial Supervisor, well in advance, if hand washing, alcohol-based sanitizer, cleaning or disinfectant stock begins to run low.
- Cleaning and disinfection of frequently touched surfaces should occur at least once in a 24-hour period and when visibly dirty.
- Cleaning and disinfection activities should focus on spaces that have been utilized by staff or students.
- All staff will support ongoing, supplemental, cleaning and disinfecting of their workspaces.
- Maintenance and operations staff are encouraged to keep their vehicles clean and sanitized.

2.2 Accidental Exposure to Cleaning or Disinfectant Products

If you or someone you know has been exposed to a detergent disinfectant or sanitizer, seek first aid and call the Poison Control Centre: 1-800-567-8911.

- Inhalation: ventilate the area and seek fresh air
- Eye exposure: flush eyes with water for 15 minutes
- Skin exposure: rinse skin with water for 5 minutes
- Ingestion: drink half cup to 1 cup of water

2.3 Workplace Hazardous Materials Information System (WHMIS)

- All users of controlled products must be WHMIS trained.
- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
- Safety Data Sheets (SDS) for all cleaning products are available through the SD71 MSDSonline.
- Soap and water are the preferred method of sanitizing hands. Hand sanitizers should only be used with small children under the direct control of supervising staff.

- All chemicals must be properly labelled in accordance with WHMIS requirements.

2.4 Frequently Touched Surfaces

Frequently touched surfaces include:

- Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles.
 - **School communicable disease plans should not include restricting access to water, washrooms or other spaces that support student learning and well-being (e.g. gymnasiums, libraries, support rooms, etc.). Schools should return to full operation of all spaces in alignment with the protocols outlined in this document.**
- Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, music equipment, etc.)
- Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces)
- Service counters (e.g., office service window, library circulation desk)

Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper-based products (e.g. children's books or magazines) and items with plastic covers (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

2.5 Disinfectants

The School District is in a continuous improvement cycle for the disinfectants used in schools. This means that product safety is constantly being evaluated and some products may be added or discontinued based on product safety evaluations and workplace experience. Every disinfectant used by the District is approved by Health Canada for effectiveness against COVID-19.

The following table outlines which disinfectants can be used by school staff and which disinfectants that may only be used by Custodial staff.

Product Name	PPE				Physical and Chemical Properties								Dwell Time (minutes)	
	Gloves required	Eye protection required	Respirator required	Impervious footwear required	PH	Corrosive	Eye Irritant	Flammable	Skin Sensitizer	Respiratory Irritant	Toxic by Ingestion	Skin Irritant		
Botanical Disinfectant	No	No	No	No	7 - 8.5	No	No	No	No	Possible slightly	Non-toxic	Slightly	10	Approved for use by staff and supervised students
Vital Oxide	No	No	No	No	8 - 9	No	Mild	No	No	No	Non-toxic	No	10	
Oxiver TB	No	No	No	No	3	Yes	Mild	No	No	No	Non-toxic	No	1	
Lysol Wipes	No	No	No	No	10.5	No	Moderate	No	No	No	Non-toxic	Slightly	4	
ECO Multipurpose	Yes	Yes	No	Yes	10.5 - 11	No	No	No	No	No	Toxic	No	5	Approved for use by Custodial Staff Only
Oxigenic	Yes	Yes	No	No	5.5 - 6.5	No	Serious	No	Yes	Yes	Toxic	Yes	1	
Virex 256	Yes	Yes	No	Yes	10.5	Yes	Serious	No	Unknown	Yes	Toxic	Yes	10	
Hygiene Surface Cleaner	Yes	Yes	No	Yes	Unknown	No	Serious	Yes	Unknown	Unknown	Toxic	No	1	
Clorox 360	Yes	Yes	Yes	Yes	11.0	Yes	Serious	No	Unknown	Yes	Toxic	Yes	3	

3.0 School Based Requirements

3.1 Isolation Room

- Principals will support the use of a designated room with a door that for isolating a sick child (see Section 14.0) while awaiting parental/caregiver pick-up.
- The selected area will, ideally, have a sink with hot and cold running water and handwashing supplies. As a minimum, it will be supplied with a hand sanitization dispenser, waste receptacle and tissues.
- The room should have an "Isolation" sign (available from the District Print Shop) that can be posted while the room is in use.
- The selected Isolation Room location must not impede the timely provision of school first aid services.

4.0 Classroom Environment

4.1 Air Quality

Good ventilation reduces the potential for communicable diseases, including COVID-19 transmission, to this end HVAC system controls (DDC system) in all schools must be optimized to comply to the most modern standards. Filters in the unit ventilators must be upgraded to the highest MERV rating that the units are engineered to receive.

HVAC systems must be programmed to comply with the American Society of Heating and Refrigeration Engineers (ASHRAE) best practices and recommendations for the prevention of communicable disease transmission in schools.

Program and maintenance adjustments must include:

- Setting systems to run a building flush for two hours prior to occupancy;
- Increasing the volume so that a maximum of fresh air being brought into buildings;
- Adjusting CO2 setpoints to 800 PPM to increase fresh air volumes introduced into the school;
- Increasing the duration of all systems with occupancy sensors to run systems for a minimum of 2 hours so that systems continue exchanging the air in the classroom post occupancy;
- Setting systems in gymnasiums, and other large single zones, to run 100% rather than a reduced fan speed which is the normal mode;
- Increasing the frequency of HVAC filter changes to twice the normal rate;
- Engaging the services of an independent mechanical engineer to review the operation and set up of the HVAC systems.

Where possible, occupants are encouraged to maximize natural ventilation by opening the doors and windows to periodically change the air.

When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places. Avoid situations where air is blowing directly from one person's breathing zone to another's. Avoid horizontal cross breezes.

Natural ventilation e.g., operable windows, and portable High Efficiency Particulate Air (HEPA) filter units may be used in regularly occupied classrooms that do not have mechanical ventilation systems.

Portable air conditioners and fans must not be used in unventilated spaces with doors and windows closed except during high or excessive heat events.

Air quality testing may be conducted by the District Safety Officer either as routine or upon request by a principal.

4.2 Food Services

Schools can continue to provide food services, including for sale. Some schools offer food services that are regulated under the [Food Premises Regulation](#). These are typically cafeterias, though may include some meal programs.

- If food service is provided in schools that is regulated under the Food Premises Regulation, 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.).
- [Food Safety Legislation](#) and the [Guidelines for Food and Beverage Sales in B.C. Schools](#) continue to apply as relevant.

For food contact surfaces, schools should ensure any sanitizers or disinfectants used are approved for use in a food service application and are appropriate for use against COVID-19 and other communicable diseases. These may be

different than the products noted in this document for general cleaning and disinfection. Additional information is available on the [BCCDC website](#).

Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives.

Schools should continue to emphasize that food and beverages should not be shared. School meal programs should follow regular operating practices. Schools and non-school sites should continue to emphasize that food and beverages should not be shared amongst staff and students.

4.3 Keyboards and Electronic Devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles can carry germs. These electronics should be cleaned and disinfected after use.

The BC Center for Disease Control advises:

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting.
- If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 70% alcohol.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Do not immerse devices in liquids and do not use hydrogen peroxide or vinegar as they do not work and may damage screens.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Keyboards, mice, controllers and electronic devices will be disinfected using hand sanitizer and paper towels/tissues or antiseptic wipes before use.
- Ideally, check with the manufacturer of your device for the best cleaning methods (e.g. did you know that you are not supposed to clean the tip of an Apple Pencil?).
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- Disinfecting wipes and/or a 70% isopropyl alcohol solution will work fine for most devices – don't soak the cloth, just make sure it's damp and lint-free.
- You should avoid using aerosol sprays and window cleaners, as well as cleaning products with abrasives, hydrogen peroxide, chlorine, acetone, ammonia, or bleach, as these may discolor or otherwise harm your devices.
- Make sure whatever you are using for a cloth is soft – avoid paper towels and other abrasive items.
- Gently wipe all hard, nonporous surfaces (display, keyboard, frame, etc.) on devices. You don't need to scrub or press hard.
- Do not spray cleaner on the device or submerge it in cleaner but do spray cleaner onto a cloth so you don't risk getting unwanted moisture in any places where it shouldn't be. You may want to test on fabric, leather, or other porous surfaces to make sure this won't damage them (a mild solution of soap and water may be preferable for those).
- Don't clean inside any ports or openings – if you need to remove something from these then use a dry cloth.
- Young children should only use hand sanitizer with adult supervision.

4.4 Music / Singing Classes

- Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after shared equipment use.
- Equipment that touches the mouth (e.g. instrument mouth pieces) or has been in contact with bodily fluids should not be shared unless cleaned and disinfected in between uses.

4.5 Books / Print Materials / School Libraries / Learning Commons

The BCCDC advises that 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. The risk of communicable disease transmission by books and print materials is low and is expected to be similar to other common surfaces such as doorknobs and handrails. As always, good handwashing practices are essential.

Regular book browsing and circulation processes can occur as per routine practice.

5.0 Health Awareness

Health Checks

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 spread of communicable diseases, such as COVID-19, within school settings.

5.1 School Staff

- All SD71 staff, must stay at home if they are sick and unable to participate fully in routine activities.
- Daily health checks prior to their arrival at work is highly recommended (see Appendix D). Health checks can be carried out using the Covid- self assessment tool.
- Parents/caregivers and students can utilize the Daily Health Check (Appendix D) and What to Do When Sick (Section 5.4) resources for daily assessment of symptoms.
- Everyone at school should practice health awareness, including staying home when sick.

5.2 Students

Parents and caregivers should assess their child daily for symptoms of common cold, influenza, COVID19, or other infectious respiratory disease before sending them to school (Use the BC K-12 Daily Health Checker App).

Students and staff should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.



- Schools do not need to monitor students or staff for symptoms of illness.

School administrators should ensure that everyone entering a school is aware and routinely reminded of their responsibility to practice health awareness, including that they should not come to school if they are sick. This can be supported through communications (e.g., emails/letters to parents and staff), orientation activities (e.g., meetings, videos) and other reminders (e.g., signage on doors).

Classroom staff must follow sick child protocol in the event of student illness and immediately isolate sick children and arrange for parental pick-up (see section 14.0).

Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

5.3 Allergies and Asthma

A person with a history of allergies or asthma can attend school if they do not, in addition to expected allergy or asthma symptoms:

- have fever
- feel un-well
- have respiratory or gastrointestinal symptoms

5.4 COVID-19 Symptoms, Testing & Return to School

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.

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 8-1-1.

Staff, children, or other persons in the SD71 Schools 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

Who Should Test for COVID-19?

Testing is recommended for people who meet one of the following criteria and have symptoms associated with COVID-19 infection:

- [People for whom testing is clinically indicated](#)
- [People who live or work in settings with others who are at high-risk for severe illness](#)

6.0 Personal Space

6.1 Reinforcing the Need for Personal Space

Personal space is defined as the distance from which a person feels comfortable being next to another person.

Students, staff and Visitors need to respect personal space. Principals will support students and staff to respect other's personal space using visual supports, signage, prompts, video modelling, etc. as necessary. Resource materials are available from the SD71 Print Shop. Strategies that schools can consider to help create space between people include:



- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Schools can return to routine pick up/drop off practices, though should still consider strategies to prevent crowding at pick-up and drop-off time.
- Parents/Caregivers and other visitors should respect other's personal space while on school grounds including outside.

6.2 Outdoor Play Activities

Teachers should endeavor to maximize outdoor play/instruction. Playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.

6.3 Space Arrangement

Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches, though should still consider implementing strategies to help create space between people and to support students and staff using a trauma-informed approach:

- Remind students and staff about respecting others personal space. Use visual supports, signage, prompts, video modelling, etc. as necessary.
- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Implement strategies that prevent crowding at pick-up and drop-off times.
- Take students outside more often, where and when possible.
- Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.

6.4 School Gatherings and Events

School extracurricular and social gatherings and events (including those occurring within and between schools), regardless of location, can occur in line with the guidance in the [BCCDC Communicable Disease Guidance for k-12 Schools](#), as well as any applicable local, regional, or provincial public health recommendations and Orders

Organizers should apply a trauma-informed lens to their planning, including consideration of:

- respecting student and staff comfort levels regarding personal space.
- using space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntarily physical contact between attendees (i.e., overcrowding); and
- gradual transitions to larger gatherings (e.g. school-wide assemblies)

Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate, particularly students. If this is not possible (and the field trip/travel cannot occur otherwise), schools can require participants to confirm they are able to meet the additional requirements (e.g., are able to provide proof of vaccination).

7.0 Busing

For school buses, schools can return to normal seating and onloading/offloading practices. Face masks are optional. Buses will operate with mechanical and natural ventilation as appropriate.

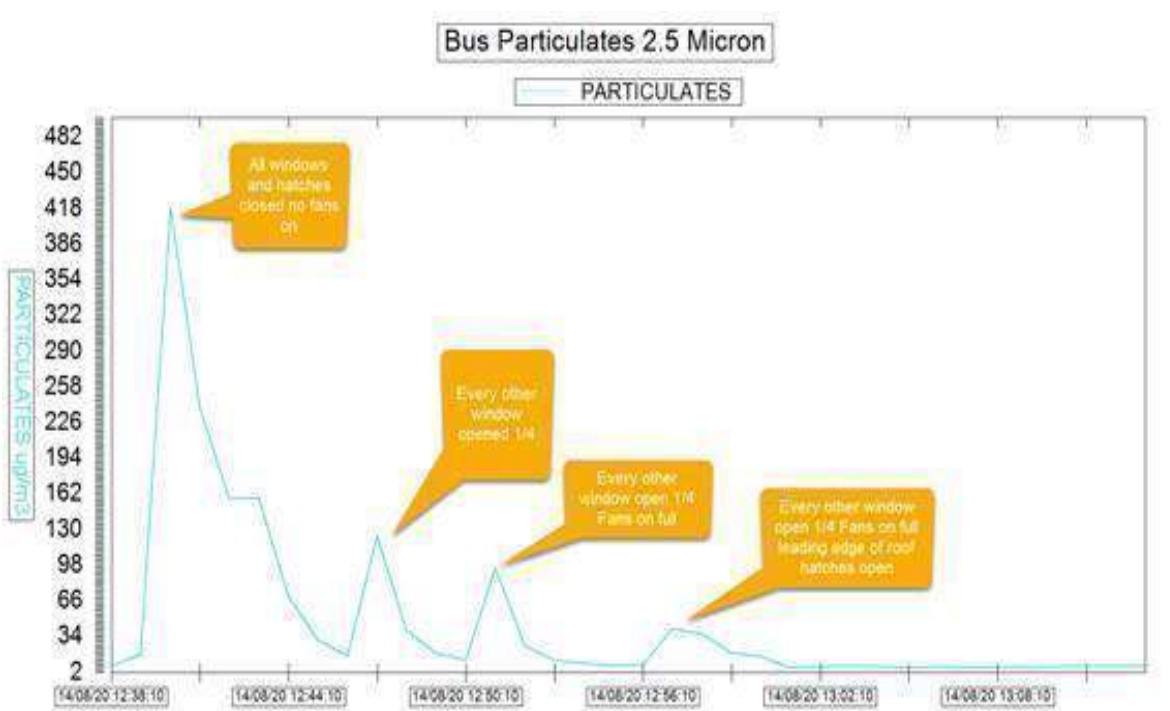
7.1 Hand Sanitizing

Bus drivers will ensure that children are encouraged to practice health awareness which includes hand and respiratory hygiene.

Children can continue the habit of washing or sanitizing their hands before they leave home to take the bus, when they arrive at school, when they are leaving school prior to taking the bus, and when they get home.

7.2 Ventilation

Buses will operate with mechanical and natural ventilation as appropriate.



7.3 Child Illness on the Bus

If a child displays covid-19 like symptoms on the bus the driver will:

- Don a face non-medical masks and face shield.
- Move the student to the front of the bus on the passenger side and move other students as necessary so that the seats adjacent and behind remain unoccupied.

- Provide the student with a mask if they are not already wearing one. If the child is preadolescent provide a child sized non-medical mask (if tolerated) and help them don it, then sanitize hands.
- Open the window nearest the ill child to the ½ position.
- Inform the destination school by cell phone or through dispatch that there is a sick child on board and advise the administration to arrange for pick up by the parent or guardian.
- Upon arrival at the school unload the sick child first and supervise the student outside of the bus physically distance the child from self and others.
- Instruct all students to sanitize their hands while exiting the bus.
- Stay with the child until school staff arrive.
- Ensure that the student does not enter the school and remains outdoors and away from others while awaiting parental pick-up.
- Thoroughly clean and disinfect the bus prior to leaving the school see section 7.2 above.

8.0 Carpooling

Schools should share the following guidance with staff and families regarding carpooling arrangements (personal or school-related):

- Spread out vehicle occupants as much as possible, and travel with the same people.
- Set the vehicle's ventilation to BRING IN FRESH OUTSIDE AIR, and do not recirculate the air.
- Open windows when the weather allows.
- Clean hands before and after trips.
- Clean frequently touched surfaces regularly.

9.0 Hand Hygiene and Respiratory Etiquette

Schools should facilitate regular opportunities for students and staff to wash their hands.

Parents and staff can teach and reinforce good respiratory etiquette practices among students, including:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose, or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

Rigorous hand washing with plain soap and water or using an effective hand sanitizer reduces the spread of illness. All staff are required to wash hands with soap and water for a minimum of 20 seconds or sanitize hands frequently with alcohol based (60%) hand sanitizer, at a minimum:

- When arriving at work.
- When arriving at any school.
- Before and after any breaks.
- Before and after eating and drinking.
- Before and after using an indoor space used by multiple occupants.
- Before and after handling food.
- After using the toilet.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning tasks.
- After removing gloves.
- After handling garbage.
- Whenever hands are visibly dirty.
- When using frequently touched shared equipment.



When coughing or sneezing:

- Cough or sneeze into a tissue or the bend of your arm, not your hand.
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

10. Personal Protective Equipment (PPE)

10.1 Face Masks

Non-Medical Masks and Face Coverings:

The decision to wear a mask beyond when it is recommended by public health is a personal one, based on individual preference. Some students and staff may choose to continue to wear a non-medical mask or face covering throughout the day or for certain activities. The choice of staff and students to choose whether they practice additional personal prevention measures should be respected. Information on non-medical masks is available from BCCDC.



Staff and students who are experiencing symptoms of respiratory illness, even if mild, should stay home. The use of a mask is not an acceptable alternative. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be symptomatic.

- While providing a service to a person with a disability/diverse abilities (including but not limited to a hearing impairment), complex behaviours, medical complexities, or receiving delegated care, where visual cues, facial expressions and/or lip reading/movements is important.
- Students are not required to wear a mask or face covering when receiving services, though may continue to be based on their or their parent/caregiver's personal choice.
- Schools should continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one.

No student should be prevented from attending or fully participating at school if they do not wear a mask. Staff should utilize positive and inclusive approaches and should not employ measures that are punitive or stigmatizing in nature.

10.2 Cleaning and Disposing of Masks

Commercially available, disposable non-medical masks should not be cleaned and reused because putting these masks in the washing machine may damage the protective layers, reducing their effectiveness. All masks should be changed if wet or visibly soiled; a wet mask should not be used for an extended period.

To dispose of masks after use:

- a) Wash your hands with soap and water before taking off your mask.
- b) Dispose of used masks in a wastebasket lined with the plastic bag.
- c) After taking off your mask, wash your hands again with soap and water before touching your face or doing anything else.
- d) All waste can go into regular garbage bins.
- e) Clean your hands with soap and water after emptying the wastebasket.

Homemade or cloth masks should be cleaned and changed often:

- To clean a homemade cloth mask, wash it using the directions on the original material (for example, if the mask was made from t-shirt material, follow the washing instructions on the t-shirt tag) but in general, warmer water is better. Dry the mask completely (in the dryer using a warm/hot setting if possible).
- Do not shake dirty masks to minimize spreading germs and particles through the air. If dirty cloth masks have been in contact with someone who is sick, they can still be washed with other people's laundry.
- Any damage, fabric break down, or change in fit will reduce the already limited protection of cloth masks.

See this video from Health Canada: [How to wear a non-medical mask](#)

10.3 Gloves

Gloves may be used by staff providing first aid, staff providing close personal care or custodians working with cleaning agents. Other than that, they are not recommended; good hand washing and sanitation practices are.

11.0 Student Drop off and Pick up

Schools can return to routine pick up/drop off practices, though should still consider strategies to prevent crowding at pick-up and drop-off time. Parents/caregivers and other visitors should respect others' personal space while on school grounds, including outside.

12.0 Access Control

12.1 Office Staffing

The principal must ensure that access to the school is monitored throughout normal operating hours. Office staff must be readily available to deter un-authorized access.

12.2 Challenge Unauthorized/Unrecognized Personnel

All staff are required to assist in maintaining access control by challenging those who are unauthorized/unrecognized and directing them to the front entry exterior of the school.

12.3 SD71 and Visitor ID

All staff who do not regularly work in the school, including maintenance staff, must wear and prominently display School District ID.

Visitors should wear SD71 Visitor ID.

12.4 Maintenance Staff Sign-in/Sign-out Procedures

Maintenance staff must, in all cases, check-in at the front office when carrying out work in schools. Maintenance staff must not, except in emergency situations, commence work activities inside the school with out front office staff first being advised.

12.5 Contractors

All contractors entering School District buildings must:

- 1) Have prior authorization to enter from either Maintenance and Operations or the School Principal.
- 2) Conduct daily health checks if they have any of the following symptoms:
 - Fever
 - Cough
 - Congestion
 - Nasal Drip
 - Sneezing
- 3) Advise the school in advance of arrival and indicate and ETA.
- 4) Thoroughly wash/sanitize hands upon arrival at the school.
- 5) Sign in at front office, identify where you will be working in the building.
- 6) Wear contractor ID or a school visitors' badge.
- 7) Expect that staff will challenge unrecognized personnel in the building.
- 8) Use good respiratory etiquette such as coughing or sneezing into your sleeve or a tissue.

12.6 Parents and School Visitors

Schools are responsible for ensuring that visitors are aware of communicable disease protocols and requirements, and encourage and communicate daily health check, prior to entering the school.

Information on communicable disease protocols and requirements for visitors should be posted by the entrance to the school, on the school's website and included in communications to students and families.

Schools can return to routine sign in/sign out practices for visitors and staff not typically onsite. Schools do not need to keep a list of the date, names and contact information of visitors for communicable disease prevention purposes.

Schools can return to routine pick up/drop off practices, though should still consider strategies to prevent crowding at pick-up and drop-off time. Parents/caregivers and other visitors should respect others' personal space while on school grounds, including outside.



13.0 Reporting to Public Health and Managing Exposures

It is important for school staff to report unusual absenteeism patterns or symptoms in staff or children who recently attended the school. It is recommended that notification to District Health & Safety Department (safety@sd71.bc.ca), and District Director of Instruction occur in outbreaks or unusual situations, such as when absenteeism of students/children or staff is greater than would be expected (10%), or severe illness is observed. The District will notify Public Health of any reported concerns.

See the Ministry of Education resource [Management of Illness and Exposures at School](#)

14.0 Sick Child Procedures

Any child exhibiting COVID-19 symptoms must be isolated from others and supervised in a separate designated room with a door (Seclusion/Isolation Room).

If the child is on the bus, they should remain supervised outside of the school while awaiting parental pick-up (see section 7.5).

Parents/caregivers must be notified and advised to pick-up the student immediately.

Staff supervising symptomatic children must use strict hand washing techniques, can choose to wear medical mask and/or face shield and, where tolerated, have non-medical masks available for those experiencing respiratory symptom who would like to wear one.

Where possible, maintain 2 metres from the ill student.

Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.

Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. Except for the designated Supervisor, there must be no access to the seclusion room during isolation (signs available through the Print Shop).

Place the 'Seclusion Room' sign on the exterior of the door providing access to the room.

There must be no access to the room after child pick-up until all high touch areas have been thoroughly disinfected. Staff supervising a sick child must disinfect touch points with a spray bottle filled with SD71 approved disinfectant and disposable paper towels or hand sanitizer and properly disposed paper towels or tissues.

Once cleaning has been affected, supervising staff must then thoroughly sanitize hands before leaving the room used for isolating the sick child.

The sign on the door must remain in place until thorough disinfection of high touch areas has been carried out.

Those who experience symptoms which resolve within 24 hours can return to school as soon as their symptoms improve, and they do not require testing.

To arrange for a COVID test call the COVID-19 CALL CENTRE: 1-844-901-8442 (MON-SUN 8:30 A.M. - 4:30 P.M.) or 811.

Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

15.0 First Aid

Although the risk of virus transmission from an asymptomatic (no symptoms) person is low. First aiders should use gloves and surgical masks when rendering first aid. First Aiders must follow the BBF protocol (Appendix E) when cleaning up blood and body fluids.


16.0 Blood and Body Fluids

Blood and body fluids (BBF) should be cleaned up by the school custodian. Where a custodian is not readily available a request for custodial assistance can be made by calling the Operations Dept and ask for the dispatch of a custodian.

If the BBF spill is presenting an immediate hazard and a custodian is not readily available clean-up should be carried out by the School First aider. In all cases blood and body fluids will be cleaned up using the SD71 protocol, equipment and supplies. BBF totes have been placed in the first aid area of every school. The totes contain recommended equipment and supplies along with step by step clean-up procedures. See Appendix E.




Appendix A - Hand Washing Protocol




Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene


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





Remove hand and wrist jewellery


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


HOW TO HAND WASH


- 

1
Wet hands with warm (not hot or cold) running water
- 

2
Apply liquid or foam soap
- 


3
Lather soap covering all surfaces of hands for 20-30 seconds
- 


4
Rinse thoroughly under running water
- 


5
Pat hands dry thoroughly with paper towel
- 

6
Use paper towel to turn off the tap


HOW TO USE HAND RUB

- 


1
Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

2
Apply about a loonie-sized amount to your hands
- 

3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health



BC Centre for Disease Control

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



Appendix B - Enhanced Cleaning Procedures

Next Page

SD71 Enhanced Environmental Cleaning Guide

The following enhanced cleaning measures have been developed to mitigate the spread of virus during an outbreak or pandemic. During these times, Custodians place a priority on cleaning and disinfecting surfaces and objects that are touched often:



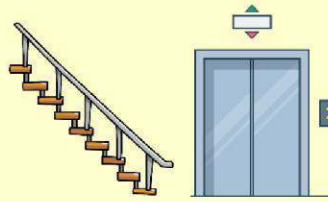
Main Entrance and All Interior Doors

- Door handles and crash bars
- Push plates and push areas above door handles and crash bars (both sides)



Reception and Offices

- Countertops and desktops
- Light switches
- Cabinet handles
- Copiers/printer touchscreens and lid handles
- Telephones, keyboards/mice monitor power button



Handrails and Elevators

- Staircase handrails
- Guardrails
- Elevator pushbuttons



Drinking Fountains

- Handles, knobs and pushbuttons of drinking fountains and bottle fillers



Washrooms

- Countertops, faucets, sinks
- Toilet and urinal flush buttons/handles
- Toilet stall locking mechanisms, pulls and areas around (both sides)
- Soap/paper dispensers



Classrooms

- Light switches
- Cabinet handles
- Teacher's chairs (top back and arm rests)
- Student chairs and stool (top back and sides)
- Desks and tables (top and sides and 1-2" of area immediately under the sides)
- Faucets, sinks, countertops
- Telephones, Keyboards, mice and monitor power button
- Soap/paper dispensers



Libraries and Computer Labs

- Light switches
- Cabinet handles
- Countertops and desktops
- Keyboards, mice and monitor power button
- Touchscreens and lid edges on copiers/printers
- Telephones



Staff Rooms

- Light switches
- Cabinet handles
- Faucets, sinks
- Appliance handles
- Countertops
- Tables (top and sides and 1-2" of area immediately under the sides)
- Chairs (top back and arm rests)
- Keyboards, mice and monitor power button

Exceptions:

Shop equipment, kitchen equipment, furniture (other than listed above), books

Childcare spaces:

These groups are required to clean their own tables, counters, toys and chairs.

After the centre is closed, custodians are responsible to replenish supplies and disinfect all touch points as per enhanced cleaning Procedures above.

If an electrostatic sprayer is available, a custodian will spray disinfectant on all touch points at the end of each day.

If you have any questions regarding these enhanced cleaning procedures, contact Manager of Custodial Services

Phone: 250-338-4193 Cell: 250-650-1453 Email: rene.lanoix@sd71.bc.ca

Appendix C – Blood and Body Fluid Procedure

The following applies mainly to diseases transmitted through blood but should also be followed when handling other body fluids such as vomit, urine or feces.



Clean-up Procedure

1. Keep all personnel well away from spill. If required, have some one stand by while you gather clean-up supplies (spill kit)
2. Obtain the blood and body fluid spill kit from the first aid room, if there are any sharps (needles) involved obtain the sharps container and tongs as well
3. Isolate the immediate area, place wet floor signs and/or cordoning off tape well away from the spill (10' where possible)
4. Be aware of and guard against the potential for a slip and fall for self and others
5. Don disposable gloves, eye protection (Face Shield), disposable booties
6. Pick up any sharps with tongs and place them in the sharps container, close lid on sharps container NOTE: always take the sharps container to the sharps and not the other way around
7. Cover the spill with paper towels and/or absorbent material (Eco Absorb) to absorb the liquid
8. Clean up the paper towels and/or absorbent material and place waste directly in lined garbage can
9. Spray affected area and a further 2' out around the perimeter of the area with alcohol or hydrogen peroxide-based disinfectant 10. Leave disinfectant on surface for 5 minutes
10. Dry affected area with paper towels
11. Wipe reusable equipment with disposable disinfectant wipes (scraper, dustpan, sharps container, tongs, face shield)
12. Place all waste including used disposable gloves and booties in a lined trash can
13. Double bag waste and place it directly in the garbage dumpster
14. Wash hands with soap and water
15. Return spill kit/sharps container to storage location in the first aid room
16. Replenish spill kit supplies (Replacement supplies and equipment available from school custodian or Custodial Supervisor)

Notes: The affected floor area can be washed with mop and standard detergents and disinfectant. If mop and bucket used mop and mop bucket must be disinfected and well rinsed after use. If the spill is on porous materials carpet cleaning or wet vacuuming will also be required.

If you get blood or body fluids in your eyes or mouth or on skin:

- Go to plumbed in eyewash station and rinse eyes and mouth with copious amounts of continuously running water
- Wash exposed skin with soap and water and rinse and dry
- Notify your supervisor

If you get blood or body fluids on your clothing:

- Don disposable gloves
- Wipe clothing with paper towel to remove excess moisture
- Use disinfectant wipe or spray bottle with disinfectant saturate affected area of clothing with alcohol or hydrogen peroxide-based disinfectant

- If you suspect that blood or body fluids have saturated through clothing and come in contact with skin:
 - remove affected clothing
 - wipe skin with alcohol or hydrogen peroxide-based disinfectant on dry skin with paper towel
 - use disinfectant wipe or spray bottle with disinfectant liberally saturate the affected area of clothing with alcohol or hydrogen peroxide-based disinfectant
 - pat dry clothing with paper towels

If you prick your self with a needle or sharps:

- notify and obtain assistance from the local first aid attendant (where available)
- encourage the wound to bleed, hold it under running water o wash the wound area with soap and water o dry the wound and cove it with a dressing o go to the hospital emergency ward
- if no first aid attendant available notify the first aid attendant at the next possible opportunity o notify your supervisor

Spill Kit:

Bucket	Spray bottle with alcohol or hydrogen peroxide-based disinfectant	Eye Protection (face shield)
Paper towels	Disinfectant wipes	Garbage bags
Gloves	Absorbent Material (currently Eco Absorb)	Dustpan
Scraper	Cordoning off tape (caution tape)	Waste bags
Disposable Booties	Duct Tape	Replacement supplies and equipment available from school custodian or Custodial Supervisor



**Blood and Body
Fluid**

**SPILL
KIT**

