



**ST. PAUL SCHOOL**  
**COVID-19 SAFETY PLAN**

JUNE 2020

This COVID-19 Safety Plan outlines the six-step process to resuming operations at St. Paul School. The Ministry of Education, Worksafe BC, and the Provincial Health Officer have deemed it safe to resume in-class learning in British Columbia schools on a part time basis beginning June 1, 2020.

### **Density Targets for June 1<sup>st</sup>, 2020**

- We are currently in stage 3 of [K-12 Restart Plan](#)
- To meet density targets, Kindergarten to grade 5 students will attend school the equivalent of 2-3 days a week. Grade 6 and 7 students will attend the equivalent of 1 day a week.
- Full time instruction will be available for [Essential Service Workers](#) (ESW), vulnerable students and students with disabilities or complex needs 5 days a week.

This document was created with guidance from the following documents:

[Covid-19 K-12 Guidance](#)

[Provincial Covid-19 Health and Safety Guidelines in a K-12 Setting K-12 Education Restart Plan](#)

[Worksafe BC](#)

[Go Forward Checklist](#)

This safety plan was created in consultation with the CISVA Superintendent's Office, the CISVAAA, St. Paul administrators, teachers, support staff, PEC members, and custodial/caretaker staff.

## **STEP 1: ASSESS THE RISKS OF YOUR WORKPLACE**

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.

Higher Risk Areas have been identified according to methods of transmission outlined above.

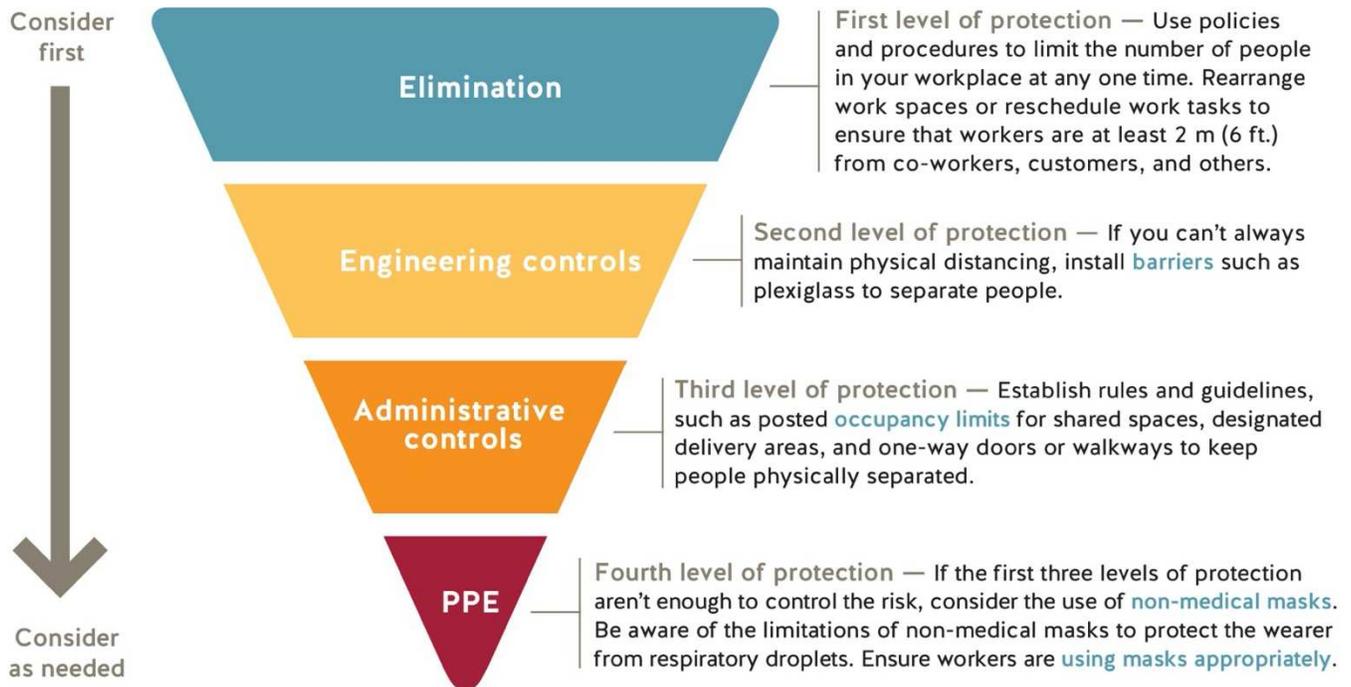
1. Areas where there may be risk: entrance and exit to the school, classrooms, gym, library, hallways, bathrooms, playgrounds, staff room, office, photocopy room.
2. Staff come in contact with teachers, students, staff, parents, delivery people.
3. Staff come in contact with school/office supplies, whiteboard markers, textbooks, electronic devices, door handles, appliances, dishware, desks/tables, chairs, washrooms, light switches, handrails on stairs, photocopiers.

- We have involved administration, teaching and support staff, custodial staff, caretaker staff, PEC, Pastor.
- We have identified areas where people gather, such as staff room, office, entry and exit ways, student and staff washrooms, classrooms, hallways, library, learning support room, stairwells, gym, outdoor covered area, church.
- We have identified high traffic surfaces such as door knobs, door handles, light switches, photocopier.
- All students and staff personal devices and school materials are brought to and from home
- All food and beverage is brought to and from home
- Staff use own utensils and dishes

**STEP 2: IMPLEMENT PROTOCOLS TO REDUCE RISK:**

**REDUCE THE RISK OF PERSON TO PERSON TRANSMISSION:**

Protocols are implemented to protect against identified risks. Wherever possible, protocols that offer the highest level of protection are used.



**ELIMINATION – First Level of Protection:**

- A maximum occupancy limit is posted for each room in the facility
- Measures are in place, where feasible, to keep staff and students 2m apart.
- Mass gatherings of over 50 are prohibited.
- There can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible
- Large assemblies of staff and students are not held
- Reduced seating available in larger spaces. (staffroom, library, etc.)
- Staggered drop off/pick up procedures for students. Students wait in car until 5 mins before class. Students go immediately to car once dismissed. No gathering on playground.
- Class times have been rescheduled to be half days, eliminating free play at morning or lunch hour recess times.
- Screening forms for visitors to complete before entering the school
- Limiting the number of parents/visitors in the school at a given time.
- No visiting to neighbour classrooms for staff.
- Students taken outside as often as possible.

**ENGINEERING CONTROLS – Second Level of Protection:**

- A plexiglass barrier has been installed in the main office reception area.
- We have included barrier cleaning in our daily protocol.
- Our barrier is safely installed and does not pose another risk to daily operations.

**ADMINISTRATIVE CONTROLS – Third Level of Protection:**

- We have identified rules and guidelines for how staff and students should conduct themselves.
- We have clearly communicated these rules and guidelines to staff, students, and parents regarding physical distancing, hand hygiene, washrooms visits, outdoor play, movement throughout the school, cleaning procedures and record keeping, use of PPE, pick up and drop off procedures.
- One way use of stairwells, marked with clear signage.
- Scheduled visits to the photocopy room
- Assigned directions to walk in the hallways, marked on the floor.
- Signage on entry doors informing visitors of rules in place.
- Multi-use surfaces (ie. Photocopier) cleaned after each use.
- Staff to eat lunch in their own classrooms or outside.
- Staff to use own dishware and utensils from home.
- Appliances for heating food cleaned after each use.

**PPE – Fourth Level of Protection**

- Information has been reviewed on selecting and using masks.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.
- Personal protective equipment, such as masks and gloves are not needed, beyond those used by the staff as part of regular precautions for the hazards normally encountered in their regular course of work. They should only be used when all other controls fail.
- Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. **No additional personal protective equipment beyond normal universal precautions are required.**
- There is no evidence to support the use of medical-grade, cloth, or homemade masks in school settings at this time. Wearing one is a personal choice. It is important to treat people wearing masks with respect.

**Cleaning and Hygiene Practices:**

- We have reviewed the information on cleaning and disinfecting surfaces. Cleaning supplies are provided for every classroom and common room.
- Our school has enough handwashing facilities on site for all our staff and students.
- We have policies that specify when staff and students must wash their hands and we have communicated good hygiene practices to parents, students and staff. Instructional posters are posted in each classroom and common room.
- We have implemented cleaning protocols for all common areas and surfaces
- Workers who are cleaning have adequate training and materials.
- As per the BCCDC guidance for K-12 school settings, PPE such as masks and gloves are not needed, unless physical proximity is not possible or symptoms have arisen
- Hygiene Posters are posted in all classrooms and common areas
- Administrators will post [cleaning posters](#) in upstairs and downstairs janitorial rooms.
- Cleaning staff will be provided with substances for cleaning and disinfecting.
- Cleaning staff will be provided with gloves.
- Cleaning staff will be instructed to wash their hands after cleaning.
- Custodial staff will do a deep clean at the end of each day
- Cleaning will include the barrier that separates the office staff from the foyer.
- Frequently touched surfaces are cleaned three times a day at minimum (doorknobs, light switches, toilet handles, faucets, cabinet handles, tables, desks, chairs, keyboards, communication devices and toys)
- Custodial and school staff will clean high touch surfaces once during the middle of the day as well as a deep clean in the evening
- Classroom teachers are responsible for disinfecting visibly dirty surfaces in their classrooms such as desks, tables and sinks during the course of the day.
- Use commercial-grade cleaning products and follow the label

- Classroom teachers will be provided with cleaning products for their classrooms.
- All cleaning products must be kept out of reach of their students.
- Classroom teachers will remove fabric-covered items, soft items, stuffed animals, cardboard puzzles, or any item that cannot be easily cleaned.
- Ruben Lighting will empty garbage once a day
- Staff will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- Remove shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins).
- To decrease high touch surfaces, keep doors to classrooms, library, gym, office, staff room, group bathroom doors open.
- Students will bring personal electronic devices from home
- Staff will ask students to keep their backpacks with lunches beside their desks. Lockers will not be used.
- Staff will disinfect the desk before and after a student eats their lunch.
- Clean and disinfect cots and mattresses prior to use and after they are used or soiled. Use single use only pillowcases and blankets and dispose of them immediately after single use. Where pillowcases and blankets are not single use, launder between each student. The cot in the sick room should not have any fabric on it. Clean the vinyl surface of the cot after the use of each student.

**Handwashing:**

Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.

- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
  - 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.
  - Incorporate additional hand hygiene opportunities into the daily schedule.
- Staff will post [handwashing posters](#) by the sink and administration will post posters in all bathrooms and above staff room and kitchen sinks.
  - Handwashing schedule (at minimum):
    - Before entering and exiting the school
    - After returning from outside movement breaks
    - When transitioning to and from different environments (ie. from class to gym)
    - Before and after eating and drinking
    - After using the toilet

- After sneezing or using a tissue
- When hands are visibly dirty
- Before and after going on and returning from a breaks (recess, lunch)
- Before and after putting on gloves
- After handling garbage
- Before and after giving medication to a student
- After cleaning tasks
- Make sure there is a stack of paper towels so that students are not touching the paper towel dispenser after washing hands.
- Have students social distance when waiting to wash hands. Place markers on the floor so that the students know where to stand while they are waiting for their turn to wash their hands

**Respiratory Etiquette:** Students and staff should:

- Cough or sneeze into their elbow sleeve 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.
- Wearing cloth or homemade mask, particularly children, is not recommended. There is limited evidence outside of health care settings and only in uncontrolled situations where physical distancing between adults cannot be maintained for extended periods of time (greater than 15 minutes with a person who has probable or lab confirmed COVID-19). Wearing one is a personal choice. It is important to treat people wearing masks with respect.
- Parents and staff can teach and reinforce these practices amongst students.

**• Staff are encouraged to teach and reinforce both handwashing and respiratory etiquette regularly throughout the day**

Teachers will post posters in all classrooms. Administrators will post in public areas. [Respiratory Etiquette Poster](#)

**STEP THREE – DEVELOP POLICIES**

- All staff and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control.
- Via email parents have been given clear communication (a list of symptoms and questions to ask their child) on their responsibility to assess their children daily before sending them to school.

- Parents have been given clear direction that they must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- All school staff have been given clear direction to provide a health screening report daily BEFORE arriving to work, indicating they are in good health to enter the building.

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b>
<b>Parents or caregivers must keep their child at home.</b>	<b>Staff must be excluded from work and stay home.</b>
The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.	Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.
<b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b>
<b>Staff must take the following steps:</b>	<b>Staff should go home as soon as possible.</b>
<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 distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with 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 used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact 811 or the local public health unit to notify them of a potential case and seek further input.</li> </ol>	If unable to leave immediately: <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> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further input.</li> </ol>
<b>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</b>	
<b>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</b>	

#### **STEP 4 – DEVELOP COMMUNICATION PLANS AND TRAINING**

- Staff, students, and parents are trained in school policies and procedures.
- All workers are aware of the policy for staying home when sick.
- We have posted signage in the school, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrances indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Administrators have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Communication with staff is conducted through on-site meetings, emails, Whatsapp group chat messages, virtual zoom meetings.
- Train staff on workplace policies and procedures:
  - Initial changes/expectations communicated to staff prior to first day of return to work.
  - Review of safety plan on first day back to see if any changes need to occur
  - Administration will field questions and concerns about the safety plan and adjust if needed
  - Changes/adjustments to Safety Plan will be updated accordingly and communicated to all stakeholders.
- All workers received information about staying home when sick
- All staff are required to fill out google form to assess for symptoms of Covid-19 BEFORE they enter the school building
- [Occupancy Posters](#) - Administration to post occupancy posters at the entrance of all rooms in the school.
- [Handwashing Posters](#) - As stated above, teachers post handwashing posters in classrooms and the Administration post at all other sinks.
- Post signs to restrict entrance of people to the building if showing symptoms - [Symptoms poster](#)
- Administration will monitor safety measures in the school.
- Daily communication with staff
- Administration will send staff daily emails regarding updates to policies, procedures, ministry documents or developments regarding Covid-19
- Records will be kept of inspections, cleaning schedules, health reports, etc.

#### **STEP 5 – MONITOR YOUR WORKPLACE AND UPDATE PLANS AS NECESSARY**

- Things may change as school gets up and running. New areas of concern will be monitored and identified, and adjusted as necessary.
- Procedures and policies will be updated as necessary.
- Protocol is in place so workers know who to go to with health and safety concerns.

- When resolving safety issues, proper authorities (MoE, Provincial Health Officer, Worksafe) will be consulted.
- Administration will review safety plan regularly and update as needed.

### **STEP 6 – ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS**

- Since St. Paul school has not had any students and only minimal staff attend in person since March 13, 2020, risks from restarting a “typical” school day may need to be assessed.
- New staff are not a concern/consideration as of June 1<sup>st</sup>. All staff are returning staff members.
- If new staff were to join, they will be asked to review the safety plan independently.
- Administration will review safety plan with new staff.
- Administration will work with new staff member to ensure understanding and compliance.

