



ST. PAUL SCHOOL
COVID-19 SAFETY PLAN

AUGUST 2020

September 2020 Return to School

In September 2020 all schools in British Columbia will start up in Stage 2 with the goal of maximizing in-class instruction for all students within the revised public health guidelines to reduce the risk of COVID-19 transmission. Having students in the classroom helps to minimize learning gaps and provide the academic, social and emotional supports essential for learning. Schools and school districts will also have the necessary plans in place to be able to shift quickly between stages if and when required.

The Ministry of Education Five Stage Framework for K-12 includes comprehensive COVID-19 health and safety measures and aligns with B.C.'s Restart Plan. Based on new public health guidance for K-12 schools from the Provincial Health Officer, the Five Stages have been updated to outline expectations for B.C. elementary, middle and secondary schools for the 2020/21 school year. This includes organizing students into cohorts (Learning Groups) to help limit contact and potential exposure.

This COVID-19 Safety Plan outlines the process to resuming full operations at St. Paul School in September 2020. The Ministry of Education, Worksafe BC, and the Provincial Health Officer have deemed it safe to resume full time in-class learning for all Kindergarten to Gr. 7 students in British Columbia schools beginning Sept. 10, 2020.

St. Paul School will work with public health agencies for case finding, contact tracing and outbreak management according to the resources below. St. Paul School will give a notification of illness of staff or students only under the direction of Public Health.

This document was created with guidance from the following documents:

[K-12 Education Restart Plan](#)

[Public Health Guidance for K-12 Schools](#)

[Operational Guidelines for School Districts and Independent Schools](#)

[Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#)

<https://gov.bc.ca/covid19returntoschool>

[Worksafe BC](#)

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.

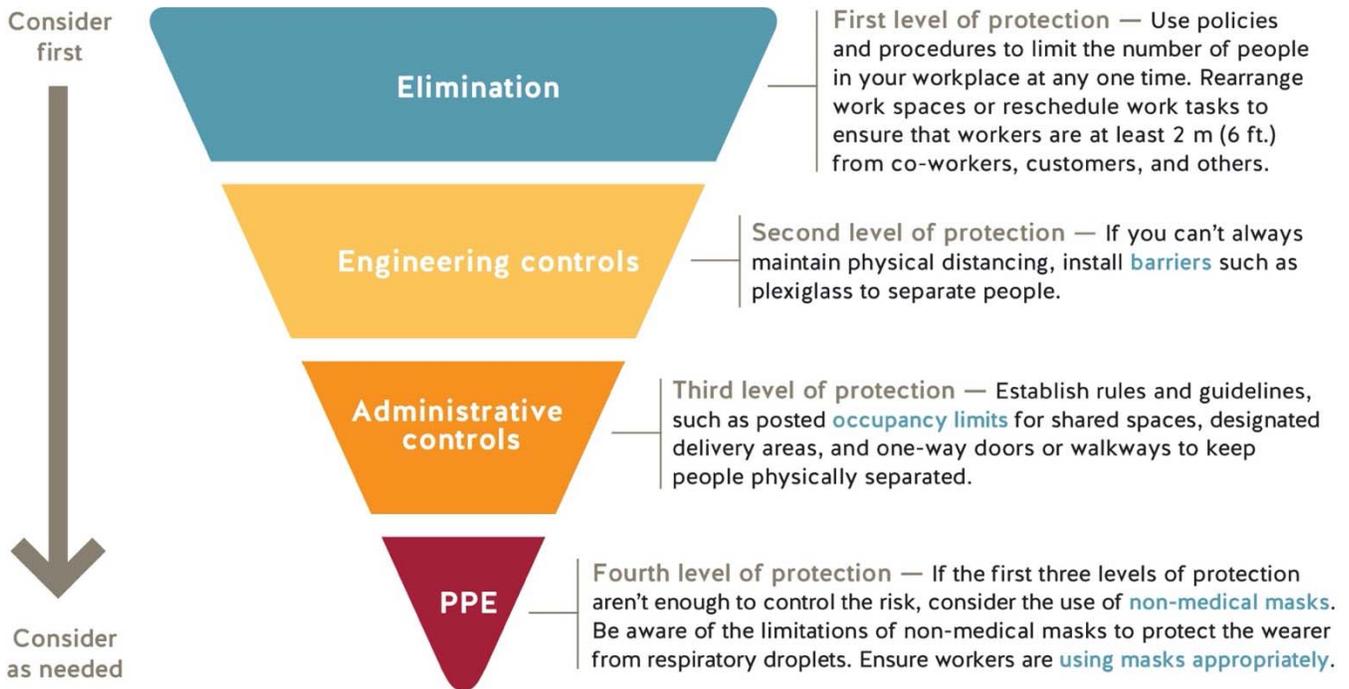
Higher Risk Areas have been identified according to methods of transmission outlined above.

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.

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
- Learning cohorts of no more than 60 have been created to minimize student/staff interaction.
- Measures are in place, where feasible, to reduce physical contact within cohorts, and maintain physical distance between cohorts.
- Mass gatherings of over 50 are prohibited.
- Large assemblies (over 50) of staff and students are not held, except within learning cohorts of 60.
- **School Gatherings:** There will be NO large school gatherings like Friday assemblies or school-wide Masses at this time. Classes may ask to participate in class Masses in the church, or invite the priests to their classrooms. If a parent needs to meet with the teacher, consider a phone call or virtual meeting using Zoom.
- Some staff meetings may take place in the gym or may be held virtually. If a staff meeting takes place in person, all staff are encouraged to wear face masks.
- Reduced seating available in larger spaces. (staffroom, library, etc.)
- Staggered exit and entry schedule for recess breaks according to learning cohort.
- Staggered drop off/pick up procedures for students. Parents are not permitted to exit vehicle during drop off or pick up process. Students wait in car until 5 mins before class. Students go immediately to car once dismissed. No gathering/playing on playground before or after school.

- Student arrival/dismissal times have been rescheduled to allow for minimized interaction between learning cohorts.
- **There will be NO before or after school supervision.** Students are dropped off within the assigned arrival window of time, and are picked up within the assigned dismissal window of time.
- Learning cohorts have assigned times and play zones for recess breaks.
- 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, unless in same cohort.
- Students taken outside as often as possible, within learning cohorts.

ENGINEERING CONTROLS – Second Level of Protection:

- A plexiglass barrier has been installed in the main office reception area, as well as the library main desk, and Learning Support department.
- We have included barrier cleaning in our daily protocol.
- The barriers are safely installed and do 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/physical contact, hand hygiene, use of masks, 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.
- Students are not to share food (even for birthdays or special occasions.) Food may be ordered from a restaurant for staff events. If ordering from a restaurant, food must be prepared in individually wrapped containers. Restaurants MUST use the B.C. WorkSafe guidelines for food preparation.
- Staff will be able to use materials such as coffee maker, refrigerator and microwave if they treat them as high touch surfaces and wash their hand before and after using them. If using a shared coffee urn or tea kettle ALWAYS use a freshly washed cup. All shared plates, cups and utensils

must be washed in the dishwasher. The person unloading the dishwasher must thoroughly wash their hands before unloading the dishwasher.

- Staff are asked to be mindful when leaving the school for breaks or work so they can help Public Health with contact tracing in the event of an outbreak. When returning to school, staff are asked to use the hand sanitizing station before entering the school.
- Students are expected to interact with people only in their learning groups most of the time. There will be no buddy group activities at this time. Adults and students **MUST** maintain a 2-metre distance when interacting with people outside their learning groups. Specialist teachers (French, Music, PE) will maintain a 2-metre distance from the students in each class. The PE teacher will take students outside as much as possible and only use the gym during inclement weather. Learning resource teachers will deliver their programs in the learning resource rooms and **MUST** maintain a 2-metre distance from students and each other. Educational assistants working with students outside their learning group must maintain a 2-metre distance from the students and each other.

PPE – Fourth Level of Protection

- Information has been reviewed on selecting and using masks.
- Staff and students will wear masks and maintain physical distancing of 2 metres when interacting with individuals outside of their cohort.
- We understand the limitations of masks to protect the wearer from respiratory droplets.
- We have trained workers in the proper use of masks.
- Personal protective equipment, such as masks and gloves are not required, beyond those used by the staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- 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. If student is in the staff member's cohort, **no additional personal protective equipment beyond normal universal precautions are required.**
- **MASKS:** Wearing a mask is a personal choice for students and staff. Non-medical masks are encouraged when physical distancing cannot be maintained when interacting with others outside of the learning group. Staff that are working with students from multiple learning groups are encouraged to wear a mask even when outside on supervision. Everyone who chooses to wear or not wear a mask must be treated with respect. Students will be asked to bring a mask to school in case they develop symptoms while they are at school. If a student requires a mask and does not have one, the school will provide a disposable mask. Staff can be provided with two reusable masks if they choose. Masks, gloves, gowns and face shields are available to staff.

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, washroom, 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 for elementary schools such as masks and gloves are not needed, but are encouraged when interacting outside of the learning group.
- Hygiene Posters are posted in all classrooms and common areas
- [cleaning posters](#) are posted in upstairs and downstairs janitorial rooms.
- Cleaning staff are provided with substances for cleaning and disinfecting.
- Cleaning staff are provided with gloves.
- Cleaning staff have been instructed to wash their hands after cleaning.
- Custodial staff will do a deep clean at the end of each day
- Cleaning will include the plexiglass barriers in the office, library, and Learning Resource department.
- 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 twice a 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 are provided with cleaning products for their classrooms.
- All cleaning products must be kept out of reach of their students.
- Classroom teachers have removed fabric-covered items, soft items, stuffed animals, cardboard puzzles, area carpets, and any item that cannot be easily cleaned.
- There is no evidence that the virus can be spread by paper products. Paper and paper-covered books can be given to students. Students can submit paper assignments to teachers.
- 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.
- Staff will ask students to keep their backpacks with lunches beside their desks. Locker use will be minimized.
- Staff will disinfect tables before and after students eat lunch.
- Clean and disinfect first aid room cot prior to use and after it is 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.

- **Student supplies and equipment:** Locker use will be minimal, and teachers will ensure staggered visits to lockers when needed. Teachers are encouraged to assign student supplies and learning materials that will only be used by them and are clearly labelled. **Parents must label all personal items coming from home including water bottles, lunch kits and containers, backpacks, clothing and all school supplies. Students must bring labelled water bottles to school as all water fountains are disconnected. Parents are asked to limit the materials from home to one backpack to ease classroom clutter.** Parents are encouraged to pack extra socks and uniforms as PE classes and recess breaks will take place outside as often as is possible.
- **Continuity of Learning:** If a student needs to stay home because they are experiencing Covid-19 symptoms, or have a confirmed case of Covid-19 and are feeling well enough to study, these students will continue to have learning opportunities. Teachers will post assignments on Google Classroom or Class Dojo. Students may also have the opportunity to participate with the class using the Zoom conferencing tool. If the student has an IEP, they have the option of receiving supports remotely.

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 have posted [handwashing posters](#) by the sink and administration has posted 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.

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.
- 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 have posted posters in all classrooms. Administrators have posted 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>
IF STUDENT DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
<p>Parents or caregivers must keep their child at home.</p> <p>The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p>	<p>Staff must be excluded from work and stay home.</p> <p>Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p>
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 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. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 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). 8. Contact 811 or the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 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). 5. If concerned, contact 8-1-1 or the local public health unit to seek further input.
<p>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.</p>	

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 prior to Sept. 10th, 2020 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 complete self-assessment health form to assess for symptoms of Covid-19 BEFORE they enter the school building each day.
- [Occupancy Posters](#) - Administration has posted 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.
- Signs have been posted 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.

