

Communicable Disease Prevention Plan for Sacred Heart School

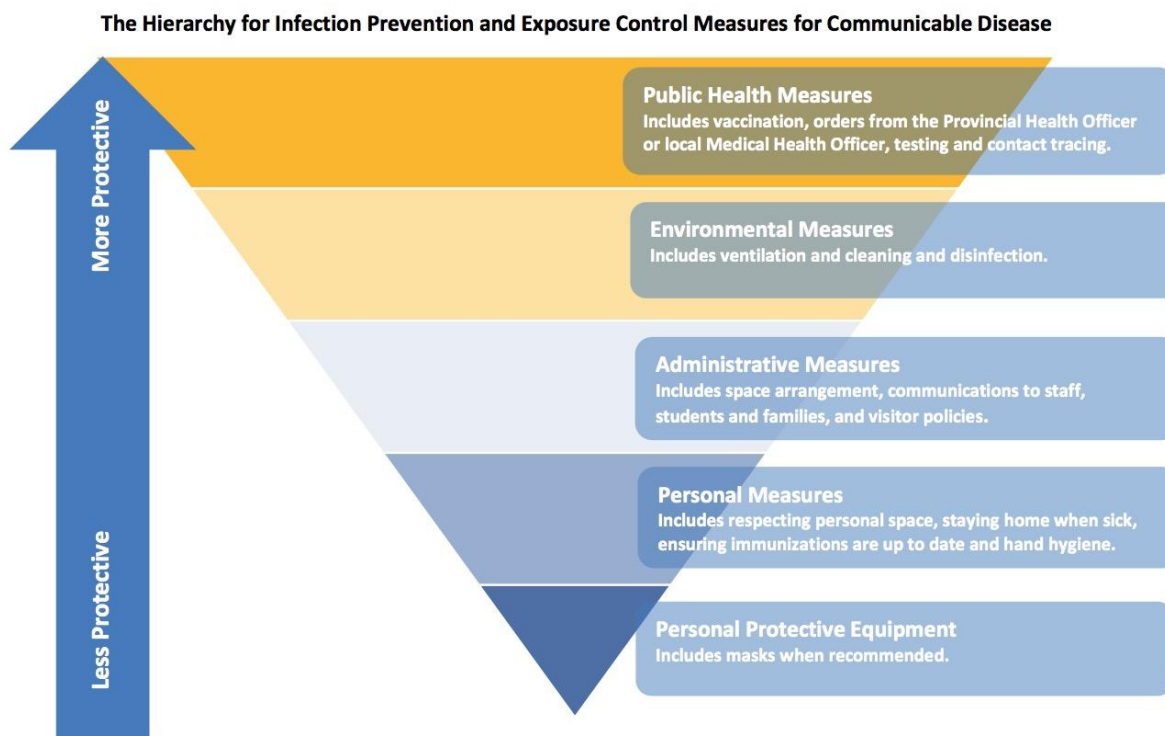
April 27, 2022

Introduction

The school supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, as a part of a student's education, provides the opportunity for peer engagement, which supports social and emotional development as well as overall wellness. It also provides many students access to programs and services that are integral to their overall health and well-being.

Based on guidance from the BC Centre for Disease Control and experience to date within B.C. and other jurisdictions showing schools as low-risk sites for COVID-19 transmission, even with increased risk of COVID-19 in some communities, K-12 students can participate in full-time, in-class instruction in accordance with current public health guidelines for schools.

On August 24th, 2021, the province implemented new guidelines for the creation of a Communicable Disease Prevention Plan (previously known as Safety Plans) such as [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#), the [Public Health Communicable Disease Guidance for K-12 Schools](#). In addition, we work with the guidelines created by WorkSafe such as [Communicable Disease Prevention: A Guide for Employers](#) to create our current plans.



Risk Assessment

To create this safety plan, the CISVA superintendent's office, Sacred Heart administration, the leadership team that acts as the Joint Health and Safety Committee at Sacred Heart and parents (PEC) were consulted in the creation of this document. In the creation of this plan, we considered the areas that people gather, activities that bring people in close contact as well as equipment and supplies used for teaching and learning and high-frequency touch surfaces.

Public Health Measures

Keeping Current

The principal and vice-principal review documents sent from the Public Health Officer, the Superintendent's Office and FISA to ensure practices and procedures are current. New information is communicated through Friday letters to parents, Monday Memos to staff, PEC and staff meetings in addition to Leadership Team / Joint Health and Safety Committees and Sub Team Meetings.

Vaccines

Students ages 5 and up and all staff are encouraged to get vaccinated to prevent the spread of Covid-19. People aged 5 and older who are vaccinated have decreased risk of contracting Covid-19, have milder symptoms, and are less likely to spread Covid-19 to other people. Most Covid-19 cases, hospitalizations and deaths are now among unvaccinated adults. According to the BC Centre for Disease Control, children under 5 who are not currently eligible to be vaccinated continue to be less likely to get and spread COVID-19 and have a low risk of serious outcomes if they do get COVID-19.

Attendance Records

- The office will communicate attendance records to the Ministry of Education using MyEd

Environmental Measures

Ventilation

- Classes are encouraged to take students outside for learning, eating and playing.
- Staff are encouraged to open windows as weather permits.
- In times of extreme heat, the school has a working air conditioning system.
- During times of wildfire smoke, windows will be closed and air will be filtered with the air circulation system.
- The air circulation system uses the highest available filters (MERV 13) and the filters are changed regularly throughout the year.
- The air circulation system is regularly serviced (approximately 4 times a year)
- If a fan must be used, it must move from high to low instead of across blowing air from one person's breathing space to another. Avoid horizontal cross breezes.

Cleaning and Disinfecting

- Schools are cleaned according to the [BCCDC's Cleaning and Disinfectants for Public Settings Document](#).
- Always wash hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Dishwasher-safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle.
- Clean and disinfect frequently touched surfaces at least once a day
- Empty garbage cans once a day.
- Clean and disinfect surfaces that are visibly dirty
- Wear gloves when cleaning bodily fluids (wash hands before and after)
- If a student shows symptoms of Covid-19, clean all equipment the student may have touched (desk, chair, chrome book etc.)

Administrative Measures

Gatherings and Events

- Schools can resume all types of gatherings and events without specific capacity limits for disease prevention.

Space Arrangement

- Schools can use classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.
- Kindergarten students start school at 9:00 am and are dismissed at 2:50 pm except on Wednesdays where they will be dismissed at 1:50 pm.
- Students will be dismissed at 3:00 pm except on Wednesday where they will be dismissed at 2:00 pm and will exit via assigned doors.
- Students no longer need to wait in learning groups.
- Students will not be staying after school (inside or playground) unless they are part of an extracurricular program or club.
- The library and computer lab will be closed for before and after-school activities and recess unless it is a scheduled extracurricular program or club.
- School entrance and exit doors
 - Kindergarten doors
 - Classes K, Ka 9:00 start time, 2:50 dismissal, (1:50 on Wednesdays)
 - Classes 7, 6a, 5, 5a
 - Front doors
 - Classes 2, 2a, 1, 1a, 3a
 - Back doors
 - Classes 6, 7a, 4, 4a, 3

- We will have staggered recess times that are in zones. See chart below. The playground zone will now include ONE basketball court that is closest to the playground. The blacktop zone will include ONE basketball court closest to the blacktop area.
- Students will exit and enter these doors for recess:
 - Kindergarten doors
 - Classes K, Ka, 1
 - Classes 7, 6a, 5 (use kindergarten staircase)
 - Back doors
 - Class 3, 3a and 1a (class 3a use back door staircase)
 - Classes 7a, 6 (use back door staircase)
 - Front doors
 - Classes 2 and 2a
 - Classes 5a, 4 and 4a (use middle staircase)
- There will be arrows on floors to help with the flow of traffic
- Outside of recess times, the centre staircase will be for going up and the side staircases will be for going down
- Classes are encouraged to go outside for learning, eating and playing

	Monday	Tuesday	Wednesday	Thursday	Friday
10:15 - 10:30 4,5,6,7	4 Playground 5 N. Field 6 Black Top 7 S. Field	4 N. Field 5 Black Top 6 Playground 7 S Field	4 Black Top 5 Playground 6 S. Field 7 N. Field	4 Playground 5 S. Field 6 N. Field 7 Black Top	4 Blacktop 5 S. Field 6 N. Field 7 Playground
10:35 - 10:50 K,1,2,3	K S. Field 1 N. Field 2 Black Top 3 Playground	K N. Field 1 Black Top 2 Playground 3 S. Field	K Black Top 1 Playground 2 S. Field 3 N. Field	K Playground 1 S. Field 2 N. Field 3 Black Top	K Playground 1 N. Field 2 Black Top 3. S. Field
12:00 - 12:30 4,5,6,7	4 Playground 5 N. Field 6 Black Top 7 S. Field	4 N. Field 5 Black Top 6 Playground 7 S Field	4 Black Top 5 Playground 6 S. Field 7 N. Field	4 Playground 5 S. Field 6 N. Field 7 Black Top	4 Blacktop 5 S. Field 6 N. Field 7 Playground
12:35 - 1:05 K,1,2,3	K S. Field 1 N. Field 2 Black Top 3 Playground	K N. Field 1 Black Top 2 Playground 3 S. Field	K Black Top 1 Playground 2 S. Field 3 N. Field	K Playground 1 S. Field 2 N. Field 3 Black Top	K Playground 1 N. Field 2 Black Top 3 S. Field

Fire Exits

Fire exits will be the same as noted on the posters in each room of the school. The last student will close the door to the classroom during a fire or earthquake. **The Communicable Disease Prevention Plan will be suspended in the case of an actual emergency to ensure a time, efficient and safe response.**

Visitors

- Must be aware of the communicable disease prevention plan, stay home when sick and practice hand and respiratory hygiene.

Curriculum, Programs and Activities

- Equipment that touches the mouth should NOT be shared unless washed between uses
- Students must wash their hands before and after using shared equipment, laminated books or toys
- There is no evidence that Covid-19 is spread via paper or books
- Soft objects, fabrics, items that can't be cleaned often (sand, foam, playdough) CAN be used
- Students can sing inside
- PE classes are encouraged to be outside.
- Playgrounds are a safe environment. Students must sanitize their hands before and after using playground equipment.
- Theatre, film, dance and choir can continue. Students must wash their hands before and after touching shared equipment. Equipment needs to be washed once a day.
- The computer lab will NOT be open.
- Library books can be borrowed from the library by the teacher. Laminated books need to be disinfected before returning them to the library. Students need to wash their hands before and after using shared books. The library will remain closed.
- Students need to sanitize their hands before and after using shared equipment.
- Chromebooks and iPads will be shared by grade. Chromebooks and iPads need to be sanitized once a day. Students need to wash their hands before and after using shared equipment.
- Carpets and rugs can be used for circle time. Have students wash or sanitize their hands before and after use.
- Read Well will occur in the computer lab.

School Sports

- Intra and inter-school sports can continue

Field Trips

- Follow Communicable Disease Prevention Plan
- Choose venues that align with school policies and do not prevent people from attending due to additional restrictions at the venue.

Overnight Camps

- See Guidelines for [BC camps association](#)

Transportation

- People must wash or sanitize their hands before or after using the bus or carpool
- Open windows on bus or carpool weather permitting
- Clean frequently touched surfaces in a bus or carpool once a day
- Encourage walking, biking as much as possible
- Set vehicles ventilation to bring in fresh air from outside and do NOT recirculate the air

Food

- All people preparing food must have taken Foodsafe Level 1
- People are NOT to share food or drink
- Individually prepackaged healthy snacks or meals can be distributed if prepared by a person who has taken Foodsafe training
- Parents can bring in individually prepackaged food for birthdays or class events if the food was prepared by someone with Foodsafe training (ie. food processing company, restaurant or bakery) Parents CANNOT make food at home and prepackage treats.

Water Fountains

- Students are encouraged to bring water bottles from home
- Students will have access to water fountains

Washrooms

- Staff can use any staff washroom
- Students can use either upstairs or downstairs washrooms and must adhere to occupancy limits for each area
- Staff and students need to wash their hands before and after using the washroom

Personal Measures

Health Awareness

- Health Awareness Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. This includes a person checking regularly they (or their child) are not experiencing symptoms of illness (including but not limited to COVID-19 symptoms) to ensure they are not coming to school when they are sick (including if they are unable to participate fully in regular activities due to symptoms of illness).

What to do when sick

- Students, staff and other adults should follow public health guidance and/or the recommendation of their health care provider when they are sick. Information specific to COVID-19 is available from [BCCDC](https://www.bccdc.ca).

Symptoms Develop at School

- If a student develops symptoms at school, they can wait for their parents to pick them up in the sick room.
- Students must wear a mask if they can tolerate it.
- All materials that the student touched must be disinfected.

Returning to School

- All staff and students must stay home when sick
- Students/staff may go to school/work if someone in their household is sick
- Students/staff must listen to directions from Public Health regarding self-isolation and return to school if someone in their household tested positive for Covid-19

Protocols for Managing Illness and Exposures at School

The administration will take direction from Public Health regarding communication of Covid cases in the school according to [Covid-19 Protocols for School and District Administrators and Staff](#).

Hand Hygiene

Washing hands for 20 seconds with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs from objects, surfaces, food and people. Parents and staff can teach and reinforce these practices among students. If sinks are not available (e.g., students and staff are outdoors), use an alcohol-based hand rub containing at least 60% alcohol. Here is a list of [approved hand sanitizers](#). If hands are visibly dirty, washing hands with soap and water is more effective than hand sanitizer.

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

Respiratory Etiquette

Students and staff should:

- 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

Personal Protective Equipment

Masks for Students, Staff and Visitors

Wearing a mask is a personal choice. Schools should have masks available for those who forgot their masks and would like to wear one. Schools should have masks available for those who get sick. Provide a supportive environment by treating individual choices with respect.

Face Shields

Face shields are a form of eye protection for the person wearing it. It may not prevent the spread of droplets from the wearer. Face shields should not be worn in place of masks except for those communicating using lip reading, when visual cues are essential, or when people may be unable to wear a mask.

Students with Disabilities and Diverse Abilities

Follow a student's care plan. No additional personal protective equipment is needed beyond the scope of the care plan. In-class instruction may not be suitable for some children (or families) with severe immune compromise or medical complexity, which should be determined on a case-by-case basis with a medical care provider. Districts should follow regular practices for those needing alternative learning arrangements due to immune compromise or medical complexity to ensure access to learning and supports.

School Supportive Environments

Personal Prevention Practices

- Staff will model and review prevention practices outlined in this document with students
- Signage will be posted
- Staff should utilize positive and inclusive approaches to engage students in preventive practices and should not employ measures that are punitive or stigmatizing in nature

Personal Space

- Staff should also utilize a trauma-informed lens when planning school activities (e.g. gatherings and events) and interacting with other staff and students, including considerations around respecting others personal space
- Staff and students should be encouraged to respect others personal space (the distance from which a person feels comfortable being next to another person).

First Aid

All members who are trained to give first aid are aware of the [OFAA protocols](#) for first aid during a pandemic.

Working Alone and Remote Policies

Staff are encouraged to stay home when sick.

All staff working remotely are required to contact the administration by 7:00 am so the information can be added to the Daily Updates staff memo. Staff who are working alone are required to contact the office two additional times (by noon and 3:30).

Any staff working in the school after 5:00 pm on weekdays and any time on weekends are required to contact the administration when they arrive at school and when they are in their car and about to leave the school property.

Violence Prevention Program

Any students who demonstrate aggressive behaviour have a functional behaviour assessment, Behaviour Plan and a Safety Plan that is signed by all employees who may have contact with the potentially aggressive student. Staff are trained in CPI protocols (Crisis Prevention and Intervention). The latest training was on September 3rd, 2020.

Communication Plans and Training

Staff receive training before the students return to classes. Staff have an opportunity to bring questions to the administration or the leadership team. The administration will monitor staff and students to ensure that the Communicable Disease Prevention Plan is being followed. The Communicable Disease Prevention Plan will be emailed to parents and staff as well as posted on the website. The office staff will put up clear signage regarding handwashing, occupancy limits, cleaning protocols, social distancing and respiratory etiquette.

Monitor the workplace and update plans as necessary

The Leadership Team acts as the Joint Health and Safety Committee at Sacred Heart School. Communication flows from Sub Teams to the Leadership Team and Administration. All staff can either bring up concerns to Sub Team leaders or go directly to the administration. Issues are addressed at leadership team meetings which occur twice a month at a minimum. The administration communicates updates to the staff in the Monday Memo and the parents in weekly newsletters or as needed.

Training

All new staff or staff in new roles will be asked to review the Communicable Disease Prevention Plan independently. The administration will review procedures with the new staff and field any questions and concerns.