



# Kildala Communicable Disease Prevention Plan

Revised: January 7, 2022

## Step 1: Understand the risk

*Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.*

Disease-related information issued by the regional medical health officer, or the provincial health office, is reviewed by the district leadership team, which includes the superintendent, secretary treasurer, directors, and principals/vice-principals. The team meets as often as required.

Information and direction on measures is emailed to school administrators, and staff.

Information is posted on the district's website in a timely fashion.

## Step 2: Implement measures, practices, and policies to reduce the risk

*Use existing policies, and collective agreements to support staff who have symptoms of communicable disease, so they can avoid being in the workplace when sick.*

## Overall

Staff and students are reminded of their responsibilities to complete a daily health check. Staff and students are regularly reminded to stay home when they are sick, and are provided with resources on what to do when they are sick (e.g. the BC Self-Assessment Tool app).

Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school.

Health care provider notes are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

The school district supports employees in receiving vaccinations.

School district personnel will ensure that all provincial health office, or ministry health office orders, guidance, recommendations, and notices, local or provincial, will be followed.

WorkSafeBC protocols will be implemented as necessary

## Attendance & Record Keeping

Staff will complete a daily health check as they sign in each morning, in the sign in book on the office counter.

Visitors will sign in and complete a daily health check on the clipboard on table by the front entrance. Visitors will be made aware of the school's communicable disease plan through signage and copies of the plan available upon entry.

Student attendance is taken daily into MYED.

Daily attendance records will be kept for 45 days minimum.

## Hand Hygiene

Hand hygiene facilities are available and accessible throughout buildings, and are well maintained. In addition, alcohol based hand sanitizer is provided at entrances, and throughout schools. Hand driers will be accessible



The district will ensure that hand hygiene supplies are well stocked at all times, including soap, paper towels, and hand sanitizer.

The district promotes the importance of diligent hand hygiene to staff, and students regularly.

Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes.

## Space Arrangement

In indoor spaces, people will have enough room to carry out intended activities without involuntary physical contact and all available space is used. People will be spread out and room capacity limits will not be exceeded.

Entry and exit doors and stairwells have been assigned to minimize traffic during bell and break times and directional arrows are on the floors.

## Staff Specific Considerations

WorkSafe BC guidance for workplaces is used to determine measures for staff-only spaces within a school.

Staff-only gatherings will occur in line with those permitted as per relevant public health recommendations and staff will attend virtually.

## Curriculum, Programs and Activities

For music, students will be spread out in the space available. Musical instruments will not be shared, and wind instruments have a shield over the openings. They will be cleaned regularly.

Students will hand sanitize/wash before and after PE. Masks will remain on for all students except during rigorous activity. PE will be held outdoors when possible.

Local field trips will be in line with public health recommendations and orders.

## Food Services

Our breakfast club program will follow food safety practices and students will be spaced out using the space the lunch room offers.

Water fountains will be operational; water bottles are encouraged.

## Community Use of Schools

Community use of school facilities is aligned with related public health guidance, recommendations and orders. They will have their own Communicable Disease Prevention Plan as well.

## Personal Health Measures

Staff, parents and students are regularly reminded via school newsletters, school website and Facebook page to complete a Daily Health Check and stay home if sick. They are encouraged to call 811 if showing symptoms or contact their doctor.

Parents will be called if a student is sick at school, they will be brought to the medical room to wait for pickup. Once student is feeling better, they are able to return to school, a doctor's note is not needed.

Hand cleaning will be done numerous times throughout the day, see Appendix B

Staff, any adults within the school, and all students will wear a non-medical mask.

Masks are available for anyone needing one.



## Supportive School Environments

Signage, daily reminders and routines are in place to support the practice of personal hand hygiene and respiratory etiquette, (coughing into your arm, washing hands after sneezing, etc).

Signage and floor markers are placed to remind staff and students to respect others personal space.

Positive and inclusive approaches identified to support students' personal prevention practices.

## Cleaning

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Practices are in place to clean and disinfect frequently touched surfaces when they are visibly dirty. Other general cleaning occurs in line with regular practices.

Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.

Our school custodians are responsible for the cleaning. They have appropriate supplies, and have the Building Service Worker 1 & 2 training.

## Building Ventilation

All HVAC systems are operated, and maintained as per standards and specifications. Buildings are monitored, and preventative maintenance systems are in place to ensure systems are working properly. HVAC programming has been modified to increase fresh air input prior to and during building occupancy whenever possible.

Portable air conditioners, and fans are not normally used, if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open windows when weather permits, if it does not impact the functioning of ventilation systems.

Risk mitigation strategies are identified for excessive heat events or times of poor air quality.

## Transportation

General cleaning occurs in line with regular practices. Practices are in place to encourage bus drivers, and passengers to practice hand hygiene before and after trips. If empty seats are available, passengers are to spread out. When weather allows windows are to be open.

Bus drivers, adult volunteers, and visitors, and all students must wear masks according to the guidelines, or applicable public health orders/recommendations.

## Step 3: Communicate measures, practices, and policies

***Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices, and policies for managing communicable disease.***

Processes are in place to ensure itinerant staff, teachers on-call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times, including the daily health check, to stay home when sick.

Signage is up, and check in at the school office is required. Information is posted on the district and school websites.



Staff are kept abreast of changes through the start of year orientation session, email, and staff meetings.

Staff, adult volunteers, visitors, and all students in “bricks and mortar” schools must wear a non-medical mask or face covering (a “mask”) according to the guidelines or applicable public health orders/recommendations.

Masks are available for those who have forgotten theirs.

## **Step 4: Monitor your workplace and update your plan as necessary**

*Continually evaluate and update your plan to reflect changing risk levels and work practices.*

Site joint health and safety committees are kept informed of ongoing evaluation of measures, practices, and policies through their school principal. The district joint health and safety committee works closely with the secretary treasurer, and are kept informed through them.

Workers escalate health and safety concerns through their site joint health and safety committee members.

Administrators constantly monitor that measures, policies, and practices are being followed through their site joint health and safety committees, staff meetings.

Workplace inspections and ongoing supervision, are used to ensure measures are functioning properly, and being followed, and maintained.

Individual employees are reminded to monitor their workplace, and risk level.

Plans will be updated to reflect changes as they occur.

Employees are made aware of the process required to raise health and safety concerns.

## Appendixes:

- A. How to Use a Mask
- B. When to Perform Hand Hygiene
- C. Prevent the Spread
- D. Coughs and Sneezes
- E. Room Occupancy
- F. Daily Health Check

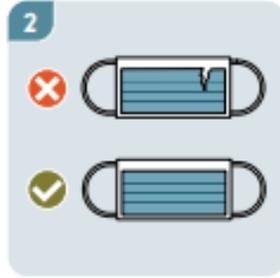


## APPENDIX: A - How to Use a Mask

### Prevent the spread of communicable disease: How to use a mask



1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



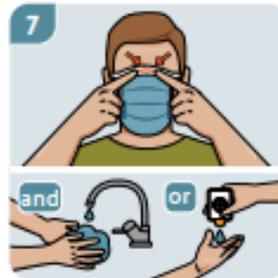
4 Put the mask over your face. If there is a metallic strip, press it to fit the bridge of your nose.



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose. Wash your hands again.

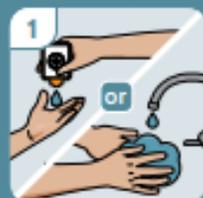


8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse it. Follow the correct procedure for removing the mask.

#### Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.



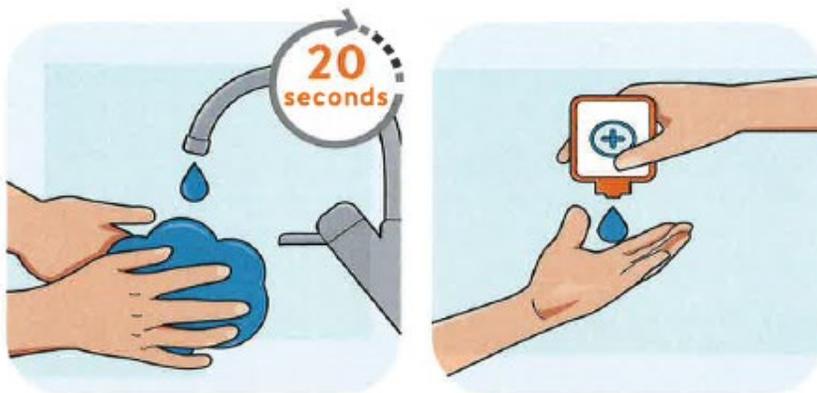
## APPENDIX B – When to Perform Hand Hygiene

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



## APPENDIX C – Prevent the Spread

# Prevent the spread of communicable disease



**Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.**

### **Wash your hands:**

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment



APPENDIX D - Coughs and Sneezes

# Prevent the spread of communicable disease

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.



**APPENDIX E - Room Occupancy**

# Prevent the spread of communicable disease

In order to reduce the spread of communicable disease, we are limiting the number of people in this space.

**Address/room/space:**

\_\_\_\_\_

**Occupancy limit: \_\_\_\_\_ people**



## APPENDIX F – Daily Health Check

 <b>DAILY HEALTH CHECK</b>	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C) Chills Cough Difficulty breathing Loss of sense of smell or taste	<p><b>If yes to 1 or more of these symptoms:</b> Stay home and get a health assessment.</p> <p>Contact a health care provider or 8-1-1 about your symptoms and next steps.</p>
OTHER SYMPTOMS	WHAT TO DO
Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea and vomiting Diarrhea	<p><b>If yes to 1 symptom:</b> Stay home until you feel better.</p> <p><b>If yes to 2 or more of these symptoms:</b> Stay home for 24 hours.</p> <p>If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.</p>
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	<p><b>If yes:</b> All students and staff who have travelled outside of Canada are required to <b>self-quarantine</b> for 14 days after arrival under both provincial and federal orders.</p> <p>This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before they are scheduled to attend school to adhere to the self-quarantine orders. Additional information is available <a href="#">here</a>.</p>
CLOSE CONTACT	WHAT TO DO
Have you been contacted by public health and notified that you are a close contact of a person confirmed to have COVID-19?	<p><b>If yes:</b> Please follow the instructions provided by Public Health.</p> <p>You can call 8-1-1 anytime to get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.</p>

Check your symptoms with the [K-12 Health Check](#). If you have any questions, or the symptoms get worse, contact your healthcare provider, or call 8-1-1. For more information on COVID-19, please go to [www.bccdc.ca](http://www.bccdc.ca). If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.

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