



Thornhill Elementary School Communicable Disease Prevention Plan



Updated: January 4, 2021

- Maintain a healthy and safe environment for all students, and employees
- social distancing when interacting with others
- Provide the services needed to support all children

Students Entering Thornhill Elementary

- If they are ill or have any symptoms, they need to stay home from school. If symptoms develop while they are at school, parents/guardians will be contacted immediately. The student will wait for parent pickup in the first aid room off the main office. When parent/guardian arrives, staff will escort the student to the front entrance where they will meet their parent/guardian outside of the building.
- All students will enter and exit through their assigned mudrooms. They will line up, practicing distancing as they wait to enter the building. 8:55 the warning bell will ring and students will be let into the building.
- Students should not be dropped off any earlier than 8:45 (except for bus students)
- Only use your assigned door, unless there is an emergency.
- As students enter the building, they will wash hands/use sanitizer.

Staff Entering Thornhill Elementary

- All staff will enter and exit through the main front doors. Do not enter or go out any other door unless an emergency.
- All staff members must sign off on the daily health check located at the sign in table.
- Please wipe down the door handles after you enter and wash your hands/use sanitizer when you enter the building.

Sign in Table. This is required data in the event of a confirmed Covid-19 case.

- Please use your own writing utensil or wipe down the pen before and after use/ use sanitizer before and after use.
- List the areas you intend on occupying and update those areas you did visit when you leave the building.



Public Entering

- Sign will be posted on the door asking any public to call 250- 635-5082.
- Parents will need to make an appointment to enter the school
- Visitors to the school will be limited to those who are supporting learning/Well-being
- **All guest/visitors to the building must wear a mask**
- Do not enter signs will be posted on all exterior doors.

In the rare case of public access, a sign in and sign out will be required. Public will only be allowed in the front area in these cases.

- Hand sanitizer before entering the school

Physical Distancing

- Signage put up at front doors. Please read and follow the recommendations as set by the BC Health Authority.
- Please maintain at least a 2 metre physical distance between staff.
- Physical distancing should be encouraged, but a two metre physical distance does not need to be maintained.
- Desks and tables will be set up, allowing the maximum distancing within the classrooms. Seating will be labeled and students will only sit at their spot while in the classroom
- Physical distancing in the hallway will be followed as much as possible with arrows on the floor identifying 1.5-meter distances. We recognize that maintaining this 1.5 metre distance throughout the day with children is difficult and emphasis will be placed on hand hygiene and no physical contact.

Common Areas/Equipment

- Computer room will be open.
- Libraries will be open with social distancing protocols in place
- Students can keep books in their desk or in book bins that only they use.
- All soft surface items will be removed from or stored out of use in the classrooms.
- Water fountains are closed. Fill station is open with physical distancing practiced.
- Maximum number of students in the bathroom at a time is 3. If there are already 3 in the bathroom, students need to line up outside the bathroom, observing physical distancing.
- Playgrounds will be open.
- Classes will be staggered entering and leaving their individual mudrooms to allow for physical distancing, prevent crowding, and prevent physical contact
- NO activities should occur in the mudroom other than changing of footwear, removing or dressing in outside clothing, and taking student belongings to class or from school

Student Belongings

- Their area will be deep cleaned after each school day.
- Students will not share food with each other. This includes cupcakes or baked goods for birthdays or other special celebrations.



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- Each child will bring a water bottle to school and take it home at the end of the day. The refill station will be used for refilling bottles each day.
 - Please do not bring any additional items (toys, etc.) to school unless you have checked with school staff first.

Personal Protective Equipment (PPE)

Masks

Effective immediately, all staff, adult volunteers and visitors, and all Grade 4 to 12 students should wear a non-medical mask or face covering (a “mask”) **at all times while indoors at school**, subject to the exceptions noted below.

Exceptions

The recommendations above should not apply as follows:

- To a person who is unable to wear a mask because they cannot tolerate it (for health or behavioural reasons); In this case, the individual should wear the mask as often as they are able to
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- If a person is behind a barrier;
- While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important.

Bus Transportation

Staff, adult volunteers, and all Grade 4 to 12 students should wear a mask at all times while on a bus, subject to the exceptions noted below.

Exceptions:

The recommendation above should not apply as follows:

- To a bus driver while driving;
- To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- While eating or drinking.

Classrooms

- All staff and students must wear a mask (see Personal Protective Equipment section)
- Physical contact should be avoided at all times
- Minimize close, prolonged face-to-face interactions
- Spread out as much as possible in the available space



- Face-to-face seating arrangements should be avoided, where possible
- Students should have consistent seating arrangements, when practical
- Some manipulatives may not be able to be cleaned often or at all (e.g. sand, etc.). These items can still be used, if hand hygiene is practiced before and after use

Physical Education

- Create space between students and staff
- Outdoor activities/programs are encouraged as much as possible
- Staff is required to wear a mask during indoor PE classes, when they cannot maintain 2M physical distancing, and/or no barrier is present
- Teachers should plan activities that DO NOT involve prolonged physical contact. Plans should be adapted to reduce physical contact
- Hands must be washed before and after PE classes

School Gatherings

- Gatherings should not exceed the maximum size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.
 - Additional people should be minimized as much as is practical to do so.
 - These gatherings should happen minimally.
 - Staff meeting will be held virtually
- Schools should seek virtual alternatives for larger gatherings and assemblies

Break/Lunch

Break and Lunch may be staggered to allow for greater physical distancing.

Shared Spaces

There are a number of spaces within the building that will be shared throughout the day. These include the Music/Band Room, the Library, the Computer lab, Learner Support Rooms and the Gym.

Before and after students and adults use these shared spaces, they must wash or sanitize their hands.

Hand Washing/Hygiene

- All staff and students must wash their hands or use hand sanitizer immediately upon entering the building.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- No water fountains will be available. Water bottle fill stations will still be available for student and staff use.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- Students and staff should wash their hands frequently as well as before eating, after lunch...
- Hand washing should occur:
 - When they arrive at school and before they go home



- Before eating and drinking
- After using the toilet
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom)

Lunchtime

- 11:45 – 12:30 Students will go outside first, then eat their lunch in classroom
- While eating, students cannot be close together or face to face
- Prevent crowding and prevent physical contact

Supervision

- Principal and 2 teaching staff will supervise students in the morning 8:45- 9:00 AM
- Principal and 3 noon hour supervisors will be out at lunch
- Teachers will supervise children during the afternoon break

. All information below is from

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Symptoms

Watch for symptoms of COVID-19 that can appear up to 14 days after being exposed to the virus.

Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

*Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see Health Link BC's information for [children age 11 and younger](#) and for [people age 12 and older](#).



Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

What to do if you have symptoms of COVID-19

The [BC COVID-19 Self-Assessment Tool](#) is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals. For more information on whether you should be tested, visit our [Testing page](#).

If you develop symptoms, you will need to [self-isolate](#) for a minimum of 10 days so you do not potentially spread the disease to others. [Self-monitor](#) for new symptoms during this period.

For more information on what to do if you have COVID-19, if you think you may have it, or believe you may require medical care, visit our [If you are Sick](#) page.

Older people and people with a weakened immune system or underlying medical conditions are considered at higher risk of severe disease. For more, see information for [Priority populations](#).

Can you become sick from someone before they show symptoms?

There have been instances of transmissions before the person became sick or the symptoms were so mild that the person did not know they were sick. However, it is unclear if this contributes to significant spread of the virus in the population. Most people become ill from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. We continuously review the evidence and update information regularly.



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

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.

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.



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 students in Grade 4 or higher wear masks according to the guidelines, or applicable public health orders/recommendations. Grade K-3 students wear masks based on their personal, or family/caregivers' choice.

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 students in Grade 4, and higher, in "bricks and mortar" schools wear a non-medical mask or face covering (a "mask") according to the guidelines or applicable public health orders/recommendations.

Grade K-3 students wear masks based on their personal, or family/caregivers' choice.

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.

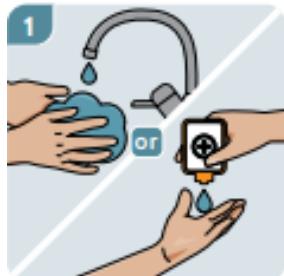
Appendices:

- 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

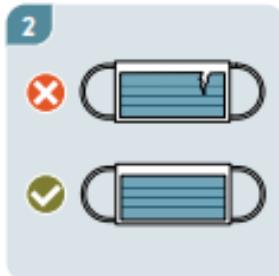


APPENDIX: A - How to Use a Mask

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



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.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



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



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



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.



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



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



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



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



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



Dispose of the mask safely.



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



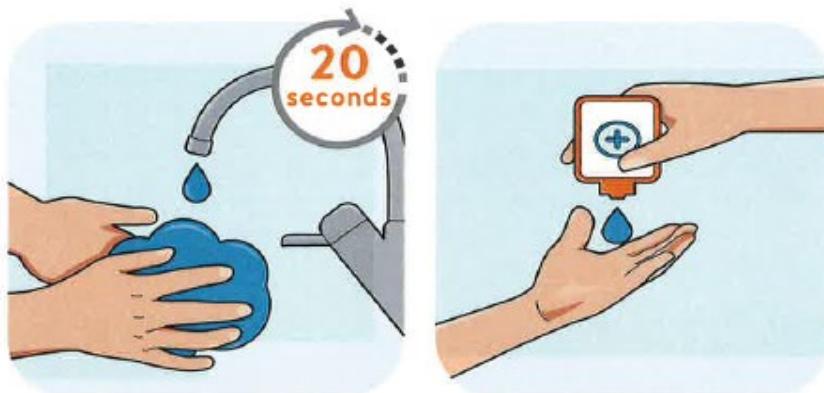
APPENDIX B – When to Perform Hand Hygiene

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none">• 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 classes (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.



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



Or



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

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



Or



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

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

DAILY HEALTH CHECK	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C)	If yes to 1 or more of these symptoms: Stay home and get a health assessment.
Chills	
Cough	
Difficulty breathing	Contact a health care provider or 8-1-1 about your symptoms and next steps.
Loss of sense of smell or taste	
OTHER SYMPTOMS	WHAT TO DO
Sore throat	If yes to 1 symptom: Stay home until you feel better.
Loss of appetite	
Headache	
Body aches	If yes to 2 or more of these symptoms: Stay home for 24 hours.
Extreme fatigue or tiredness	
Nausea and vomiting	
Diarrhea	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.
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	If yes: All students and staff who have travelled outside of Canada are required to self-quarantine for 14 days after arrival under both provincial and federal orders. 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 here .
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?	If yes: Please follow the instructions provided by Public Health. 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.

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. 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.