



COVID 19

Health and Safety Plan

Revised February 2021

Restricting Access to the School:

- All workers 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.
- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school and respect the Kimberley Independent School COVID 19 Illness Policy. Staff will also, conduct a daily health check at drop-off by asking parents and caregivers to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- Parents and caregivers 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 (symptom free for 10 days).
- Students will be picked up by their parent or caregiver as soon as possible, should they develop symptoms associated with COVID-19 infection while in care. School will apply physical distancing, respiratory etiquette, and hand hygiene principles while waiting for pick up. School will contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Student pick up and drop off will occur outside. Only adults in the building will be staff.

Administrative areas

Limit the public coming into the office. Encourage parents and others to call instead of visiting the school.

- Sliding window at the office will be used to ensure social distancing should a parent require in person contact with the administration team.

Student Management and Hygiene

Hygiene

- Students will wash their hands. At a minimum when:
- 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).
- Staff will assist younger students with hand hygiene as needed.
- If a sink is not available use alcohol based hand sanitizer. Antiseptic agents are to be used as a last line of defense only.
- Food should not be shared by students.
- Place all parent provided food items in a designated, delineated and freshly sanitized tabletop/countertop.

Physical distancing

- Parents and caregivers should remain outside of the school to drop off their children.
- Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
- Consider using educational videos and online programs as a part of learning so young students can sit independently and distanced from each other.
- Teach classes outside when practicable.
- Incorporate more individual activities or activities that encourage more space between students and staff. For younger students, adapt group activities to minimize physical contact and reduce shared items. For adolescent students, minimize group activities and avoid activities that require physical contact.
- Organize students into smaller groups that stay together throughout the day.
- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day.
- Consider different classroom configurations to maintain distance between students.
- Discourage any food or drink sharing.
- Eliminate group food preparation activities.
- Stagger recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.

Masks

- Students Gr 4-8 will be required to wear a mask indoors when not at their desk/work stations. KIS has provided students with masks but you may send masks from home if you prefer.

Safety for staff

Physical distancing

- Stagger break times for workers to prevent crowding in the workplace and break areas.
- Maintain 2 metre physical distancing whenever possible between workers and students. The use of virtual meetings or other means to reduce the number of staff onsite for staff meetings. Modify work processes and practices to encourage physical distancing between
- **Hygiene**
- Encourage workers to remain on site and not to leave during lunch or at break times.

- Ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- Post handwashing signs near all sinks. Workers, including teachers, administrators and support workers should wash their hands frequently to reduce the risk of transmission.
- Ensure workers are provided with appropriate supplies and facilities with soap and water. If soap and water are not available, use hand sanitizer and disinfectant wipes. Hand hygiene stations should be set up at the school entrance and other locations as appropriate.
- Consider the maximum number of workers and students required to wash their hands at peak times and ensure that sufficient hand washing or sanitizing stations are available for these times.
- Promote effective hygiene practices. Refer to WorkSafeBC's hygiene practices signage.

Use of personal protective equipment (PPE)

- All K-8 staff will be required to wear masks when outside their classroom and in the classroom when they are not at their desks. Child Care staff and children are not required to wear a mask within their classrooms. Staff will be required to wear masks when in the other areas of the school.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.

Cleaning and Sanitizing

- School will be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings (appendix A). Cleaning practices should be in line with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings (appendix B).
- Cleaning will focus on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.
- Teachers will set up a cleaning and disinfecting schedule so that high touch surfaces are frequently cleaned during the day. General cleaning and disinfecting of the premises will occur at least once a day. Frequently-touched surfaces will be cleaned and disinfected at least twice a day.

- Remove shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins).
- Incorporate end-of-shift wipe downs for all shared spaces.
- Empty garbage containers often (at least daily).
- Classrooms will have no blankets or pillows in them
- Provide adequate instruction, training, and supplies to custodians on the cleaning protocols developed for the workplace.

Busses

- Clean and disinfect the high touch areas of the bus at the start and finish of the trip. Busses used to transport students should be cleaned and disinfected according to the guidance provided in BC CDC's Cleaning and Disinfectants for Public Settings document (Appendix A)
- Have students sit in their own seats, students from same households can share seats if space is limited.

Communication strategies

- Remind staff that all health and safety measures in place prior to the pandemic are still in place.
- Attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them in writing before they return to the workplace. Staff will be given an appropriate amount of time to review this material, and to respond with questions.
- Upon first return to the workplace, hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
- Daily check-in meeting with staff to provide them with new information and review any concerns.
- Ensure that parents and caregivers understand the KIS policy that students must stay home if they are sick. Have parents sign off that they have read and understood the policy on the first day back.
- Minimize the number of non-essential people coming into the school such as parents and caregivers and contractors.
- Keep parents and caregivers informed about what we are doing in your educational setting regarding taking extra precautions.
- Ensure that staff know how to raise safety concerns. This will be emailing or talking to the principal.
- Staff room chalk board will be the central location where new information is posted relating to COVID-19 in your workplace.

Safety Responsibilities by role

Supervisors (principal)

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.
- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

- Maintaining an inventory for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting. Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan. Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled. Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

Workers (teachers, education assistants, support staff and outside contractors)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Follow established work procedures and instructions as directed by the employer or principal.
- Report any unsafe conditions or acts to the principal.
- Know how and when to report exposure incidents.