

# Holy Cross Elementary School



## Communicable Disease Prevention Plan

*Updated January 6, 2022*

School supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, is 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.

This Communicable Disease Plan for **Holy Cross Elementary School** was created in consultation with the CISVA Superintendent's Office, the CISVAAA and Holy Cross administration and staff. The guidelines contained herein are intended to support Holy Cross Elementary School staff, students, parents, caregivers, administrators, and community members to:

- be informed about communicable disease measures at Holy Cross Elementary School and how they support a safe school environment;
- understand their roles and responsibilities in maintaining and promoting a safe and healthy school.

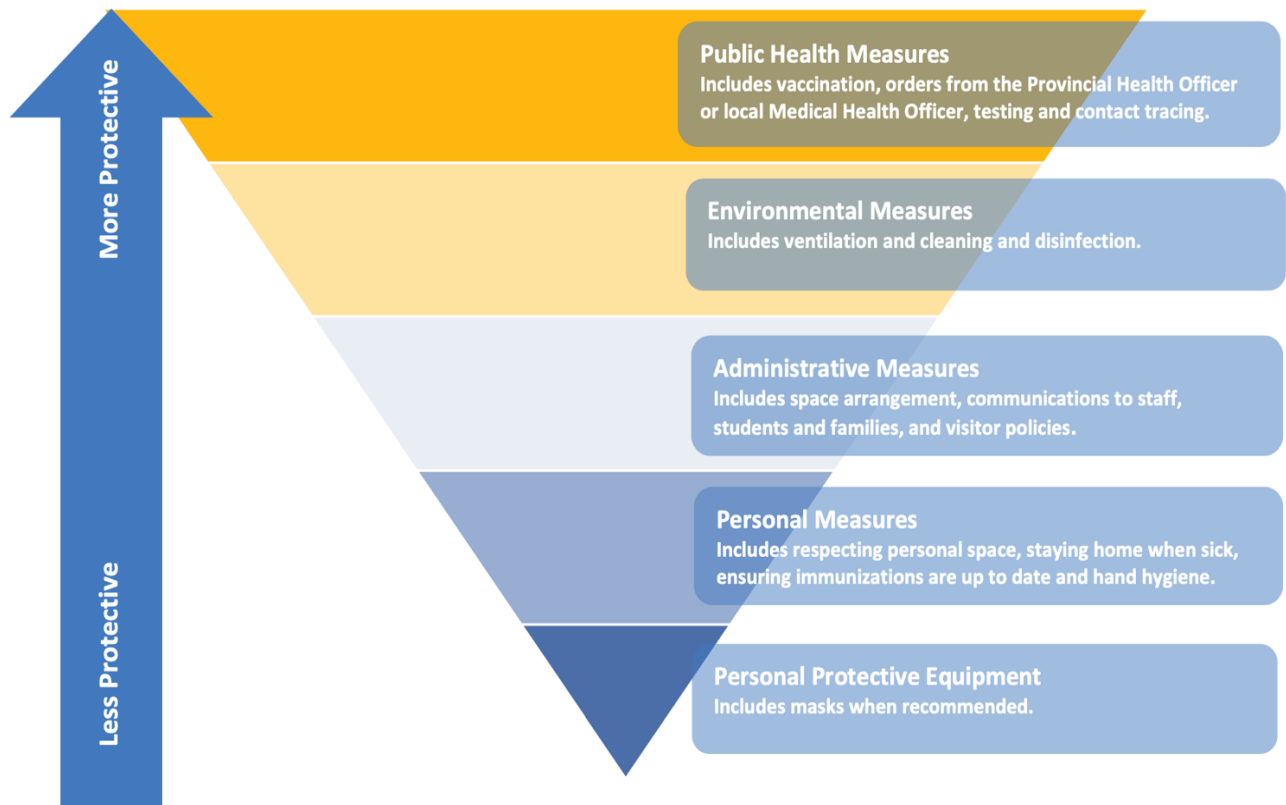
This document was created with guidance from the following documents:

- [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#),
- [BCCDC COVID-19 Public Health Communicable Disease Guidance for K-12 Schools](#),
- [K-12 Education Recovery Plan](#)
- [COVID-19 Protocols for School & District Administrators and Staff](#)
- [The Deputy Minister's COVID-19 Update December 29, 2021](#)
- [Addendum - Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)

## **STEP 1: UNDERSTAND THE RISK**

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in school. Additional measures will be implemented when advised to do so by Public Health during periods of elevated risk. The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis.

### The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



- The school principal is responsible for regularly monitoring and reviewing the communicable disease-related information that is provided by our Regional Medical Health Officer (Fraser Health) and the Provincial Health Officer. This includes all of the orders, guidelines, notices, and recommendations that are issued by them. In addition, we follow the guidelines that are provided by our CISVA Superintendent. This information is regularly communicated to staff to understand and minimize risk for communicable disease transmission in our school.

### **STEP 2: IMPLEMENT MEASURES, PRACTICES, AND POLICIES TO REDUCE THE RISK**

**Ongoing measures – maintain at all times:**

**Implement policies to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick.**

- Policies are implemented to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick. This includes policy 310, Employee

Leaves of Absence which provides a number of options for staff members who may require to take a leave due to illness.

- A student absentee policy is available and reminders of procedures for “when your child is sick...” are printed in the parent handbook, student agenda and school newsletters.
- Additional considerations may be implemented by the principal, PEC, joint health and safety committee, and pastor, if applicable.
- Refer to “resources for employers supporting workers working from home” where appropriate (pg. 2 step 3) if needed.
- Policies are reviewed regularly in staff meetings and documented in minutes.
- Staff, students, and parents are trained in school policies and procedures.
- Measures are in place, where feasible, to minimize the crowding and to use all space available to spread people out.
- Classrooms will organize to maximize space between people with limitations whenever possible of face-to-face seating arrangements.
- Buddy activities (cross grades) will be paused temporarily. Learning activities that bring together students from multiple grades (i.e. enrichment) will be spread out across multiple locations/spaces whenever possible.
- Morning will be a soft start entry and afterschool dismissal will be staggered.
- Recess and lunch play periods will be staggered to ensure fewer students are in one common area. This will also help with entry/exit doors to prevent overcrowding and promote distancing.
- School assemblies will be held virtually.
- Staff meetings and Pro-D will be held virtually whenever possible.
- School Mass will take place in the church. Reduced capacity limits will be followed. Virtual options may also be included.
- Students (K-7) and staff will be required to wear masks when indoors (classrooms, gym for low intensity sports, church.) Teachers will review with students, proper mask etiquette, including proper fit. For those with mask exemptions, alternative strategies are utilized if needed.
- Visitors will be limited to those who support activities that directly benefit student learning and well-being. Screening forms for visitors will be posted and visitors will be required to sign in upon entrance for contact tracing purposes. These records will be kept for 45 days.
- Students will be taken outside as often as possible, weather permitting.
- Field Trips are permitted with appropriate safety measures in place (i.e. bus transportation)
- Extra-curricular sports tournaments will be paused. Games may be still played (two teams in total) according to the guidelines set from CISVA Elementary Athletic Commission.
- A ‘Continuity of Learning Plan’ has been developed in the event that there is a temporary school or class closure.

**Provide hand-hygiene facilities and appropriate supplies. Use policies and signage to remind students & staff to wash their hands and to cover coughs and sneezes.**

**Handwashing:**

- Regular hand washing will be encouraged. Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed.
  - ⇒ If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand sanitizer containing at least 60% alcohol.
  - ⇒ If hands are visibly soiled, alcohol-based hand sanitizer 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.
  
- Hand washing signage has been posted in classroom sink areas and other key areas.

| 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> |

### **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.
- ⇒ 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
- Classrooms and public areas have posters for handwashing, and respiratory etiquette.

**Maintain a Clean Environment through routine cleaning processes that are appropriate for school practices.**

### **Cleaning Practices:**

- We have reviewed the information on cleaning and disinfecting surfaces. Cleaning supplies are provided for every classroom and common rooms.
- Our school has enough handwashing/sanitizing stations on site for all 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 rooms. We have implemented cleaning protocols for all common areas and surfaces.
- Workers who are cleaning have adequate training and materials.
- Hygiene posters are posted in all classrooms and common areas.
- Cleaning posters are posted in janitorial rooms.
- Cleaning staff are provided with substances for cleaning and disinfecting and with gloves.
- Cleaning staff have been instructed to wash their hands after cleaning.
- Frequently touched surfaces are disinfected at least once a day (doorknobs, toilet handles, faucets, tables, desks, chairs), by the custodian.
- Evening workers clean classrooms every second week (Monday evening)
- Sanitol Sanitizing spray occurs once every week (Tuesday 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.
- There is no evidence that the virus can be spread by paper products. Paper and books can be given to students. Students can submit paper assignments to teachers.
- Custodian 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.
- To decrease high touch surfaces, doors to classrooms, library, gym, office, staff room, etc. will be open as often as possible.
- Staff will disinfect tables before and after students eat lunch.
- Clean and disinfect any areas where a student who has been identified as unwell or sick.
- Student supplies and equipment: Teachers will encourage staggered visits to lockers/cubby areas when needed. Parents will label all personal items coming from home including water bottles, lunch kits and containers, backpacks, clothing and all school supplies. Students are encouraged to bring labeled water bottles to school.

#### **Ventilation and Air Circulation:**

- Staff will ensure that windows are opened in all classrooms and common areas each day, to ensure effective air circulation.
- Air conditioning filters are cleaned/replaced on a regular basis.
- Custodians are familiar with the document '[Prevent the spread of communicable disease: ventilation and circulation](#)'.
- Principal or designate does a walk-through regularly to ensure standards are being met.

#### **Masks**

- We understand the limitations of masks to protect the wearer from respiratory droplets.
- We have trained workers in the proper use of masks.
- For staff, masks must be worn at all times indoors with the exception when eating/drinking.
- All students (K-7) are required to wear masks at all times except when outside, or when eating/drinking.
- If a student or adult requires a mask and does not have one, the school will provide them with a disposable mask.

#### **Additional Measures if/when Needed**

When a medical or provincial health officer provides guidance/new information about a risk or how to reduce it, our health and safety team will be contacted, assembled, and meet with

administration/health officials to discuss risk and establish plans and steps for response and implementation.

Depending on the severity of risk, formal meeting with stakeholder groups will be conducted. Consultation with the Superintendent's office will occur as needed. Plans will be documented. If needed, a report will be created to outline strategies for additional measures. Reporting out will occur with stakeholders: PEC, staff, parents, student, parish in a timely manner. Consider the use of rapid communication protocols, such as fan out, for emergencies as warranted.

### **STEP 3 – COMMUNICATE MEASURES, PRACTICES, POLICIES**

To ensure everyone that enters Holy Cross Elementary School receives information about our measures, practices, and policies we have instituted the following:

- Provided all employees with information of policy 310 (Employee Leaves of Absence) and local school policies, re: staying home when sick.
- Posted signage on entry doors and throughout the interior of the school to support the measures we have in place.
- Provide information to make sure all stakeholders are knowledgeable about the practices that are in place at our school. Parent meetings at the beginning of the year, email communication, classroom newsletters, etc.
- All workers are aware of the policy for staying home when sick.
- We have posted signage in the school, including effective hygiene practices.
- We have posted signage at the main entrances indicating who is restricted from entering the premises, including visitors and workers with communicable disease 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 meetings (virtual preferably) and emails.
- Train staff on workplace policies and procedures:
  - ⇒ Administration will field questions and concerns about the Communicable Disease Plan and adjust if needed.
  - ⇒ Changes/adjustments to the Communicable Disease Plan will be updated accordingly and communicated to all stakeholders.
  - ⇒ Communicable Disease Plan is posted on the school website.
- All workers received information about staying home when sick.
- All staff are required to complete a daily health check to assess for symptoms of communicable disease.
- Signs have been posted to restrict entrance of people to the building if showing symptoms



- Administration will monitor safety measures in the school.
- Administration will send staff regular emails regarding updates to policies, procedures, ministry documents or developments from Fraser Health.

#### **STEP 4 – MONITOR YOUR WORKPLACE AND UPDATE PLANS AS NECESSARY**

- Things may change as school year progresses. 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.
- Joint Occupational Health & Safety meet regularly and are involved in identifying and resolving worker health and safety issues. (May include walk-throughs as needed).
- Administration will review Communicable Disease Plan regularly and update as needed.