

The Whole Schools COVID-19 Stage 2 Health and safety plan

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Updated policy approved September 17th, 2020

Updates policy approved December 10th, 2020

Updates approved February 11th, 2021

COVID-19 stages overview and learning framework

Stage	Density/Cohort Size	Learning Framework.
Stage 1	Back to normal	<p>All staff and student in school full time. No social distancing or minimized physical contact All students will be provided with an in-class learning program. No distance learning program will be provided unless a student must stay home for medical reasons.</p>
Stage 2	40 (or less)	<p>The Whole School will function as one cohort, all students will attend school 5 days per week. Student, staff, and parent volunteers to support the school program will be less then 40 people. As one cohort Whole School students and staff will not be required to physically distance, but will be asked to continue to minimize physical contact. All students will be provided with a full time in-class learning program. No distance learning program will be provided unless a student must stay home for medical reasons.</p>
Stage 3	20 (or less)	<p>Students will be divided into 2 groups that will each attend school 2 days per week and alternating Fridays. On alternative days, students will be provided with a distance learning program. Teachers will have alternate in class and on-line teaching time Cohorts of staff and students will be 20 or smaller. Staff will maintain social distancing, students will be asked to minimize physical contact and social distance whenever possible. In class learning will be provided as needed for children of essential service workers, children with disabilities or diverse needs, and students who require additional supports</p>
Stage 4	10 (or less)	<p>All students will be provided with a distance learning program. In class learning will be provided as needed for children of essential service workers, children with disabilities or diverse needs, and students who require additional supports Staff will be encouraged to work from home, unless in the school to teach. All staff and students will maintain social distancing</p>

Stage 5	0	All students will be provided with a home learning program. Staff will work from home. No staff or students will be in the school building.
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Policies

- The Whole School will not tolerate any incidents of workplace violence or harassment perpetrated against or by any employee, parent, student, contractor, visitor, or any other person. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:
 - Removal from the property;
 - Discipline or dismissal;
 - Police involvement.

All physical assaults involving an employee or occurring at The Whole School will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

- OFAA protocols in the first aid cabinet, 2 trained staff members on site.
- Parents/caregivers and visitors are not to come into the school yard or building unless absolutely necessary. Staff will be at the school gate in the morning and afternoon to answer questions and welcome students. Parents, caregivers and visitors are to phone or email the school to speak with a staff member or to make an appointment.
 - All Visitors must socially distance while on school grounds and property
 - All visitors must wear a mask at all times while in the school building
- The school grounds and building are closed for community use
- All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR was directed by Public Health to self isolate, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
 - Symptoms of COVID-19 include fever, chills, new or worsening cough, shortness of breath, sore throat, loss of the sense of smell or taste, and new muscle aches or headache.
- Signs at the front gate and all entrance doors to the building will remind staff, students and visitors to do a daily health check.
- Parents and caregivers must complete an assessment of their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease. For the first two weeks of school parents will be required to complete a paper copy of the daily health check and give it to staff when dropping off their child(ren) in the morning.
 - Protocols will be emailed out to parents before students return to school
 - Staff will provide an information session

- Staff will be at the gate for student drop off to make sure that parents have done the self check
- Staff, and any other adult entering the school grounds:
 - must complete a self assessment of themselves daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to entering the school.
 - Staff and Visitors entering the building must sign in, confirming that they have done a health check and have no signs or symptoms of COVID-19
 - Stay home and self isolate if they have symptoms, OR have traveled outside of Canada in the last 14 days, OR been identified as a close contact with a confirmed case or outbreak.
 - Seek assessment by a health care provider and self isolate while they await results if they have cold, influenzas or COVID-19 like symptoms.
- Any person who develops new symptoms of common cold, influenza, COVID-19 (including fever, chills, new or worsening cough, shortness of breath, sore throat, loss of the sense of smell or taste, and new muscle aches or headache), or other infectious respiratory disease will be considered ill for the sake of this policy. Any staff member or child who has previous symptoms of allergies or asthma will not be considered ill for these purposes.
- If a staff member begins to feel ill at school, even with mild symptoms, they must immediately put on a mask, report to the principal, wash or sanitize hands, and isolate themselves as much as possible.
 - If able, the worker will be asked to go straight home.
 - The worker will consult the COVID-19 self assessment tool, or call 8-1-1 for further guidance.
 - If the worker is severely ill (difficulty breathing, chest pain), the principal or first aid attendant will call 9-1-1.
 - Any surfaces that the staff member was in contact with will be cleaned and disinfected.
 - Staff are not to return to school until they have been cleared by a COVID-19 test or their physician, and their symptoms have resolved. Staff members who have mild symptoms that resolve in 24 hours, and no fever may return to work once their symptoms have resolved.
 - Staff members will not be charged sick days for up to 10 days that they are required to stay home due to confirmed COVID-19 illness, or while waiting for COVID-19 test results regardless of whether the results come back negative or positive.

- Any child who is exhibiting symptoms or begins to feel ill while at school is to be identified to their teacher or the principal
 - Child is to be isolated from the rest of the group as quickly as possible, library/kitchen area can be used for isolation, and will continue to be monitored by staff.
 - Sick person is to be given a non-medical face mask, tissue for sneezing or coughing into, and a garbage can for disposal of tissues.
 - Parents are to be contacted and asked to pick up their child as soon as possible. If staff are unable to contact a parent/guardian they will attempt to contact the students emergency contacts.
 - If staff is unable to contact parent/guardians or emergency contacts and the child is severely ill (difficulty breathing, chest pain), the principal or first aid attendant will call 9-1-1
 - Clean and disinfect the area that the student used.
 - Students who have mild symptoms that resolve in 24 hours, and no fever may return to class once their symptoms have resolved. Students with a fever or more serious symptoms are not to return to school until they have been cleared by a COVID-19 test or their physician/8-1-1 and their symptoms have resolved, or by self isolating for 10 days from the onset of symptoms and the student's symptoms have resolved. Parents are directed to follow the directions of their doctor/811/a COVID-19 test center or use the "Health Check" flow chart (appendix A) for when to return to school.
 - Students required to self-isolate will be provided with a home learning program
- Any first aid attendant who needs to interact with an ill student or staff member will be required to wear a provided mask and gloves.
- Public health will be contacted if 10% or more of the school is sick on one day, names or identifiers do not need to be reported.
- If a student or staff member tests positive for COVID-19 the school will be notified by public health. Public health will advise on any action to be taken. All communications to parents, community, or media regarding potential or confirmed COVID-19 cases will be approved through public health.
- "If a staff or student is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken. (COVID-19 Public Health Guidance for K-12 School Settings. Updated July 29, 2020)"
- The Whole School will "not provide notification to staff and students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed by Public Health. (COVID-19 Public Health Guidance for K-12 School Settings. Updated July 29, 2020)"

Practices/Protocols

Administrative Measures

- Food
 - Food prepared by the students and eaten by the students is fine
 - For Share Helper - Student will be able to bring in food that is prepackaged and unopened, can be washed before being served, or is easily cooked at school with the assistance of staff.
 - No other outside food/food from home is to be shared
 - Personal food – snacks and lunches – should not be shared
- Education for parents and staff on how to do a daily health check. Send home an example health check in paper form for parents/staff to complete ahead of time. For the first two weeks of school parents will be required to complete a paper copy of the daily health check and give it to staff when dropping off their child(ren) in the morning.
- Daily routines and education about proper, rigorous hand washing technique and frequency for students
- Education and encouragement for use of respiratory etiquette for students

Limiting those into the building

- The Whole School is closed to all community events.
- Whole school events will be re-organized to occur virtually or in different formats that adhere to current Provincial Health Officer guidelines.
- When meetings need to be held with adults outside of the cohort (including parents), they will be held virtually via Zoom or socially distanced.
- All adults, except staff and janitors, will be restricted from the building unless otherwise authorized by the principal.
- Parents/caregivers and visitors are not to come into the school yard or building unless absolutely necessary. Staff will be at the school gate in the morning and afternoon to answer parent questions, and are available by email and phone. If parents need to meet with staff they will be required to make an appointment by email or phone.
- Any parent who needs to meet with the operations manager will:
 - phone to make an appointment, appointments will be available outside of school hours (between 3:30pm and 4:00pm)
 - be provided with a mask, wearing a mask in the school building is required, for the ongoing safety of students, staff and families.
 - be required to socially distance from all staff, parents, and children - other than their own - while in the school yard and building.

- A physical barrier will be put in place when in person meetings in the office are required
- Visitors and guest into the school will be limited unless physical distancing can be maintained. Priority will be given to visitors directly involved in student learning and support. All visitors will be approved by the principal.
 - All visitors will be required to do a health check before entering
 - Visitors will be required to sign in, confirming that they have completed a health check.
 - Will be required to wear a mask ~~or~~ a face shield and mask ~~when~~, and practice physical distancing.
- Protocols for TTOC's – Whenever possible TTOC's will be called from within the cohort staff. If a TTOC from the outside the cohort is required, they will
 - be emailed a COVID-19 procedures for staff document and will be asked to confirm that they have read and understand and will abide by them.
 - be asked to socially distanced from students and staff and wear a mask.
- The Whole School will function as one cohort, students will be with the same group of students and teachers throughout the week.
- Outside learning will be utilized as much as possible
- Student work spaces will be set up to minimize physical contact between students, as well as the sharing of supplies.
- Teachers will stagger students moving from one activity to another (in and out of the building, getting lunches, going to wash hands) so as to minimize line-ups, the number of students using the same space, and physical contact.

Hand Hygiene

- Anyone entering the building will be required to wash hands or use hand sanitizer at the school gate as well as wash their hands upon entering the building.
- Extra handwashing stations will be provided. All hand washing stations must be well stocked with hand cleaning supplies (paper towel, soap, running water)
- Students and staff will be required to wash their hands frequently. Hand washing with plain soap and water for at least 20 seconds, small children will be assisted to wash their hands thoroughly. Access to hand sanitizer will be provided in places where hand washing is not available. Everyone will be required to wash their hands in the following places at a minimum.
 - Before coming to school
 - ~~Hand sanitizer at the school gate~~ Hand washing or hand sanitizer upon entering the school grounds and washing upon entering the school
 - Before and after using shared toys

- Before and after eating
- After using the washroom
- Before and after outside play
- If hands are visibly soiled (hand sanitizer may not enough in this case)

Respiratory Etiquette

- Staff and students will practice respiratory etiquette by coughing or sneezing into their elbow or a tissue. Throw tissue away and wash hands immediately.
- Refrain from touching eyes, nose, or mouth with unwashed hands
- Teachers and staff will wear a non-medical face mask while in the school building, except for when they are:
 - Sitting or standing at their workstation/desk in the classroom
 - Behind a barrier
 - Eating or drinking; or
 - Outdoors
- Additional PPE is not necessary, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work, (or for cleaning blood or bodily fluids as stated above).
- Re-usable, non-medical masks will be provided for all staff and students who wish to wear them. Masks are a personal choice, and any student who chooses to wear them will be treated with respect. Mask wearing is a less effective means of protection against COVID-19 than social distancing.
- Anyone not following these guidelines will be referred to the guidance process and could be sent home if deemed necessary by the principal.

Cleaning - Cleaning and disinfecting in accordance with the BCCDC's cleaning and disinfecting for public settings document

- General cleaning and disinfecting at least once per 24 hour period
- Cleaning of high touch surfaces at least twice per 24 hour period.
 - door handles, light switches, toilet handles, tables and chairs, electronic devices, keyboards and toys
 - Washrooms
 - Kitchen
 - Phone
 - Photocopier and associated items (stapler, hole punch)
 - Any item that may be used by more than one person in a day
 - Physical barriers

- Initial chart for all mid day and daily cleaning tasks
- Clean any surface that is visibly dirty
- Use commonly available detergents and disinfectant products, following instructions on the product.
- Limit frequently touched items that are not easily cleaned (fabric - couches, carpets)
- Empty garbage and recycling containers daily
- Wear disposable gloves when cleaning blood or bodily fluids
- Wash hands before wearing and after removing gloves
- No evidence to suggest that COVID-19 is transmitted via paper or books

Preparing students for return to the classroom

- Parents are asked to review the health check sheet before the first day of school, and do a health check before leaving the house in each morning for each of their children attending school. For the first two weeks of school parents will be required to pass the paper copy of the health check to staff when dropping their child(ren) off in the morning.
- Those unsure if they, or a student, should self-isolate should be directed to use the BC COVID-19 Self Assessment Tool or 8-1-1.
- If a child has mild symptoms that resolve in 24 hours and do not have a fever they may return to school once their symptoms have resolved. If a child has a fever or has more serious or long-lasting symptoms they are required to stay home and self isolate until they are cleared by a COVID-19 test, their physician, or have self isolated for 10 days from the onset of symptoms, and symptoms have cleared. Please see the health check flow chart (appendix A) for when a student should return to school.
- Parents are asked to review with students' strategies to minimize physical contact with friends while at school.
 - Avoid close greetings
 - Remind students that at school we "keep our hands in our own body space"
 - Not to share lunches or other personal items
 - Not to touch their face with unwashed hands.
- Students are asked to bring a water bottle - to avoid the use of cups and taps for drinking out of.
- Clothes for all weather - students will be spending as much of the day outside as possible, so please send your child with clothing, rain clothing, hats and sunscreen, so that they are prepared for any weather outside
- Students and staff are encouraged to limit the amount of materials (bags, school supplies, lunches) that they bring into the school building.

Appendix A – Health Check Flow Chart (see attached)