

## **KCA COVID-19 Safety Plan**

### **Purpose**

The KCA COVID-19 Safety Plan is a document that sets out policies and procedures to reduce the risk of transmission of COVID-19 and maintain a safe and healthy environment for students, families and staff.

### **Scope**

This document implements key infection prevention and control practices, as well as actions to take if a student or staff member develops symptoms of COVID-19. These practices apply to all activities and people related to KCA and become effective in conjunction with the BC Ministry of Education decision to move to the COVID-19 Stage 3 response for K-12 schools in BC. The measures this plan implements are in addition to other health and safety policies and practices already in place. The Safety Plan may be revised at any time in order to improve its effectiveness or in response to directives from the Ministry of Education, Public Health Officer or Work Safe BC. Some of the buildings and grounds used by KCA are shared with the Cranbrook Alliance Church and therefore a coordinated approach is taken.

### **Responsibilities**

1. Administration
  - a) Establish a procedure to solicit input and feedback regarding the KCA COVID-19 Safety Plan from staff, students and parents/guardians.
  - b) Communicate the Safety Plan to students, parents/guardians and staff with an emphasis on recognizing the difficulty some may have with the significant changes happening.
  - c) Ensure staff and students are trained regarding the Safety Plan.
  - d) Ensure the building is ready before students and staff return. This includes appropriate posters, physical distancing set up, cleaning schedule and training for cleaners, supplies for disinfecting and hand sanitizing, setting and posting maximum capacity signage where appropriate, and entry and exit set up. Perform a pre-return inspection of the building.
  - e) Monitor the effectiveness of the Safety Plan and the adherence to the practices implemented. Make changes as required.
  - f) Ensure designated first aid attendants OFAA protocols for use during the COVID-19 pandemic.

2. Staff

- a) Learn and follow the COVID-19 Safety Plan. Seek clarification if needed.
- b) Provide input and feedback regarding the Safety Plan to administration. The aim is continuous improvement.
- c) Teachers: Teach students the appropriate Safety Plan practices and encourage them to follow those practices.

3. Parents/Guardians

- a) Review and discuss the appropriate sections of the Safety Plan with your student(s).
- b) Provide input and feedback regarding the Safety Plan to your student's teacher.
- c) Follow the "Health Check" and "Stay at Home if You're Sick" policies.

## **Procedures**

### **Public Health Measures**

1. Mass Gatherings

Although the Provincial Health Officer's Order prohibits mass gatherings of more than 50 people, this Order does not apply to regular school activities. There may be more than 50 staff and students in a school as long as they are not all in one area. Large assemblies of staff and students will not be held at KCA. Activities are to be scheduled and coordinated to keep the number of participants as low as possible while still achieving the educational outcomes desired. Staff and students will actively engage in physical distancing to the greatest extent possible.

2. Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 symptoms by IHA helps identify cases early in the course of their disease, assess whether contact tracing is needed and to ensure those affected get the appropriate care and follow up.

Should a COVID-19 positive person that is associated with KCA be identified by public health staff, significant efforts will be made to assess the risk of further infection and

specific measures will be implemented where needed to prevent further transmission of COVID-19 and keep others at KCA safe.

### 3. Self-isolation and Quarantine

Should staff and students have common-cold, influenza, or COVID-19 like symptoms they must stay home, be assessed by their health care provider and tested for COVID-19. When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

“Quarantine” is a term typically reserved for persons who return from travel outside the country and are required by a Public Health Officer Order to self-isolate or “quarantine” themselves as prescribed by that order.

If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is a robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, staff, parents and guardians have access to health care providers and appropriate supports are in place.

### Environmental Measures

1. The buildings and rooms in use by KCA staff and students will be generally cleaned and disinfected a minimum of once per day. Rooms or buildings not in use will be locked to ensure limited access. If a room or building is put in use, administration must be informed and that room or building added to the janitor or cleaners schedule.
2. Washrooms and high touch surfaces will be cleaned and disinfected a minimum of twice per day. Any high touch surfaces not readily identified must be added to the janitor or cleaner’s list. Normally high touch surfaces would include items such as door knobs, light switches, toilet handles, desks, chairs, electronic devices, and keyboards.  
Janitors and cleaners will be trained and use the BCCDC’s Cleaning and Disinfecting for Public Settings document available at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>
3. Any surface that is visibly dirty is to be cleaned and disinfected as soon as possible.
4. Products used for cleaning and disinfecting are to be found on the approved Health Canada list found at: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>
5. Garbage containers are to be emptied daily and use plastic bag liners.
6. Soft or fabric items (hard to clean) should be avoided for use in high touch applications.

7. Disposable gloves are to be worn when cleaning blood or bodily fluids. Hands are to be washed before and after using disposable gloves.
8. Water fountains are to be disabled in order to reduce the risk of transmission. Staff and students should bring their own water bottle.
9. In areas that are used by multiple people (photocopier room, office and staff room) and in classrooms, a supply of hand sanitizers or cleaning products are to be made available. Shared items like white board pens and erasers or anything else that is shared are to be disinfected after each use.

#### Administrative Measures

1. Physical Distancing is an important practice in preventing the spread of COVID-19. However, it would be challenging in a school setting to expect the younger children to maintain the 2 metre distance recommended. Instead younger children will be asked to minimize physical contact with others. At KCA teachers and staff will implement and support the following expectations for different age groups:
  - Kindergarten to Grade 3 – Minimal physical contact with others, gently ask them to “keep their hands to themselves”.
  - Grade 4 to 6 – Minimal physical contact with others and introduction and encouragement to maintain a 2 metre distance with others.
  - Grade 7 to 9 – Encouragement to maintain a 2 metre distance with others.
  - Staff and other adults are to maintain physical distancing at 2 metres.
2. Staff and other adults are to avoid close greetings like hugs and handshakes. Teachers are to regularly remind students to “keep their hands to themselves”.
3. To minimize the number of students in a space and to maintain the health and safety measures required, changes to the weekly and daily schedules have been implemented. These changes include staggering of pick up/drop off, recess and lunch times. Each student and all parents/guardians will receive the appropriate schedule.
4. Classrooms will be scheduled and set up to maximize physical distancing between the students. Desks are not to be shared between students.
5. Drop off/pick up procedures:
  - a) The “Kiss and Go” will be used for student drop off and pick up. Two staff will be at the Kiss and Go area to complete student health self- assessment (checklist).

- The staff members will monitor students for any obvious signs of respiratory illness. Students with any symptoms will be asked to return home.
- b) At each drop off and pick up time a staff member will be assigned to the main entrance to facilitate physical distancing as the students enter and leave the building. When appropriate the door should be left open to reduce the touches required.
  - c) Parents and guardians are encouraged to drop their students off and pick them up at the scheduled time, via the Kiss and Go system. Once they are dropped off, students must go directly to their classroom or into their portable classroom. When leaving the school students must go directly to the Kiss and Go area for pick up, or begin their walk or ride home. Students are not to congregate on the school grounds as they come and go.
  - d) At the main building entrance students will be instructed to enter and leave one at a time and to remain in single file on the right hand side as they move through the hallways.
  - e) Teachers in portable classrooms will facilitate physical distancing as students enter and leave one at a time. They will also monitor students for any obvious signs of respiratory illness and ask any student identified with illness to stay outside while their parent/guardian is contacted to take the student home.
6. Teachers are encouraged to take their class outside more often. This can be for various types of activities however physical distancing remains a priority and teachers are responsible to plan for and implement physical distancing and proper hygiene each time they take their class outside.
  7. Teachers are to incorporate more activities that encourage space between students and that reduce physical contact and shared items.
  8. Main washroom use is encouraged to be a maximum of 4 persons at a given time if possible. If there are already 4 persons in the washroom, ask students to wait until someone exits before entering. Encourage proper physical distancing during washroom use.
  9. Staff and students are to stay on the right in hallways and walk in single file with proper spacing between themselves and others ahead or behind them.
  10. Visitors entering the school buildings, including parents and guardians, should be minimized. Required visits should be by appointment in order to minimize unnecessary contact. Visitors are to be reminded to practice diligent hand hygiene and maintain physical distance.
  11. The KCA bus will only be used for essential activities during the COVID-19 stage 3 response for K to 12 schools in BC. A barrier for the driver and physical distancing for passengers must be employed if the bus is used.

12. Staff and students must limit the items that they bring to the school to essential items only. Items brought must be placed in their assigned cubby, desk or other storage area. Staff and students must not touch any items in another person's assigned cubby, desk or storage area except in emergency. Any items brought in for common use must be sanitized before and after each use.
13. Delivery and distribution of supplies for the school such as washroom supplies, cleaning materials, or items used in the office will be delivered to the assigned outside area and only the staff member responsible is to handle their items. Proper sanitization and hygiene procedures must be followed when handling delivered items.
14. Food and drink products or containers are not to be brought into the school except for own personal use. Food and drink products or containers are not to be shared and must be stored in the person's cubby, desk or other storage area as appropriate when not in use. Clear labeling to identify the owner of the food and drink products or containers is required. Food and drinks should be kept in lunch boxes, back packs or other totes that are identified by owner.
15. Cleaning and sanitizing products and containers that are placed in needed areas must be clearly labeled, identifying the contents and the prescribed use. Teachers and staff are to ensure students are taught about the safe use of these products. Younger students are to be supervised carefully where cleaning and sanitizing products are present.
16. Staff and students must not share personal items such as electronic devices, pens, etc.
17. In coordination with the Cranbrook Alliance Church (CAC), the KCA buildings will not be used for public events unless determined to be essential by the respective CAC and KCA Boards.

## Personal Measures

### Stay Home When Sick

1. All staff and students who are ill or have symptoms of COVID-19, or travelled outside of Canada in the last 14 days, or were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential workers who are ill.
2. Parents and guardians are required to assess their child daily for symptoms of common cold, influenza, COVID-19 or other respiratory disease before sending them to school.
3. Staff must assess themselves daily for symptoms of common cold, influenza, COVID-19 or other respiratory disease prior to entering the school.
4. KCA administrators must ensure parents and guardians understand their responsibility to assess their child daily for symptoms of common cold, influenza, COVID-19 or other

respiratory disease before sending them to school. This must be clearly communicated before school resumes and reminders communicated at least monthly.

5. KCA administrators must ensure staff understand their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other respiratory disease prior to entering the school. This must be clearly communicated before school resumes and reminders communicated at least monthly.
6. When communicating to staff and parents/guardians about self or student assessment, KCA administrators will provide information about the BC COVID-19 Self-Assessment Tool, the Health Link 811 phone number and advise those with concerns to contact their health care provider to be assessed for COVID-19 and other infectious diseases.
7. If a staff member or student becomes ill while at school, the Public Health Officer (PHO) guidelines info sheet is to be followed. This is attached at the end of this document.

#### Hand Hygiene

1. Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both staff and students can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents/guardians and staff can teach and reinforce these practices amongst students.
2. The BC CDC Hand Hygiene Poster is attached to the end of this document and contains instructions for effective hand washing and sanitizing. These procedures are to be followed by staff and students. The BC CDC Hand Hygiene Poster is to be posted in all washrooms and at any hand hygiene stations set up at the school.
3. Hand hygiene stations will be set up at the main building entrance and at the entrance to each portable classroom.
4. Staff are to regularly remind students about the importance of diligent hand hygiene.
5. Staff and students are to practice hand hygiene as set out in the PHO info sheet “When to Perform Hand Hygiene at School” which is attached at the end of this document.
6. Staff should assist younger students with hand hygiene as needed.

#### Respiratory Etiquette

1. Staff and students are to:
  - a) Cough and sneeze into their elbow, sleeve or tissue. Throw away used tissues and immediately perform hand hygiene.
  - b) Refrain from touching their eyes, nose or mouth with unwashed hands.
  - c) Refrain from sharing any food, drinks, and unwashed utensils.
2. Parents/guardians and staff can teach and reinforce these practices amongst students.



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#### Reference Web Sites

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

<http://www.bccdc.ca/Health-Info-Site/Documents/Self-monitoring.pdf>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>

#### Work Safe Forms, Resources and Posters

[https://www.worksafebc.com/en/forms-](https://www.worksafebc.com/en/forms-resources#sort=%40computeditemdatefield343%20descending&f:language-facet=[English]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f)

[resources#sort=%40computeditemdatefield343%20descending&f:language-facet=\[English\]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f](https://www.worksafebc.com/en/forms-resources#sort=%40computeditemdatefield343%20descending&f:language-facet=[English]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f)

Hard Surface Disinfectants and Hand Sanitizers (COVID-19): List of Disinfectants with evidence for use against COVID-19.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

#### BC COVID-19 Symptom Self-Assessment Tool

<https://bc.thrive.health/covid19/en>