

# Vancouver School District 2022

## Communicable Disease Prevention Plan

Including  
Additional COVID-19  
Specific Prevention  
Measures

Version 10

December 1st, 2022

This document is based on guidance from  
the Province of BC, the BC Centre for Disease Control,  
the BC Ministry of Education, and  
Vancouver Coastal Health.

Go to [www.vsb.bc.ca](http://www.vsb.bc.ca) for most current version

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### Land and Territorial Acknowledgment

The Vancouver School District honours the territories of the xʷməθkʷəy̓ əm (Musqueam), sk̓w̓x̓ wú7mesh (Squamish) and sel̓íl̓wítulh (Tsleil-Waututh) Nations upon which we are located and commits to serving with respect for the health and well-being of all.

## Regulatory Compliance

This Communicable Disease Prevention Plan is an Exposure Control Plan (ECP) that applies to the Vancouver School District, its employees and school communities.

This plan aligns with the intent of the:

- [B.C. Workers Compensation Act](#)
- [B.C. Occupational Health and Safety Regulation](#)
- [BC Provincial Health Officer, Public Health Orders](#)
- *Vancouver Coastal Health, Medical Health Officers - providing regional directions*
- [Public Health Communicable Disease Guidance for K-12 Schools \(Aug 25, 2022\)](#)
- [BC Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings \(Aug 25, 2022\)](#)

## Purpose

Communicable disease control and prevention is a priority across the Vancouver School District (“District”). The District recognizes the unique risks and challenges that communicable diseases present and, has put preventative measures into place to create safe environments to learn and work.

The purpose of this Communicable Disease Prevention Plan (“Plan”) is to protect the District employees, students, parents/guardians (“parents”), volunteers, visitors, and contractors by providing appropriate information that can be used to prevent and reduce the risk of contracting and transmitting communicable diseases in District schools and workplaces.

In circumstances of elevated risk, and/or when directed by authorities, the District will employ additional, specific measures to those identified in this document. The District will follow direction and controls as specified by the BCCDC, Vancouver Coastal Health Medical Health Officer(s), and WorkSafeBC, as well as the B.C. Ministry of Education, and B.C. Ministry of Health, in their efforts to prevent communicable disease transmission in schools and workplaces.

## Key Principles

The Ministry of Education has identified the following principles that will continue to guide the K-12 sector throughout the 2022-23 school year:

- Communicable disease prevention measures will continue to be aligned with public health guidance to support student and staff wellness.
- Using an inclusive and trauma-informed lens, with a focus on mental health and wellness.
- Focusing supports to address unique student and staff needs, recognizing the pandemic has impacted individuals and communities differently.
- Consulting and working with First Nations, Métis, and Inuit peoples to address the unique educational and learning needs of their communities.
- Engaging and collaborating with parents/caregivers, staff, unions and community partners to develop local solutions when needed.
- As required by WorkSafeBC, all boards of education, independent school authorities & schools must ensure the health of their workers by ensuring that steps are taken to reduce the risk to workers from communicable diseases.
- The Provincial Health Officer or local Medical Health Officers may issue temporary provincial, regional or

local recommendations or orders of additional prevention measures during times of increased communicable disease risk.

## PART 1

### Communicable Diseases Prevention Plan in VSB Schools and Workplaces

#### Scope

Communicable diseases included in the scope of this Plan are those typically caused by respiratory viruses and normally spread through direct or indirect human contact in schools and workplaces. This Plan applies to all District employees, students, parents, volunteers, visitors, and contractors. All employees are required to review and follow the control measures and procedures within this Plan.

Note: This Plan supersedes all previous versions of the *VSB Communicable Disease Prevention Plan*.

#### What is a Communicable Disease?

*WorkSafeBC* advises that communicable disease is an illness caused by an infectious agent that can be transmitted by contact with infected individuals or their bodily discharges or fluids or by contact with contaminated surfaces or objects. Examples of communicable diseases that may circulate in a workplace include the common cold and seasonal influenza as well as norovirus-like illnesses, chickenpox, and COVID-19 (including variants).

Communicable diseases are most commonly spread from an infected person through:

- Respiratory droplets/particles/aerosols when a person coughs or sneezes.
- Close personal contact, such as touching or shaking hands.
- Touching something contaminated with virus and then touching your eyes, nose or mouth before washing your hands.

Refer to the Vancouver Coastal Health "[Sneezes and Diseases: A Resource Book for Caregivers & Parents](#)" or their [website](#) to review fact sheets for individual illnesses and diseases which may impact students.

District staff can refer to the [VSB Blood Borne Pathogen Exposure Control Plan](#) for further details on blood borne pathogens such as Hepatitis B, C and HIV (Human Immunodeficiency Virus) and the [VSB Work Procedures - Influenza Exposure Control Plan](#) for further details on Influenza.

#### Roles and Responsibilities

##### The District/Employer

- Establish a Communicable Disease Prevention Plan ("the Plan") and support communicable disease prevention at all levels of the organization.
- Ensure the Plan is implemented and effective.
- Provide information, supplies, and resources for communicable disease prevention to enable school administrators, managers, and supervisors to meet their responsibilities.
- Collaborate with public health authorities on communicable disease prevention.

## School Administrators, Managers, and Supervisors:

- Advise staff and students with symptoms of a communicable disease to stay home when feeling unwell to reduce the spread of illness and only return if their fever has resolved and they are able to participate fully in their usual activities.
- Send home staff or students who become ill with symptoms of a communicable disease and only return if their fever has resolved and they are able to participate fully in their usual activities.
- Share the VCH document [When To Keep Sick Kids Home From School](#) (see Appendix B) with parents/caregivers and students.
- Ensure employees understand and follow safe work procedures and the communicable disease plan and implement these in their work.
- Educate staff, and have them educate students (using age-appropriate methods), on the contents of the VSB Communicable Disease Prevention Plan
- Reinforce proper hand hygiene, respiratory etiquette, and the need to stay home when sick.
- Maintain records of training.
- Ensure appropriate personal protective equipment is available (where necessary) and that employees are trained on the proper use.
- Ensure that employees who work with a potential exposure risk (e.g., personal care, washroom cleaning, first aid, etc.) receive education and training on hazard identification and safe work procedures.
- Contact Public Health and VSB Health & Safety if they have concerns about communicable disease transmission within the school setting such as if there are worrisome symptoms (e.g. many cases of vomiting, rashes etc.) linked to high absenteeism and require additional support. (See Appendix G: Administrator Protocols for Managing Communicable Disease Activity at School)
- Follow the BCCDC's Schools page which includes the K-12 Public Health Guidance and prevention advice for administrators <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools/schools>

## Staff/Employees:

- Remain home if sick and away from others until your fever is gone (without the use of medicines that reduce fever) and you feel well enough to participate in daily activities.
- Understand and follow District Safe Work Procedures.
- Wear appropriate personal protective equipment.
- Attend education and training sessions.
- Report to the school administrator, manager, or supervisor any concerns regarding an infectious disease hazard or exposure.

## Health & Safety Department

- Recommend, implement, document, and communicate the appropriate site or task/activity-based control measures to school administrators, managers, and supervisors.
- Ensure all employees are provided with access to this Plan.
- Support managers and supervisors in their responsibilities regarding communicable diseases.
- Recommend appropriate control measures.
- Conduct a periodic review of the Plan's effectiveness.
- Maintain records, as necessary.

## Visitors

- If sick, stay home and away from others until your fever is gone (without the use of medicines that reduce fever) and you feel well enough to participate in daily activities.
- Comply with the direction of school administrators, managers, supervisors, and staff with respect to communicable disease control measures.

## Contractors and Subcontractors

- Review and follow District safe work procedures and requirements including the content of this Plan.
- Comply with the direction of school administrators, managers, supervisors, and staff with respect to communicable disease control measures. Select, provide, care, maintain, and use any assigned or required personal protection equipment (PPE), as trained and instructed.

## Risk Identification and Assessment

Public health advises that the risk of communicable diseases in schools generally parallels that of the community within which the school is located. For example, if colds or influenza are prevalent in the community, then these illnesses will be seen in schools and among staff and students.

In late 2021 through 2022, the Omicron variant of COVID-19 became the predominant virus in our community. Our experience in B.C. during the 2020-21 school year, which aligned with evidence gathered nationally and internationally, saw schools as lower-risk environments for COVID-19 transmission when infection prevention and exposure control measures (also called prevention measures) were in place. Transmission within K-12 school settings accounts for a minority of COVID-19 cases even amongst students and staff. Public health advises that this will remain true during this stage of the pandemic and as COVID-19 moves toward endemic status. *WorkSafeBC* guidance for Communicable Disease Prevention Plans requires that employers remain informed of developing communicable disease issues. With regular, ongoing dialogue and partnership with *Vancouver Coastal Health* (VCH) Medical Health Officers and access to BCCDC resources, the District is well advised on common, rare, and emerging communicable diseases.

The risk identification and assessment table in Appendix A is provided as a general reference, developed with input from VCH regarding risk/incidence. This list, risk identification, and assessment is not exhaustive. Rather, it provides an overview of some of the communicable diseases that are observed in K-12 schools and worksites and which concern both staff and students. The existence of vaccines and other preventative controls contribute to lowering the risk of vaccine-preventable diseases in schools.

## Risk Control

The District implements communicable disease prevention controls to mitigate the risks of exposure. Communicable disease controls are categorized into a hierarchy of effectiveness. The controls listed here and implemented in the District or community, effectively control periodic communicable disease events.

1. Elimination: Remove the hazard, the communicable disease, from the workplace. These include:
  - Support public health's delivery of routine childhood immunizations.
  - Support public health's delivery of immunizations/vaccinations for emerging diseases (e.g., SARS, H1N1, COVID-19, etc.) to suppress viral transmission in the community as a whole.
  - Public Health Orders aimed to restrict hazardous environments both work and school.

2. Engineering controls: Contain the hazard or reduce the risk with an engineered control. These include:
  - Provision of barriers (such as plexiglass when supported by public health) as per public health guidance and where deemed necessary.
  - Well maintained ventilation systems as per Ministry of Education guidance. The district continues to run mechanical systems longer, let in more outside air, and maximize occupant control.
  - Upgrading indoor air filtration with MERV 13 air filters (where possible).
  - Placement or installation of hand sanitation stations.
3. Administrative controls: Reduce the risk through organizational processes, procedures, or behaviour changes of employees and/or students. These include:
  - Promote staff and students staying home when sick and if they have a fever and/or are not feeling well enough to participate fully in their usual activities.
  - Promote health awareness and encourage staff/students/visitors to stay home when sick.
  - Send home staff or students who Develop Symptoms of COVID- 19 or other Communicable Diseases While at School/Work.
  - Remind staff and students to respect the personal space of others-
  - Reinforce diligent respiratory etiquette for coughs and sneezes.
  - Reinforcement of diligent hand hygiene and provide supplies and check daily.
  - Clean general facility surfaces, high touch surfaces, and shared equipment.
  - Maintain occupancy limits indoors in large gathering spaces (e.g., post in gyms, auditoriums) or in all staff spaces based on commonsense limits which avoid overcrowding.
  - Communicate by providing information on hazards and controls to staff, students, parents, and visitors as well as signage of expected actions or required procedures.
4. Personal protective equipment (PPE) reduces risk of contact with infectious agents. These include:
  - The use of three layer masks or disposable non-medical masks is a personal choice of all occupants. See Appendix E: *How to Wear a Face Mask*.
  - Disposable non-medical face masks for certain occupational tasks e.g., first aid, etc. See Procedure for [First Aid Treatment During COVID-19](#)
  - Face shields or goggles (as needed for occupational task e.g., spitting behaviour or an additional COVID-19 specific measure).
  - Gloves - as needed by occupational task (e.g., first aid, personal care, etc.). See Appendix F: *Donning and Doffing of Gloves Procedure*
  - Gowns - as needed by occupational task (e.g., personal care)

## Responding to Elevated Risk

From time to time, public health may advise of elevated risk of a specific communicable disease transmission in the community, a particular workplace(s) or context(s). Where public health has advised of an elevated risk of communicable disease transmission relevant to an employer's workplace, region, or industry, employers must take steps to assess the risk in the workplace and to follow the necessary measures to the extent practicable as provided by public health.

In addition, school administrators and managers will monitor attendance daily and will report concerns to VSB Health and Safety to follow-up with Vancouver Coastal Health (VCH) and the Director of Instruction to determine if any school-based or public health action is required.

School administrators, managers, and supervisors are encouraged to contact their Director of Instructions and Health and Safety to get assistance should a parent or student report having a serious communicable disease (e.g., measles, mumps, TB, meningitis, etc.).

## Communicable Disease Prevention Controls

The District has put in place a number of risk-control measures for the prevention of various communicable diseases covered by this Plan. The following describes these measures. It is important to remember that these are long-term and ongoing prevention procedures that are to be conducted daily and apply in all schools/sites in the District.

Ongoing and Daily Communicable Disease Prevention Measures	
Illness Practices	<p>Staff, students, visitors and contractors should not come to work/school if they are sick and/or have a fever and are not well enough to participate fully in routine activities. Parents/caregivers and students can utilize the Vancouver Coastal Health document “When should I keep my sick child home from school” See Appendix B <a href="#">When to Keep Sick Kids Home From School</a>.</p> <p>Staff, students, or other persons can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where they feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g., ibuprofen, acetaminophen). Information specific to COVID-19 is available from <a href="#">BCCDC</a>.</p> <p>Schools do not need to monitor students or staff for symptoms of illness but must follow Appendix C Managing Staff and Students who Develop Symptoms of COVID- 19 or Other Communicable Diseases While at School/Work-</p>
Sign-In/Out of Schools	<ul style="list-style-type: none"> <li>○ Only visitors on school/district business are permitted at schools and sites.</li> <li>○ All visitors must sign-in at the School Office upon arrival at the site.</li> <li>○ Drop in visitors are welcome however, appointments are requested and appreciated.</li> <li>○ Schools do not need to keep contact information (e.g. telephone numbers) of visitors for communicable disease prevention purposes.</li> </ul>
Hand Hygiene	<ul style="list-style-type: none"> <li>○ Rigorous hand washing with plain soap and water or using hand sanitizer is the most effective way to reduce the spread of illness (antibacterial soap is not needed). If hands are soiled, hand washing is superior to hand sanitizing. Hand washing with soap under running water for 20 seconds is reinforced with staff and by staff with students.</li> <li>○ Hand washing stations and/or hand sanitizer have been supplied to classrooms, offices, break areas, and certain common areas as determined by the school administrator with recommendations from the Site H&amp;S Committee.</li> <li>○ Staff should assist younger students with hand hygiene asneeded.</li> <li>○ Proper and frequent hand hygiene is essential, is encouraged and reinforced (e.g., staff reminders, posters) and must be completed at several times throughout the school or worksite.</li> </ul>

- The following table outlines when staff and students are to practice hand hygiene.

When Student Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
○ When they arrive at school.	○ When they arrive at school/work.
○ Before and after eating or drinking (excluding drinks kept at a student's desk).	○ Before and after eating or drinking (excluding drinks kept at the staff member's desk/workstation).
○ Before and after any breaks (e.g., recess, lunch).	○ Before and after any breaks (e.g., recess, lunch).
○ Before and after using an indoor learning space used by multiple classes with shared equipment.	○ Before and after handling food or assisting students with eating.
○ After using the toilet.	○ After using the toilet.
○ After sneezing or coughing into hands.	○ Before and after giving medication to a student
○ Whenever hands are visibly dirty.	○ After sneezing or coughing into hands.
	○ After contact with body fluids (e.g., runny noses, spit, vomit, blood).
	○ After removing gloves.
	○ After handling garbage.
	○ After cleaning tasks.
	○ Whenever hands are visibly dirty.

- See Appendix C for instruction on proper Hand Hygiene.

**Respiratory Etiquette**

- All staff, students and other people within a school or workplace are expected to practice diligent and proper respiratory etiquette. This includes covering coughs and sneezes with their elbow or a single use tissue, appropriate disposal of any used tissues or disposable masks into garbage bins, and practicing proper hand hygiene afterwards.

**General Cleaning of the School or Site**

- Schools will be cleaned and disinfected as per BCCDC guidance for public schools.
- VSB Operations staff will conduct general cleaning of the premise 1x/day (e.g., school or site flooring, garbage removal, cleaning visibly dirty surfaces, etc.).
- School staff are to contact the school office for assistance from the Building Engineer in cleaning up body fluid spills (e.g., blood, stool, urine, vomit).
- Cleaning and disinfecting supplies are provided to other staff (via the Building Engineer) in order to spot clean as they deem necessary. Contact the Building Engineer to refresh supplies.

**Cleaning and Disinfecting Frequently Touched Surfaces/Items**

- Frequently touched surfaces will be cleaned and disinfected at least 1x/day and when visibly dirty.
- VSB Operations staff will clean and disinfect the following frequently touched surfaces:
  - Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles.
  - Service counters (e.g., office reception counters, library circulation desk)
- Desks used by students will be cleaned 1x/week
- Staff who use or introduce shared equipment or, in secondary schools or adult education, the students who use the equipment, will clean and disinfect:
  - Computer keyboards and tablets, PE/sports equipment, etc clean 1x/day
  - Appliances which are shared such as microwaves, refrigerators, coffee pots/machines, etc.
  - Equipment that touches the mouth (e.g., water bottles, instrument mouth pieces, dishes, certain toys, and manipulatives) or that have been in contact with body fluids should not be shared unless cleaned and disinfected in between use by others, and
  - Frequently touched surfaces may change from day to day based on utilization.

**NOTE:**

- Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, water tables, etc.) can be used, when hand hygiene is practiced before and after use.
- Carpets and rugs (e.g. in Kindergarten and *StrongStart* classes) can be used.

	<ul style="list-style-type: none"> <li>• There is little to no evidence that viable COVID-19 viruses are transmitted via textbooks, paper, or other paper-based products. <a href="https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html">https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html</a>.</li> <li>• Laminated or glossy paper (e.g. DVDs) can be contaminated if handled by a person who is sick; however, the risk is low. After use, there is no need for these items to be cleaned and disinfected or left unused for any period of time, or for hand hygiene to be practiced before or after use.</li> <li>• Personal items are to be kept to a minimum - they will not be cleaned by the custodial staff.</li> </ul> <p><u>Cleanings and Disinfecting Blood and Body Fluids</u></p> <ul style="list-style-type: none"> <li>○ Custodial staff follow these procedures when cleaning and disinfecting bodily fluids (e.g., vomit, stool, urine): <ul style="list-style-type: none"> <li>○ Wear disposable gloves when cleaning blood and body fluids.</li> <li>○ Wash hands before/after putting on/taking off gloves.</li> <li>○ Use paper towel to clean up solid and liquid matter.</li> <li>○ Disinfect the item or surface once the surface it has been cleaned. Custodial staff to refer to the <i>VSB Operations Handbook</i> for specific safe work procedure.</li> </ul> </li> </ul> <p><u>Laundry</u></p> <ul style="list-style-type: none"> <li>○ Staff are to follow these procedures when doing laundry (e.g., Home Economics, Physical and Health Education, Life Skills Programs, etc.): <ul style="list-style-type: none"> <li>○ Laundry should be placed in a laundry basket with a plastic liner. Do not shake dirty items.</li> <li>○ Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.</li> <li>○ Wash with regular laundry soap and hot water (60-90°C).</li> </ul> </li> <li>○ Proper hand hygiene is required after.</li> </ul>
Ventilation and Air Conditioning	<p>Current K-12 guidance requires Heating, Ventilation, and Air Conditioning Systems (“HVAC systems”) to be maintained. Such systems in schools when operating properly are not known to contribute to the spread of communicable diseases.</p> <ul style="list-style-type: none"> <li>○ District buildings follow guidelines from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). The District regularly checks ASHRAE for operational updates and will make adjustments, as needed.</li> <li>○ Where building systems allow, the District has followed the <a href="#">ASHRAE Position Document on Infectious Aerosols</a> (April 2020) in supporting control of communicable disease and: <ul style="list-style-type: none"> <li>○ Increased run-times for ventilated spaces – starting two hours prior to occupancy and run two hours past end of occupancy (when practical).</li> <li>○ Maximized the amount of outdoor air supplied within the capacity of the heating systems.</li> <li>○ Filtered the air with MERV-13 filters wherever the ventilation equipment allows it.</li> <li>○ Provided maximum possible occupant control over rooms by ensuring windows and any venting louvers (if applicable) are functional and operating.</li> </ul> </li> <li>○ When using fans in ventilated spaces, air should be moved from high places to lower places and do not blow air directly from one person’s breathing zone towards another’s.</li> <li>○ Avoid horizontal cross breezes.</li> </ul>

## PART 2

### COVID-19 Specific Prevention Measures and School Activity Specific Prevention Measures

Part 1 of this document described ongoing communicable disease measures within the District. This section (Part 2) describes prevention measures in place to specifically address COVID-19, including the Omicron variant, in schools. Both preventative measures and modifications to typical school activities to help prevent COVID-19 transmission

### Trauma-Informed Schools/Workplaces and Actions

Trauma-informed practice is a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events including the emotional and traumatic impact of a pandemic. Trauma-informed practice includes:

- Providing inclusive and compassionate learning environments
- Understanding coping strategies
- Supporting independence
- Helping to minimize additional stress or trauma by addressing individual needs of students and staff

Educators and support staff should be aware of changes in student behavior, including trauma-related behaviors which may include fear; hyperactivity; aggression; body aches and pain; depression; self-harming behaviors; excessive shyness; or withdrawal. To support educators and staff in identifying and responding to the needs of students who have experienced trauma, the Ministry has created [trauma-informed practice resources](#) that are available on the [erase \(Expect Respect and a Safe Education\) website](#).

All staff, volunteers, visitors, and parents are asked to be respectful of others who may have different levels of comfort. In planning school/work activities and events, staff are asked to consider and respect the personal space of others and elevated perceptions of risk being experienced by others.

Staff and students choosing to practice additional personal prevention measures (e.g., wearing a non-medical mask, wearing a face shield in addition to a non-medical mask, etc.) should be treated with respect.

Schools and staff are encouraged to support students in following this Plan's guidelines and do so by using positive and inclusive approaches. Schools should avoid punitive measures or enforcement activities that exclude students from fully participating in school or that could result in stigma.

### Supportive School Environments

Schools can be supportive environments for communicable disease prevention by:

- Having staff model personal practices (e.g., hand hygiene, respiratory etiquette), and assist younger students as needed.
- Sharing reliable information, including from the BC Centre for Disease Control, Office of the Provincial Health Officer, and local health authorities to parents, families and caregivers.
- Promoting personal practices in the school (e.g., posters).
- Ensuring individual choices for personal practices (e.g., choosing to wear a mask or face covering) are supported and treated with respect, recognizing varying personal comfort levels.

School administrators and managers are encouraged to regularly issue reminders on health and safety prevention topics as well as on topics that support mental health and wellbeing of both students and staff. The following describes COVID-19 specific prevention measures and procedures for schools and sites.

COVID-19 Specific Prevention Measures	
Access to Schools	<ul style="list-style-type: none"> <li>○ Appointments for school business are recommended and appreciated.</li> <li>○ Schools and district sites are open for drop-in visitors as well as spectators at events (where invitations are provided by the school).</li> <li>○ Parents/guardians, visitors on school business, ongoing volunteers, and people providing academic support may visit by appointment approved by the school administrator.</li> <li>○ District staff may also access schools. If possible, they will schedule their work in advance through the office or the school administrator. District Grounds and Maintenance staff working outdoors on-site may enter the school to use washrooms or lunchroom facilities as needed.</li> </ul>
Space Arrangement	<ul style="list-style-type: none"> <li>○ Schools may return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.</li> <li>○ For indoor spaces without a defined operating capacity, school administrators should determine the number of individuals that would typically be within the space for any given activity or event and not exceed this capacity.</li> </ul>
Gatherings and Events	<p>Organizers should continue to apply a trauma-informed lens to their planning, including consideration of gradual transitions to larger gatherings (e.g., school-wide assemblies), including starting with small gatherings and increasing the size of gatherings and events up to maximum occupancy limits of the space.</p> <ul style="list-style-type: none"> <li>○ School administrators and staff are to plan for and ensure that enough space is available to prevent over-crowding.</li> <li>○ Masks are a personal choice for staff, students, and visitors/spectators during gatherings and events.</li> </ul> <p><u>Rentals and School Bookings</u> Organizers of rentals are required to:</p> <ul style="list-style-type: none"> <li>○ Follow normal practices for community use of schools</li> <li>○ Ensure their participants know and follow the District's and school's Communicable Disease Prevention Plan including staying home if sick, hand hygiene, etc.</li> </ul>
Personal Protective Equipment (PPE)	<p><b>Face Masks and Face Shields</b></p> <p>Students, staff and visitors may choose to wear masks, face shields or other personal protective equipment in schools, and those choices must be respected.</p> <p>For those choosing to wear masks, it should consist of 3 layers and fit closely to the face with minimal leaks at the nose, cheeks, or chin. The mask should cover from the bridge of the nose to underneath the chin.</p> <p>Schools will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or for those who become ill at school.</p> <p>Schools and worksites are "mask friendly". Wearing a mask is a personal choice. It is an expectation of every staff member and all students to support and respect the choices of others at all times including the decisions of others on whether or not they wear a mask.</p> <p>NOTE: Staff are provided the necessary PPE for working with blood and bodily fluids (e.g., toileting, spitting, biting, first aid). This PPE includes as required for the occupational task; gloves, gowns, face shields, Kevlar sleeves, etc., and a non-medical mask with or without a face shield.</p> <p><b>Plexiglass</b></p> <ul style="list-style-type: none"> <li>○ Plexiglass droplet barriers are no longer recommended by public health.</li> <li>○ All plexiglass in classrooms and learning environments separating students from students and</li> </ul>

	<p>staff from students are to be removed from use and kept in storage at the school/site.</p> <p>Note: Existing plexiglass and other barriers at public reception areas can remain in place at this time.</p> <ul style="list-style-type: none"> <li>○ Plexiglass droplet barriers for the purpose of communicable disease prevention are no longer available to be added to a school or workplace</li> </ul> <p>Note: Staff may choose to use face shields, available at schools, to replace plexiglass. Using a face shield is a personal choice.</p>
Field Studies	<ul style="list-style-type: none"> <li>○ Same day field trips are permitted. Follow standard processes.</li> <li>○ Overnight, in-province, and out of province trips (within Canada and Washington State) are permitted. Planning for overnight trips must adhere to the <i>COVID-19 Overnight Safety Plan Guidelines for Field Studies</i>, available on the <i>Field Studies Sharepoint</i> site and be inclusive of the additional COVID-19 specific consents.</li> <li>○ International student travel continues to NOT be permitted at this time. Planning should not occur at the school level for opportunities in 2022/2023 or 2023/2024 until District direction is provided.</li> <li>○ Schools should consider guidance provided for overnight camps from BCCDC and the BC Camps Association when planning overnight trips that include group accommodation.</li> </ul> <p>Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate. If the trip cannot occur otherwise, schools can require participants to confirm they are able to meet additional requirements (e.g., are able to provide proof of vaccination, if required).</p>
Staff Rooms/Break Rooms	<ul style="list-style-type: none"> <li>○ Staff are encouraged to: <ul style="list-style-type: none"> <li>▪ Practice hand hygiene before and after eating or drinking.</li> <li>▪ Set commonsense occupancy limits for these spaces to avoid crowding</li> </ul> </li> </ul> <p>Clean regularly and cleaning supplies are provided in staff rooms to permit staff who wish to disinfect their table before use.</p> <ul style="list-style-type: none"> <li>○ NOTE: School administrators and staff are also reminded to consider staff comfort levels when arranging staff rooms and provide options for people to eat by themselves. Staff who choose not to eat or socialize with others in group settings are to be supported and respected by their peers.</li> </ul>
School Main Office	<ul style="list-style-type: none"> <li>○ Spread out in the space and aim to use the space to maximize the efficiency and work-flow needs of the office.</li> <li>○ Set commonsense occupancy limits for these spaces to avoid crowding.</li> </ul>
<b>Transportation and COVID-19 Prevention Measures</b>	
School Buses	<ul style="list-style-type: none"> <li>○ Buses used for transporting students will be cleaned once a day and high touch surfaces disinfected 1x/day minimum.</li> <li>○ Bus drivers, staff, and students will practice hand hygiene and respiratory etiquette.</li> <li>○ Bus drivers, staff, and students may choose to wear masks or face coverings when they are on the bus.</li> <li>○ Buses no longer require a dedicated seating plan.</li> </ul>
Public Transit	<ul style="list-style-type: none"> <li>○ Students, staff, and visitors taking mass transit (e.g., municipal buses, SkyTrain, ferries, etc.), must practice hand hygiene before and after trips and follow any other safety guidance issued by the relevant transit authority.</li> <li>○ Teachers and students may choose to wear masks or face coverings when they are on the public transit.</li> </ul>
Carpooling	<ul style="list-style-type: none"> <li>○ School may use carpooling for transportation to K-12 events/activities. <ul style="list-style-type: none"> <li>○ All people in the car may choose to wear masks or face coverings or not.</li> <li>○ Spread out vehicle occupants to create space.</li> <li>○ Clean hands before and after trips.</li> </ul> </li> <li>○ Clean frequently touched surfaces in the vehicle 1x/day (as needed).</li> </ul>

Curriculum and Other School Activities and COVID-19 Prevention Measures

<p>Libraries and Learning Commons</p>	<ul style="list-style-type: none"> <li>○ Textbooks, paper, paper-based products are safe.</li> <li>○ Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.</li> <li>○ There is little to no evidence that viable COVID-19 and related viruses are transmitted via textbooks, paper, or other paper-based products. <a href="https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html">https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html</a>.</li> <li>○ The BC Teacher Librarians Association (BCTLA) has developed <a href="#">Recommendation for Access to Library Learning Commons Resources to Meet COVID-19 Requirements</a>. In the case of any discrepancy in guidance, staff are expected to follow the guidance here, in the District Plan.</li> </ul>
<p>Music</p>	<ul style="list-style-type: none"> <li>○ Wearing a mask is a personal choice in music class.</li> <li>○ When singing, students should not be face-to-face to one another. Distancing and creating space between students, as the space permits, is recommended.</li> <li>○ Shared equipment must be cleaned and disinfected (see section on Cleaning and Disinfecting Equipment). Equipment that touches the mouth (e.g., instrument mouth pieces, recorders) should not be shared unless cleaned and disinfected in between users.</li> <li>○ Students and staff are to practice proper hand hygiene before and after using music equipment.</li> <li>○ The BC Music Educators Association (BCMEA) has developed <a href="#">Guidance for Music Classes in British Columbia: COVID-19 and Pandemic Recovery</a> (October 2021). In the case of any discrepancy in guidance, staff and students are expected to follow the guidance here, in the District Plan.</li> </ul>
<p>Theatre, Film, Dance</p>	<p>Intra- and inter-school programs, activities and events (e.g., plays, concerts) can continue in alignment with the guidance within this document and to use classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.</p> <ul style="list-style-type: none"> <li>○ Students are to practice proper hand hygiene.</li> <li>○ Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected. See Cleaning and Disinfection of Equipment.</li> </ul>
<p>Physical Health Education (PHE) and Outdoor Programs</p>	<ul style="list-style-type: none"> <li>○ Shared equipment can be used, provided it is cleaned and disinfected once a day. As well, equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between users. See section above on Cleaning and Disinfecting Equipment.</li> </ul>
<p>Playgrounds and Play Fields</p>	<ul style="list-style-type: none"> <li>○ Playgrounds are safe environments and there is no evidence of COVID-19 transmission using playgrounds.</li> <li>○ Ensure proper hand hygiene before and after play outside.</li> </ul>

School Sports	<ul style="list-style-type: none"> <li>○ See <i>Extracurricular Activities</i> below regarding intramural sports.</li> <li>○ In-school programs and activities (e.g., sports team practices, games) can continue. Inter-school activities can also continue when schools, staff, and students follow the requirements of relevant local, regional, and provincial public health recommendations.</li> <li>○ Staff and students practice proper hand hygiene before and after sports and after handling shared sports equipment.</li> <li>○ Wearing a mask is a personal choice.</li> <li>○ Shared equipment can be used, provided it is cleaned and disinfected once a day. As well, equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between users. See section above on Cleaning and Disinfecting Equipment.</li>   <li>○ See the <a href="#">Return to School Sports Plan from BC School Sports</a> for additional information. In the case of any discrepancy in guidance, staff and students are expected to follow the guidance here, in the District Plan.</li> </ul>
Extracurricular Activities	<p>All prevention measures in this document must be followed (e.g., cleaning and disinfecting, hand hygiene, respiratory etiquette) including those specific to the activity.</p>
Food Service and Food Fundraisers	<ul style="list-style-type: none"> <li>○ Staff are to continue to emphasize that food and beverages should not be shared.</li> <li>○ Schools can continue to accept food donations to support learning and the delivery of meal programs, etc.</li> <li>○ School staff can offer food services and programs again</li> <li>○ Staff are to reinforce all ongoing and COVID-19 related preventative measures in food preparation and service areas. Including: <del>staying home if sick and/or have a fever and are not well enough to participate fully in routine activities.</del>, frequent and proper hand hygiene, respiratory etiquette, and respect the personal space of others.</li> <li>○ For food contact surfaces, school staff (e.g., culinary arts, home economics, meal programs, cafeterias, food fundraisers/events, etc.) must ensure any sanitizers or disinfectants used are approved for use in a food service application as well as are approved for use against COVID-19. These may be different than the products noted in this document for general cleaning and disinfection.</li> <li>○ Schools can continue to provide food services, including food for sale and fundraisers. NOTE: Administrators must ensure staff follow the guidance in this Plan and they must align with the <a href="#">Guidelines for Food and Beverage Sales in B.C. Schools</a> and follow the VSB <a href="#">Food Event Resources and Template</a>.</li> </ul> <p><u>Elementary</u></p> <ul style="list-style-type: none"> <li>○ Schools will develop a plan that will make use of available space (e.g., lunchrooms, classrooms, activity spaces, or combination of etc.), as they deemed appropriate, and that allows for each student to be seated at a table while eating.</li> <li>○ Students participating in meal programs will eat individually package lunches in their classrooms with the other students.</li> <li>○ School administrators with meal programs are encouraged to maintain the system of meal delivery used at the school last year.</li> </ul> <p><u>Secondary</u></p> <p>If food service is provided in schools that are regulated under the <a href="#">Food Premises Regulation</a> (e.g., cafeterias), no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a <a href="#">FOODSAFE</a> trained staff member, a food safety plan, etc.). No additional measures beyond those in this document are required.</p>

	<ul style="list-style-type: none"> <li>○ <i>Food Safety Legislation</i> and the <a href="#">Guidelines for Food and Beverage Sales in B.C. Schools</a> continue to apply to other food activities in schools, and administrators and staff should follow this guidance.</li> <li>○ Cafeterias may operate as normal, Individual secondary schools will implement these and other strategies (e.g. additional hand sanitizer stations, signage, floor signage, set rules regarding lunch, etc ) to create space for students and to enjoy lunch.</li> </ul>
Food Culinary Arts and Home Economics	<ul style="list-style-type: none"> <li>○ Continue to follow normal food safety measures and requirements, a <a href="#">FOODSAFE</a> trained person is required.</li> </ul>
Lockers, Water Fountains, and Washrooms	<ul style="list-style-type: none"> <li>○ School can assign, and students can use, lockers as it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school.</li> <li>○ Schools should implement strategies to manage the flow of students around lockers to minimize crowding and allow for ease of people passing through.</li> <li>○ Water fountains will be available.</li> <li>○ Washroom and sink access will not be limited.</li> </ul>
<b>Post Secondary and Advanced Training – COVID-19 Prevention Measures</b>	
Dual Credit	<ul style="list-style-type: none"> <li>○ Students taking dual credit courses taken in secondary schools, must comply with the preventative measures in this document.</li> <li>○ For students taking dual credit courses in post-secondary institutions, schools must ensure students are aware of and adhere to the communicable disease plans set out by post-secondary institutions.</li> </ul>
Trades in Training	<ul style="list-style-type: none"> <li>○ Students enrolled in individual training/work experience programs should follow the communicable disease prevention plan required by the workplace/facility or post-secondary institution. Classes (or other similar groupings of students) participating in training/work experience programs together should follow the more stringent measures (if applicable) between the school and the workplace/facility’s communicable disease prevention plans.</li> </ul> <p>NOTE: Given the unique structure of Trades Training Programs and oversight by the <a href="#">Industry Training Authority</a> (ITA), new information on assessments and programming for these courses is available online. Information for workers is available on the <a href="#">WorkSafeBC Communicable Disease Prevention</a>.</p>
Work Experience	<ul style="list-style-type: none"> <li>○ Schools and school districts must ensure students are covered with the required, valid workplace insurance for placements at standard worksites and follow <i>WorkSafeBC</i> guidelines.</li> <li>○ Schools and the District will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering any Provincial Health Orders and <i>WorkSafeBC</i> guidance. To ensure awareness and support for placements, school districts and school staff are to obtain parent/guardian sign-off for all new placements.</li> <li>○ Students and support workers who accompany special needs students to work sites, life skills course and locations, etc., will adhere to the communicable disease prevention plan of the workplace including wearing PPE if required.</li> <li>○ Information for workers is available on the <a href="#">WorkSafeBC Communicable Disease Prevention</a>.</li> </ul>
<b>Other COVID-19 Prevention Measures</b>	
Emergency Procedures & Drills	<ul style="list-style-type: none"> <li>○ Schools are to complete 6 fire drills/school evacuation drills each year, 2 earthquake drills per year and 2 lockdown drills per year. Partial building evacuations involving smaller groups of students do not comply with the fire bylaws as a fire drill. No modifications are required for communicable disease prevention purposes.</li> <li>○ In the event of an actual emergency, communicable disease prevention measures can be suspended to ensure for a timely, efficient, and safe response.</li> </ul>

<p>Vaccinations and Childhood Immunizations</p>	<ul style="list-style-type: none"> <li>○ Students and staff are encouraged to ensure they are up to date on all recommended vaccines for communicable disease, including COVID-19 vaccines.</li> <li>○ The District is committed to working with VCH, parents in the school community, and staff to encourage and support the VCH communicable disease mandate to deliver: <ul style="list-style-type: none"> <li>○ Routine childhood immunizations (e.g., measles, mumps, rubella, polio, etc.)</li> <li>○ Any vaccinations for emerging communicable diseases (e.g., SARS, COVID-19, etc.).</li> </ul> </li> </ul> <p><u>COVID-19 Vaccine</u></p> <ul style="list-style-type: none"> <li>○ Vaccination protects from serious illness due to COVID-19 and is the most effective way to reduce the impact of COVID-19 on our communities.</li> <li>○ It is important to get all recommended vaccine doses to get the most effective protection against serious cases of COVID-19. People 6 months and older are eligible for COVID-19 vaccines. More information about COVID-19 vaccines is available from the <a href="#">BCCDC website</a>.</li> </ul>
<p>International Travel and Attendance at School</p>	<ul style="list-style-type: none"> <li>○ There may be certain federal restrictions on attendance at school following international travel. Visit <a href="https://travel.gc.ca/travel-covid">https://travel.gc.ca/travel-covid</a> for current and complete guidance regarding return from international travel.</li> </ul>

## PART 3

### Monitoring, Communications, and Review

#### Monitoring

The District's Site Health and Safety Committees are active participants in employee health and safety. They monitor, inspect, review, and recommend improvements, including on communicable disease control measures at sites. As well, the District H&S Committee considers, reviews, and recommends district-wide issues, including those on communicable disease control. Also, the District Health and Safety department monitors activities in schools and workplaces, and ensures the Plan covers current requirements, contains current information, and addresses any concerns identified.

#### Communication, Education and Training

- The District has established the following means of sharing information with staff, students, parents, and others across the organization and in the general public:

##### Information

- Health and safety information is posted on the [VSB main webpage](#) and staff, parents, and others are encouraged to regularly check back to the webpage for updates or new information on COVID-19 and variants of concern.
- District staff will receive updates which impact them regarding COVID-19 on a regular basis via the District or managers/supervisors.
- Students and parents will receive informational emails.
- All parties are encouraged to visit the VSB main webpage for the most current VSB District Communicable Disease Prevention Plan.

##### Training and Instruction

- School administrators deliver staff training sessions with materials developed by the VSB H&S Department.
- Itinerant staff or those unavailable at the time of these sessions will be able to access this recorded session.
- Classroom staff will provide training to students with the support of a presentation.
- Visitors will be provided information/protocols when making an appointment and at entry to the school/site.
- Contractor information will be provided at the outset of the project/commencement of contract again at entry to the school/site, as well as information being available on the VSB main webpage.

#### Review

This document, the District Communicable Disease Prevention Plan, is a living document and subject to changes and updates. This Plan will be reviewed on an annual basis and/or when there is a significant change in risk, and when there are changes to public health, BC Ministry of Education and BCCDC guidance documents and instructions for the prevention of communicable diseases. For a current version of this Plan visit the VSB main website at [www.vsb.bc.ca](http://www.vsb.bc.ca)

## References

- [Coronavirus COVID-19 Public Health Communicable Disease Guidance for K-12 Schools](#)  
BC Centre for Disease Control, BC Ministry of Health, August 25, 2022
- [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)  
BC Government, August 25, 2022
- [BC Provincial Health Officer, Public Health Orders](#)  
Ongoing

## APPENDIX A: Vancouver School District Risk-Assessment Chart

The *Communicable Disease Prevention Plan Including COVID-19 Prevention Procedures* covers the following respiratory illnesses; all are present in the community at large to some extent. The listed illnesses share common control measures such as conduct a daily health check before attending and stay home if sick, practice diligent hand hygiene, and practice proper respiratory etiquette. Ultimately, risk is determined by public health.

Source: Gov. Canada with input from VCH

Illness	Status and Level of Incidence	Description of Symptoms
Common cold (viral)	Endemic, Moderate levels of incidence	Symptoms: fever; cough; runny nose and sneezing. Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Influenza	Endemic, Moderate levels of incidence  *Annual Vaccine Available	Symptoms: fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea Transmission: person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects
COVID-19	Pandemic, transitioning to Endemic, Moderate-high levels of incidence  *Vaccine Available	Symptoms: fever, cough, sore throat, fatigue, shortness of breath and breathing difficulties. Transmission: Person-to-person via droplets, coughing, sneezing, or talking; sharing items; touching contaminated objects.
Pneumococcal Disease	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms of pneumococcal pneumonia: fever and chills; cough; rapid breathing or difficulty breathing; and chest pain. Symptoms pneumococcal meningitis: stiff neck; fever; headache; photophobia; confusion. Symptoms of pneumococcal bacteremia: fever; chills; low alertness; transmission. Transmission: Direct contact with respiratory secretions, like saliva or mucus.
Chicken Pox	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms: fever; cough; muscle ache; body rash. Transmission: Person-to-person via breathing, coughs or sneezes; contact with fluid of a chickenpox blister.
Measles	Disease under elimination  *Vaccine Available	Symptoms: Fever; runny nose; watery eyes; red spots in mouth; red rash on face and body. Transmission: Person-to-person via droplets in air, coughing, sneezing, or talking.
Monkey Pox	Monitored, Low levels of incidence *Vaccine Available	Symptoms: A rash accompanied by any one or more of the following; fever, chills, swollen lymph nodes, headache, muscle pain, joint pain, back pain and exhaustion. Transmission: Person-to-person contact with infected person's lesions or scabs that may be found on the skin or mucosal surfaces.
Mumps	Endemic, Low levels of incidence  *Vaccine Available	Symptoms: Swollen glands near ears or under jaw; fever; headache, ear ache. Transmission: Person-to-person droplets in air, coughing, sneezing, or talking; contact with saliva.
Rubella (German Measles)	Disease under elimination  *Vaccine Available	Symptoms: Red or pink rash on face and body; swollen glands behind ears; slight fever; joint pain. Transmission: Person-to-person via droplets coughed, sneezed, or breathed into air; contact with discharge from nose.
Pertussis (Whooping cough)	Endemic, Moderate levels of incidence  *Vaccine Available	Symptoms early stages: runny nose; low-grade fever; mild, occasional cough. Symptoms later stages: coughing fits followed by a high-pitched "whoop" sound; vomiting during or after coughing fits and exhaustion after coughing fits. Transmission: Person-to-person via droplets coughed, sneezed, or breathed into air in close spaces.
*Norovirus	Endemic, Low levels of incidence	Symptoms: upset stomach; vomiting; diarrhea; cramping; chills or mild fever. Transmission: touching contaminated objects/food and touching nose/mouth.  (*Note: Not a respiratory disease. However, prevention measures for norovirus are the same as for other listed communicable diseases and norovirus is seasonally experienced in some K-12 schools).

## WHEN SHOULD I KEEP MY SICK CHILD HOME FROM SCHOOL?

### Things to consider if your child feels unwell:

1. The wellbeing of your child. Without proper rest, a child may have a hard time fighting an illness or be at risk for other illnesses.
2. The ability of your child to actively take part and learn at school.
3. The school staff cannot care for a sick child and give them the support that they may need.
4. The protection of other children.

### Please keep your child home if they:

- Have a fever.
- Are too sick to take part in all normal school activities.
- Have a suspected or known communicable disease (i.e. strep throat, chicken pox, measles).
- Is vomiting or has diarrhea. It is recommended that students be symptom free at least 24 hours before returning to school.

Keep your child home until they are able to participate fully in normal school activities or as told by a health care provider.

*Please let the school know your child's symptoms, as per the school's call back procedures.*

If the school finds it necessary to send your child home because of illness, please make sure you have arranged an emergency contact if you are not available. [Inform your school of these arrangements.](#)

### Where can I find more information?

- Health Link BC – By calling 8-1-1, you can speak to a health service navigator, who can help you find information and services, or connect you with a health professional. You can also find information online at <https://www.healthlinkbc.ca>
- Sneezes and Diseases – online at <https://sneezesdiseases.com/>
- BCCDC – online at [Schools \(bccdc.ca\)](https://schools.bccdc.ca)
- VCH – online at [Children, youth & schools - Vancouver Coastal Health \(vch.ca\)](https://vch.ca)

## APPENDIX C: Managing Staff and Students who Develop Symptoms of COVID- 19 or Other Communicable Diseases While at School/Work

Staff	Student
<p><b>IF STAFF DEVELOPS SYMPTOMS <u>AT WORK</u>:</b></p> <p><b>Symptomatic employees must report their condition, leave the building/worksite immediately, and go home <i>as soon as possible</i>.</b></p> <p><b>If unable to leave the worksite immediately, staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. The symptomatic employee should separate/isolate themselves into an area away from others (e.g., outside, in the designated health/isolation room).</li> <li>2. Maintain a distance from allothers.</li> <li>3. The symptomatic employee will wear a non-medical face mask if tolerated (disposable masks are available in the school health/isolation room) or use a tissue to cover their nose and mouth while waiting to be picked up.</li> <li>4. Staff accompanying the symptomatic employee or providing first aid to them are advised to wear a disposable non-medical mask and safety eyewear or a face shield to protect their eyes (available in health/isolation room).</li> <li>5. Once the symptomatic employee is picked up/gone home, the building engineer/custodial staff will clean and disinfect the space where the employee was separated/isolated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>6. Once the symptomatic employee leaves the school, properly dispose of any used paper non-medical masks in a waste bin, or clean fabric masks, and practice diligent hand hygiene.</li> <li>7. The symptomatic employee will notify their administrator/supervisor of their need to leave the site unexpectedly for medical reasons. Staff are under no obligation to reveal private medical information to their administrator/supervisor.</li> </ol>	<p><b>IF A STUDENT DEVELOPS SYMPTOMS <u>AT SCHOOL</u>:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic/ill student from others in the designated health/isolation room.</li> <li>2. Contact the student’s parent/guardian to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance from the ill student. If it is not possible to maintain distance from the ill student, staff are advised to wear a disposable non-medical mask if available and tolerated or use a tissue to cover their nose and mouth and wear safety eyewear or a face shield to protect your eyes (available in health/isolation room).</li> <li>4. Provide the student with a disposable non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If staff do have contact with the student’s body fluids, practice diligent hand hygiene right away.</li> <li>6. Once the student is picked up, properly dispose of paper non-medical masks in a waste bin, or clean fabric masks and practice diligent hand hygiene.</li> <li>7. The building engineer/custodial staff will clean and disinfect the space where the student was separated/isolated and the student’s classroom.</li> </ol> <p><b>Parents/guardians must pick up their child as soon as possible if they are notified their child is ill.</b></p>
<p><b>Staff and students may return to work/school when their fever has resolved and they are able to participate in their usual activities. A healthcare provider’s note is not required for return.</b></p>	

# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

Either will clean your hands: use soap and water if hands are visibly soiled.

Remove hand and wrist jewellery

### HOW TO HAND WASH

1 Wet hands with warm (not hot or cold) running water

2 Apply liquid or foam soap

3 Lather soap covering all surfaces of hands for 20-30 seconds

4 Rinse thoroughly under running water

5 Pat hands dry thoroughly with paper towel

6 Use paper towel to turn off the tap

### HOW TO USE HAND RUB

1 Ensure hands are visibly clean (if soiled, follow hand washing steps)

2 Apply about a loonie-sized amount to your hands

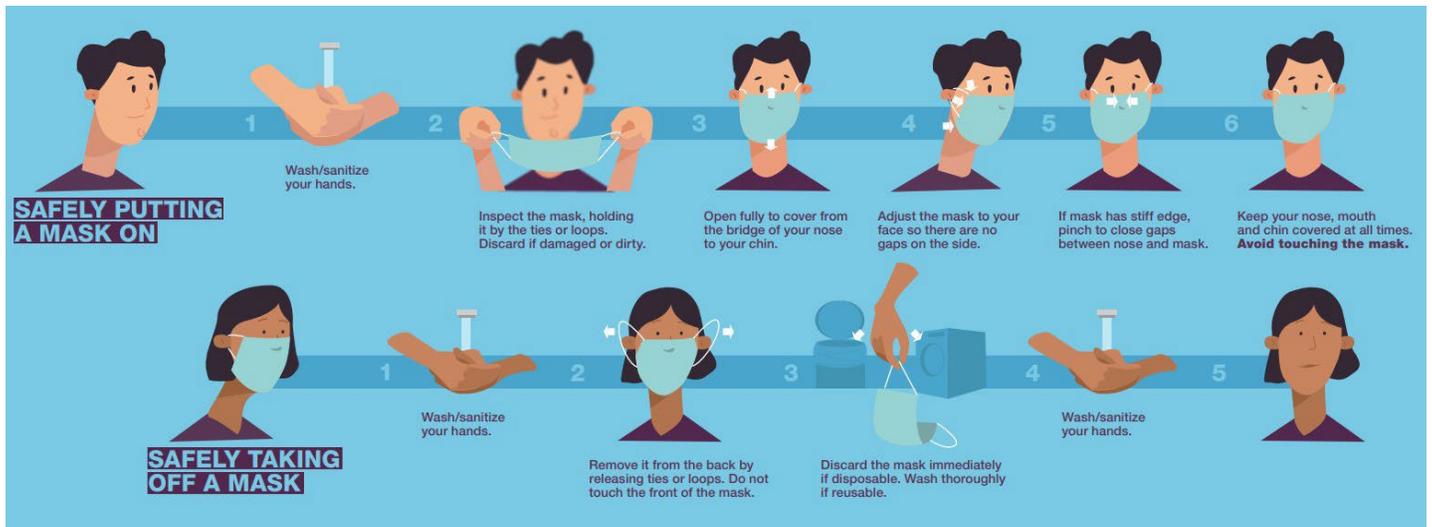
3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19\_HH\_001

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

## APPENDIX E: How to Wear a Face Mask

### Procedure for Donning, Doffing and Caring for a Non-Medical Mask



Sources: [open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster](https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster); [Health Canada.ca](https://healthcanada.ca) wearing a face mask

### *Additional Protocols for Safely Wearing and Caring for a Face Mask*

#### **DO:**

- Wear a 3 layered mask.
- Focus on a good fit.
- Make sure your nose and mouth are fully covered, it fits securely, and there are no gaps on the sides
- Make sure your mask isn't damaged, and it's clean and dry before wearing
- Replace your mask whenever it becomes damp or dirty
- Wash your hands for 20 seconds or use hand sanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

#### **DON'T:**

- Wear masks that are damaged, dirty, or moist
- Touch the mask while wearing it
- Wear a loose mask or adjust it to leak/vent air
- Hang the mask from your neck or ears
- Remove the mask to talk to someone face to face
- Share your mask with anyone
- Store your mask where it may easily become soiled (e.g., unprotected in a purse, pocket, backpack, etc.)

## APPENDIX F: Donning and Doffing of Gloves Procedure



## APPENDIX G: Administrator Protocols for Managing Communicable Disease Activity at School

### **BCCDC Guidance**

Most communicable disease experienced by students and staff within school settings may be managed by the individual/family and through routine preventative measures, such as staying home from school until well enough to participate in regular activities. Resources are available to support management of routine communicable disease, including HealthLink BC, the BCCDC Guide to Common Childhood Diseases, the Sneezes and Disease website, and other school health resources hosted on health authority webpages (Vancouver Coastal Health Fraser Health; Interior Health; Island Health; Northern Health).

Public health may become directly involved if certain reportable disease, such as measles, are identified where there are effective interventions available to prevent further spread and protect against severe disease. Additional time-limited public health measures may also be implemented at the discretion of the local Medical Health Officer or the Provincial Health Officer in response to broader risk of communicable disease transmission in the community.

**School or district administrators can contact public health if they have concerns about communicable disease transmission within the school setting and require additional support.**

### **Communication and Protecting Personal Privacy.**

Medical Health Officers play the lead role in determining, if when and how to communicate information regarding increased communicable disease activity within a school.

Public health has encouraged schools to routinely communicate to their school community the need to follow any recommended public health measures, practice health awareness, and to stay home when sick.

To protect personal privacy and to support accuracy, school should exercise caution in providing communicable disease notifications beyond when they are recommended by public health.

### **Functional Closures**

A functional closure of a school is the temporary closure of a school determined by a school district or independent school authority due to a lack of staff to provide the required level of teaching, supervision, support and/or custodial to ensure the health and safety of students. This would likely be due to a high number of staff or certain employees away who are required for a school to function, and the inability to temporarily replace them. School districts (or independent schools) should notify their Medical Health Officer and the Ministry of Education and Child Care ([educ.covid@gov.bc.ca](mailto:educ.covid@gov.bc.ca)) when they are considering or implementing a functional closure.

### **Public Health Closure**

A public health closure is the temporary closing of a school ordered by a Medical Health Officer when they determine it is necessary to prevent the excessive transmission of a communicable disease.