

OLA COVID-19 Safety Plan

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Therefore, the following measures will be in place to mitigate the risk to staff and students.

Restricting access to the school

- All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Parents' responsibility to assessing their children daily before sending them to school will be clearly communicated. A daily health check at drop-off may also be conducted by asking parents to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- If a student develops symptoms while at school, the following steps will be taken:
 - Immediately separate the symptomatic student from others in a supervised area (and remove others from infected area).
 - Contact the student's parent or caregiver to pick them up as soon as possible.
 - Contact 811 or the local public health unit to notify them of a potential case and seek further input.
 - Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
 - Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
 - Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
 - Once the student is picked up, practice diligent hand hygiene.

- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
- Fill out a Data Collection Form – Symptomatic person and store form for 30 days

Administrative Areas

- Public coming into the office will be limited. Parents and others are encouraged to call instead of visiting the school.
- A 2 metre area in front of front office desks will be taped on the floor to designate where people can stand and line up (if required).
- Plexiglass may be used to separate administrative workers from the public if two metres of separation cannot be maintained.

Student Management & Hygiene

Hygiene

- Students will be reminded to wash their hands, at minimum:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Workers will assist younger students with hand hygiene as needed.
- If a sink is not available, alcohol based hand sanitizer will be used.
- Food will not be shared by students.
- All fruits and vegetables should be washed with soap and cold water then rinsed before consuming.
- All parent provided food items will be placed and stored at student's personal desk area.

Physical distancing

- Parents and caregivers will remain outside of the school to drop off their children.
- Close greetings like hugs or handshakes will be avoided and students will be reminded to keep their hands to themselves when possible.
- Educational videos and online programs will be part of learning so young students can sit independently and distanced from each other.

- Classes will be taken outside when practicable.
- Individual activities or activities that encourage more space between students and staff will be incorporated. Group activities will be adapted to minimize physical contact and reduce shared items.
- Students will be organized into smaller groups that stay together throughout the day.
- Staff will strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day.
- Different classroom configurations will be considered to maintain distance between students or different locations in the school (e.g., different classrooms, library, outside).
- Any food or drink sharing will not be permitted.
- Staggered times will be scheduled for recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.

Safety for Staff

Physical distancing

- Occupancy limits will be established and posted for shared spaces, including the staffroom, office and photocopier room. Chairs or tables will be removed to ensure occupancy limits are not exceeded. Additional areas for staff to have their breaks will be provided, including outside picnic tables if available.
- Start and end of shift times as well as break times for staff will be staggered to prevent crowding when entering and leaving the workplace.
- 2 metre physical distancing will be maintained whenever possible between staff and students. Virtual meetings will be used to reduce the number of staff onsite. Work processes and practices will be modified (for example, limiting movement of staff and students between classrooms) to encourage physical distancing between staff and student, and other workers.
- Instructions will be provided to staff on methods for maintaining physical distance such as not greeting others by hugging or shaking hands.
- If staff need to meet in person, there will be a 2 metre space between each worker.
- The flow of people in public spaces such as hallways will be managed (tape placed on the floor – staying to the right near the wall).
- Assemblies and other school-wide events will be held virtually to avoid a large number of people gathered in one space.

Hygiene

- Staff will be encouraged to remain on site and not to leave during lunch or at break times.
- Hand washing supplies will be available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer). Hand hygiene stations will be set up at the school entrance and other locations as appropriate.

- Handwashing policies and procedures for all staff and others at the school will be explained and posted near all sinks. Workers, including teachers, administrators and support workers will wash their hands frequently to reduce the risk of transmission.

Use of personal protective equipment (PPE)

- [BC Centre for Disease Control \(BCCDC\) guidance](#) for K-12 school settings is that personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, staff will continue to use this PPE when performing these tasks.

Cleaning & Sanitizing

- The school will be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#). Cleaning practices should be in line with the provincial health officer's [COVID-19 Public Health Guidance for Childcare Settings](#).
- General cleaning and disinfecting of the premises will occur at least once a day. Any surface that is visibly dirty will be cleaned and disinfected. Garbage containers will be emptied daily.
- Frequently-touched surfaces will be cleaned and disinfected at least twice a day (scheduled). These include door knobs, light switches, toilet handles, plexiglass barriers, tables, desks, chairs, keyboards and toys.
- Common, commercially-available detergents and disinfectant products will be used and instructions on the label will be followed closely.
- Shared items where cross-contamination is possible will be removed (e.g., shared school supplies, coffee and water stations).
- End-of-shift wipe downs for all shared spaces will be incorporated.
- Pillow cases and blankets must be laundered between each student.
- Instruction, training on protocols, and supplies will be provided to custodians.

Communication Strategies

- All health and safety measures in place prior to the pandemic are still in place.
- Essential health and safety information will be communicated to staff in writing before they return to the workplace. Staff will have time to review this material and respond with questions.
- Upon first return to the workplace, a health and safety meeting will be held to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
- Emphasize to parents and caregivers that students must stay home if they are sick.

- The number of non-essential people coming into the school such as parents and caregivers and contractors will be minimized.
- Parents and caregivers will be informed about the extra precautions being taken at the school.
- Staff will be reminded how to raise safety concerns (through the health and safety committee).
- New information relating to COVID-19 in our workplace will be posted in the staffroom and will be emailed to staff.

Training & Documentation

- Staff will be trained on:
 - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
 - How to report an exposure to or symptoms of COVID-19.
 - Changes made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
 - COVID-19 related meetings will be documented and minutes will be emailed to staff.
- Records of instruction and training provided to workers regarding COVID-19 will be kept, as well as reports of exposure and first aid records.

Policies and Procedures:

Please see “Reopening of OLA School - Policy and Procedures May 2020” document.

Communication plans and training:

Parents and caregivers will be made aware that students must stay home if they are sick. Parents and caregivers will be informed about the extra precautions being taken at the school. The number of non-essential people coming into the school such as parents, caregivers and contractors will be minimized.

Signs will be posted in the school regarding occupancy limits and effective hygiene practices. Signs will be posted at the main entrance indicating who is restricted from entering the premises (including anyone with symptoms).

Training regarding school procedures and expectations will be provided to staff prior to their return to work. Staff will be encouraged to respond with any questions.

Upon first return to the workplace, a health and safety meeting will be held to review workplace practices relating to COVID-19 and other health and safety matters. Additional

communication may be required as new information is made available that may affect work practices.

Staff will be reminded how to raise safety concerns (through health and safety committee). Any new information relating to COVID-19 in the workplace will be posted in the staffroom or in mailboxes

Monitoring and Updates:

The health and safety committee will meet once a week in June to monitor the implementation and effectiveness of policies and procedures. The committee will work to resolve any safety issues and the committee will communicate any updates of the safety plan to the staff.

Assessment and Addressing of Risks from Resuming In-Class Instruction:

Training plan for new staff will be implemented. Training plans for any changes to procedures or practices will be developed.

Updated: May 25, 2020