

# OLA COVID-19 Safety Plan

## 1. Assessing the risks at OLA

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the 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. Physical distancing measures help mitigate this risk.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time. Effective cleaning and hygiene practices help mitigate this risk.

Areas of close physical proximity (where people gather)

- Classrooms
- Gym
- Staffroom
- Photocopy room
- School office
- Learning Assistance Offices
- Library/Computer Lab
- Music Room

Job tasks and processes where staff are close to one another or students:

- Teaching
- Photocopying/lesson prep
- Assemblies
- School Administration (finances, student attendance)

Tools and equipment that staff share while working:

- Photocopiers/laminator
- Paper cutters/keys for cupboards
- Gym equipment
- Stationary supplies/Books
- Kitchen appliances
- Computers in library/lab

- Communal Telephones
- Alarm pad

Surfaces that people touch often:

- Door knobs
- Light switches
- Toilet handles
- Sink handles
- Tables/Desks/Countertops
- Chairs
- Keyboards
- Toys/manipulatives
- Key pads
- Cupboard/drawer handles

## 2. Implementing protocols to reduce the risks:

### Restricting access to the school

- All visitors must confirm they are not ill and are not required to self-isolate before entering.
- All visitors must wear a non-medical mask when they are inside 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 or outbreak (by their local health authority) must stay home and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).
- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer Order on Workplace Safety, prior to entering the school. Verification that staff and other adult health checks have been completed before they enter the school will occur.
  - Workers and students may still attend school if a member of their household has a cold, influenza, or COVID-19-like symptoms, provided the worker/student is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health care provider.
  - Workers and students who experience symptoms consistent with a previously diagnosed health condition (eg. seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms they should seek assessment by a health care provider.
- 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. Parents/caregivers and students can utilize the provincial K-12 Health Check app for daily

assessment of symptoms or the following website:

<https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>

- 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 assess 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.
- A person who has been tested for COVID-19 must stay home while they are waiting for the test result.
- 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
- Symptoms, Testing and Return to School:
  - Student or staff member experiencing symptoms seeks guidance (using K-12 Health Check App or BCCDC "When to get tested for COVID-19"):
  - If guidance does not recommend getting tested or a health care assessment - stay home until symptoms improve and feel well enough to participate in all school-related activities.
  - If guidance recommends getting tested - stay home until test results received.
  - If test result is negative, return to school when symptoms improve and feel well enough to participate in all school-related activities.
  - If test result is positive, follow health authority direction on when to return to school.
- Policies and procedures are in place regarding reporting elevated staff and student absenteeism (10% and above) due to influenza-like illness to public health.

- No notification will be provided to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

## 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.
- Parents/caregivers and other visitors should maintain physical distance and avoid crowding while on school grounds. Parents picking up their children at the playground gate must space out a cones and exit through a separate gate, as directed by school staff.

## Student Management & Hygiene

### Hygiene

- Students will be reminded to wash/sanitize 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.
- Staff and students can continue to bring personal items to school, but they will be encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles, reusable food containers).
- Items brought regularly to and from school will be limited to those that can be easily cleaned (e.g. reusable food containers) and/or are considered to be low risk (e.g. clothing, paper, etc.).
- Students and staff will be encouraged to bring an individual, filled water-bottle or other beverage container to school each day for their personal use to support hydration needs.
- Students and staff will be encouraged to not touch their faces.
- There is no need to limit the distribution or sharing of books or paper based educational resources to students-

## Physical distancing

- Parents and caregivers will remain outside of the school to drop off their children. No gathering will be permitted on school grounds, including entry and exit areas.
- 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 learning groups. Learning groups are defined as groups of students and staff who remain together throughout the school year and who primarily interact with each other. Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-19. ([gov.bc.ca](http://gov.bc.ca)); Learning groups may be restricted to staff and students in one class. In the case of smaller class sizes, some learning groups may include a grade partner.
- Within learning groups, physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available. (Young children may not be able to consistently reduce physical contact.)
- Outside of learning groups, physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people from different learning groups.
- Classroom teachers and EAs will be assigned one learning group and will remain with that group; if EAs are needed in other groups, the students will work on the other side of plexiglass barriers; specialist teachers, TOCs, OTs and SLPs will remain physically distanced using PPE when working with students that are not part of their learning group.
- Different classroom configurations will be considered to maintain distance between students or different locations in the school (e.g., music class in Assumption Centre, classes outside when possible).
- Any food or drink sharing will not be permitted. Homemade food items will not be made available to students (eg birthday treats, bake sale items).
- Staggered times will be scheduled for recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.
- Extracurricular activities including sports, arts, or special interest clubs may occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort.
- Inter-school events including competitions, tournaments and festivals, will not occur at this time.

- Practice of emergency (e.g. fire, earthquake, lockdown) and evacuation drills will continue, modified to adhere to health and safety guidelines (e.g., providing additional muster spots to prevent crowding/congregating).

### **Cohorts (Learning Groups)**

- Within the cohort, minimized physical contact will be encouraged but a 2 metre physical distance does not need to be maintained.
- Unless staff members belong to the same learning group, they will maintain physical distance (2m) from one another at all times. Masks are not a replacement for physical distancing between staff from different learning groups.
- Cohort composition can be changed at the start of a term in the school year. Outside of these, composition will be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational, or student health and safety considerations.
- Consistent seating arrangements are encouraged within cohorts where practical.
- The school office will keep up-to-date lists of all members of a cohort, and others who work with that learning group, and their contact information to support swift communication from the school and to share with public health should contact tracing need to occur.
- During break times (e.g., recess, lunch), students may want to socialize with peers in different cohorts. Students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
- Students from different cohorts may be required to be together to receive beneficial social supports, programs, or services (e.g., meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much possible while still ensuring the support, program, or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

### **Use of masks**

- All K-12 staff and all students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group, except when: sitting in (or standing at) their seat or desk/workstation in a classroom or learning space; there is a barrier in place; eating and drinking; and outdoors.
- Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.,
- Exceptions will also be made for staff or students who cannot tolerate masks (e.g. health or behavioural reasons)

## **Music and Physical Education Classes**

- Music education will be delivered in line with the Guidance for Music Classes in BC During COVID-19 developed by the BC Music Educators' Association and the Coalition for Music Education in BC.
- Physical Education will be delivered while creating space between students and staff, and encouraging outdoor activities and programs, as much as possible. Teachers will plan physical activities that do not involve prolonged physical contact (i.e. physical contact beyond a brief moment) or crowding. For example, activities such as tag and touch football are low-risk, whereas activities like wrestling or partner dancing should be avoided. Teachers are encouraged to adapt activities wherever possible to reduce physical contact and support physical distancing (2m) outside of learning groups.
- K-12 staff and Grade 4-7 students are required to wear masks during PHE/outdoor program classes when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
- Shared equipment will be used and cleaned and disinfected as per the provincial K-12 guidelines.
- No spectators are permitted in attendance aside from participants and only the minimum number of individuals required to run the activity should be present.

## **Students with medical complexity, immune suppression and/or diverse abilities**

- Managing students with medical complexities, immune suppression, or who are receiving delegated care may require those providing health services (e.g., staff providing delegated care or other health care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. In community-based clinical settings where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for routine practices is not required. The same guidance is applicable to those providing health services in schools.
- When staff are working with a student indoors, physical distancing cannot be maintained, and the service cannot be provided from behind a barrier, staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield)
- When working with students where seeing facial expressions and/or lip movement is important, and physical distancing cannot be maintained, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth. The parent/caregiver should determine whether or not the student should also be wearing any PPE when receiving services in close physical proximity.
- If a person providing health services determines the need for additional PPE following a point-of-care risk assessment, it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g., children with immune suppression), particularly those who work at multiple sites.

- Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. They are encouraged to work with those organizations directly to confirm what PPE is recommended for the services they provide in school settings.
- No health services should be provided to a student in school who is exhibiting any symptoms of COVID-19 (beyond those detailed if a student develops symptoms at school in [BC CDC guidelines](#)).
- Parents of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk.

## Safety for Staff

### Physical distancing

- Staff will practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors, unable to maintain physical distance, and a barrier is not present.
- Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.
- 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.
- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes during break times and in meetings.
- 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 (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.
- Barriers can be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort. This may include the front reception desk where visitors check in or in the cafeteria where food is distributed.



## **Hygiene**

- 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.
- If soap and water are not available, hand sanitizer will be supplied.

## **Use of personal protective equipment (PPE)**

- All staff and students in Grades 4-7 are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in school.
- School has reusable non-medical grade masks/face shields available for all staff and students.
- Specialist teachers and service providers (SLP, PT, OT) will use PPE as appropriate given their situation.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, staff will continue to use this PPE when performing these tasks.
- Disposable gloves will be worn when cleaning blood or body fluids (eg runny nose, vomit, urine). Hands will be washed before wearing and after removing gloves.

## **Interacting with cohorts**

- The number of adults (staff and others) who interact with cohorts they are not a part of will be minimized as much as is practical to do so while supporting learning and a positive, healthy, and safe environment.
- Those outside of a cohort must practice physical distance when interacting with the cohort. Staff not assigned to a learning group can work with students from multiple learning groups, but they must maintain physical distance from students and other staff as much as possible.
- Students from different learning groups can be in the same learning space at the same time if physical distancing can be maintained and there is adequate space available to prevent crowding of those from within the same learning group. Masks are not a replacement for physical distancing between students from different learning groups in the same learning space.
- Unless they are part of the same cohort, staff and other adults will maintain physical distance from each other at all times. This includes during break times and in meetings.
- Volunteers providing supervision will be trained in and strictly adhere to physical distancing and other health and safety guidelines, including wearing masks.

## Cleaning & Sanitizing

- The school will be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#).
- General cleaning and disinfecting of the premises will occur at least once every 24 hours. This includes items that only a single student uses (individual desk). 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 every 24 hours (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.
- End-of-shift wipe downs for all shared spaces will be incorporated.
- Frequently-touched items that are not easily cleaned will be limited to those that support learning, health and development. Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used, if hand hygiene is practiced before and after use.
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper- (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.
- Pillow cases and blankets must be laundered between each student.
- Instruction, training on protocols, and supplies will be provided to custodians.
- Where possible, windows will be open if weather permits and HVAC system function will not be negatively impacted.

## 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.
- Safety measures will be reviewed with staff and students prior to and during learning group transitions (eg. After school breaks including Christmas, Spring Break and Summer)
- Communication to parents will emphasize that they (parents) must assess their children daily before sending them to school, and keep them home from school if they are sick or if they have been directed to self-isolate by their local health authority.

- 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 has been 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.

## Safety Responsibilities by Role

### Employer (school district)

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

### **Supervisors (principals and vice principals)**

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

### **Workers (teachers, education assistants, support staff and outside contractors)**

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

### **Service operations managers (operations forepersons)**

- Maintaining an inventory of PPE for custodians, [cleaning and disinfectant products](#), and well-maintained equipment used for cleaning and disinfecting.
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

## **3. Policies and Procedures:**

Please see “COVID -19 Reopening of OLA School - Policy and Procedures” document.

## **4. 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 has been provided to staff. Staff are encouraged to respond with any questions.

Upon first return to the workplace, a health and safety meeting was 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

## **5. Monitoring and Updates:**

The health and safety committee will meet once a month (more often if necessary) 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.

## **6. Assessment and Addressing of Risks from Resuming In-Class Instruction:**

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

Updated: April 16, 2021