



[Caledonia Secondary School](#)
[3605 Munroe Street, Terrace BC V8G 3C4](#)
Phone: 250-635-6531 <http://caledonia.cmsd.bc.ca>



CALEDONIA SECONDARY COMMUNICABLE DISEASE PREVENTION PLAN

(Revised on January 6, 2022)

BUSES

Students/passengers to

- load from back to front
- put on mask before boarding and wear for entire trip
- sit in same spot on each trip

CLASSROOMS

Doors to be kept open to increase air flow

Handwashing/sanitizing as staff and students enter classroom

Consistent, designated seating

Physical distancing to be practised

Space to be maximized

Face-to-face orientation to be minimized

Masks to be worn

Activities requiring physical proximity or contact to be minimized

Students engaged in singing (Choir or Musical class) to wear masks

Band students to be 2 m apart

High-intensity physical activities (sports, dance) to

- be conducted outdoors
- require physical distancing
- minimize close proximity or contact
- be replaced by low-intensity activities

CLEANING

Frequently touched surfaces are cleaned and disinfected once a day.

Surfaces to be cleaned most frequently

- Keyboards & laptops
- Tops & rims of desks/tables/counters

- Arms and top backs of chairs
- Washroom door handles/push areas, locks, faucets
- Stairwell handrails
- Water-station handles and buttons
- Door handles/push areas
- Light switches
- Cabinet handles
- Telephones
- Photocopy machine control panels and lids
- Physical Education equipment

COMMON AREAS

Masks are [required inside the school at all times](#). The only exception when masks can be removed is during break or lunch while eating or drinking and physical distancing should be practiced.

COUNSELLING AREA

Business to be conducted by telephone or e-mail as much as possible

| | | |
|-----|--------------------------|-----------------------|
| A-K | rachel.mulder@cmsd.bc.ca | 250-635-6531 ext 8056 |
| L-Z | patsy.chant@cmsd.bc.ca | 250-635-6531 ext 8057 |

No more than 1 student per counsellor at one time

Anyone going to meet the counsellor is required to wear a mask.

DAILY HEALTH CHECK

Parents are to ensure the student does an active daily health check and stays home if the answers are not satisfactory for safety requirements.

Staff members conduct a daily health check for each day at work. The health questionnaire is in the staff room and staff are to sign off daily.

Staff are to remain at home if they can not sign off on a health check satisfactory for safety requirements.

Safety requirements are posted with the health check sign-off.

If a staff member or students develop symptoms at school, they are required to go home to mitigate spreading what they may have.

EMERGENCIES

Usual procedures for emergencies to be followed while also adhering to mask and physical-distancing expectations

First-aid referrals to Office

Evacuation of building—masks required

All staircases available for exit routes during evacuation

ENTRANCES AND EXITS

Entry at the start of the day through 3 main doors

Hand-sanitizing materials available at each entrance

Entry after the start of the day through front door

Masks are provided for those who does not have one

FOOD AND DRINK

No sharing of food or drink

Okay for student to consume food prepared by that student at school (that is, during Foods class)

Canteen program to proceed as per guidelines and FoodSafe requirements

Please ensure you bring a water bottle and only use the water bottle fill stations on the water fountain.

All water fountains are not limited

HALLWAYS

Lecture Theatre to be kept open and used as a passageway

Crowding and face-to-face contact to be avoided

Masks are to be always worn

HYGIENE INSTRUCTIONS

8 student washrooms
4 staff washrooms

Hand-sanitizer stands at 3 entrances on lower floor
Sanitizer bottle in each classroom

Wear mask.
Use disposable mask or wash re-usable mask regularly.

When coughing or sneezing while not wearing a mask, cover mouth and nose with a tissue.
Place the used tissue in waste container.
When no tissue is available, cough or sneeze into your shoulder or elbow.
Wash your hands right away.

Avoid touching face, eyes, or mouth.

Wash hands

- Before leaving home
- Upon arriving at school
- Before touching food or drink, eating food, or drinking
- After sneezing or coughing
- After using the toilet
- Whenever hands are visibly dirty
- When moving to different environment
- Before going home
- Upon arriving at home

Six steps to proper handwashing:

- Wet hands with running water
- Apply a small amount of liquid soap (antibacterial soap not required)
- Rub hands together for at least 20 seconds (sing the ABC's?). Rub palms, backs of hands, between fingers, and under nails. Create a lather.
- Rinse off all soap with running water.
- Dry hands with a clean, disposable towel. If using hand-dryer, activate with elbow.
- Discard the used towel in the waste container.

Near every sink, signage about handwashing
If no sink is available, use alcohol-based hand sanitizer.

MASKS

Appropriate face masks covering the nose and mouth are to be always worn in indoor spaces, with the following exceptions:

- when an individual is eating or drinking

The time without a mask to allow eating and/or drinking is to be kept to a minimum.

In the case of one of the exceptions, when the individual is not wearing a mask, physical distancing is to be maintained and face-to-face orientation is to be avoided.

OFFICE INSTRUCTIONS

Business to be conducted by telephone or e-mail as much as possible

| | |
|--|-----------------------|
| Renna.Marcotte@cmsd.bc.ca | 250-635-6531 ext 8058 |
| michelle.anger@cmsd.bc.ca | 250-635-6531 ext 8051 |
| tanya.duffy@cmsd.bc.ca | 250-635-6531 ext 8050 |

Students and visitors to wear masks and stay on public side of plexiglass

SYMPTOMS

Parent to do a daily assessment of the child's health

Student to stay home if sick

Student to stay home for at least 24 hours if showing any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficult breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Parent to notify school if child ill and/or staying home

Parent to contact 8-1-1 for guidance as required if family member/s showing Covid-19 symptoms

No health services in school (other than emergency first aid) to be provided to student showing Covid-19 symptoms

If, during the school day, student starts showing new or worsening symptoms listed above:

- Student to remain in separate supervised area
- Parent to be contacted to take student home immediately

VISITORS

Visitors to be kept to a minimum

Visitors to wear masks, wash/sanitize hands upon entry

Office staff to ensure recording of each visitor's

- Name
- Date of visit
- Time of entry and exit
- Reason for visit
- Location/s in the school
- E-mail address
- Telephone number

WASHROOM INSTRUCTIONS

- Hallway door left open
- Lights left on
- Wear mask
- No more than 3-5 students per washroom based on capacity
- Wait in hallway if washroom at capacity
- Wash hands before exiting
- Use hand sanitizer when entering classroom

BREAK AND LUNCH TIME

- Staggered breaks
- Physical distancing to be practised and masks to be worn during breaks and lunch
- Students encouraged to be outside as much as weather permits
- Students encouraged to go home for lunch
- Face-to-face orientation to be avoided
- Crowding to be avoided