

Suwilaawks Communicable Disease Planning Document
Updated January 5, 2022

This evolving document was created with information from Coast Mountain School District, the Ministry of Education, BCCDC, Northern Health and WorkSafe BC. Additional input is welcomed.

We are following the guidelines as outlined in:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

[Addendum K-12Guidance_12292021.pdf \(bccdc.ca\)](#)

KEY MESSAGES

- Ensure a healthy and safe environment for all students, families, and employees.

This document was developed to make clear the protocols for all staff and students to follow at Suwilaawks Community School in order to decrease the risks of transmission of communicable diseases.

Illness and **Daily Health Checks**

- ❖ Staff are to initial the active daily check list posted at the front doors.
- ❖ Any student or staff who is experiencing symptoms of a cold, flu, COVID-19, or other respiratory illness must stay home and inform the school of absence.
- ❖ If a staff member becomes ill during the day, administration will be notified immediately. Administration will notify the District office.
- ❖ If staff are experiencing symptoms of COVID-19, they should contact 8-1-1 and follow the advice and guidance provided.
- ❖ Parents/Caregivers must also actively assess their children for symptoms daily before the start of the school day. **If students are sick, they must stay home** and contact the school. Reminders of the daily health check will be emailed out and posted on Facebook.
- ❖ If students are ill during the day, their parent/guardian will be called and they will be asked to come and pick up their son/daughter immediately. They will be asked to contact 8-1-1 and follow the guidance provided and follow up with the school.

Accessing the building:

- ❖ Sanitize upon entry to the building.
- ❖ The sign-in for all non-regular employees and all visitors is located at the front desk. This is the master sign-in for the building.
- ❖ When entering the building after hours, staff are asked to sign in at the front sanitizing station. Please enter only through the front door if accessing the building after hours.

Visitors to the building:

- ❖ Visitors are limited to those that are supporting activities that are of direct benefit to student learning and wellbeing (e.g. teacher candidates, meal program volunteers, etc.)
- ❖ Parents, guardians, and guests will have limited access to the building. The front doors will remain locked. Non-essential issues should be addressed via email or phone calls.
- ❖ Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped. Visitors are only permitted access through the front door. Visitors into the building will check in with the secretary for a sign in.
- ❖ Parents, guardians, visitors and all guests must wear a mask when permitted to enter the school.

Accessing the Office

- ❖ Masks must be worn by staff at all times in the office.
- ❖ Please respect personal space of others

Arrival at School

- ❖ Parents are asked to drop off students as close to 9:00 as possible.
- ❖ Dismissal will happen between 2:45 and 2:56
- ❖ Mudroom monitoring by staff to ensure distancing.
- ❖ Entrances and Exits: Strategies are in place to prevent crowding during class transition times (e.g., staggered start/stop times, or recess/snack, lunch and class transition times).

Hand Washing/Hygiene

- ❖ All students/staff must handwash/sanitize upon entry to school and to all rooms as well as when switching spaces; ie., entering the gym, entering the Library, entering the classroom.
- ❖ Hand washing should occur:
 - When they arrive at school and before they go home
 - Before and after eating, drinking or preparing food
 - 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, transitions from different spaces).

Creating Space

- ❖ Spaces are configured to maximize space between people.

Laughing Living Learning

- ❖ Avoid close greetings
- ❖ In the hallways, walk single-file on the right side of the hallway (follow the arrows).
- ❖ **Additional** arrows and signage in all hallways.
- ❖ Avoid congregating in hallways or areas that others need to walk through.
- ❖ Respect the personal space of others,
- ❖ Student should eat at their designated area and take breaks outside as much as possible.
- ❖ Maximum of **two** students in the washrooms at one time.
- ❖ Occupancy limits posted on common areas.

Classrooms

- ❖ All staff must wear a mask (refer to PPE section)
- ❖ Spread out as much as possible in the available space ensure to **maximize space between people.**
- ❖ **Limit or, where possible, avoid close, prolonged face-to-face interactions**
- ❖ Some manipulatives may not be able to be cleaned often or at all (e.g. sand, foam, playdough, etc.). These items can still be used, if hand hygiene is practiced before and after use
- ❖ **Before using frequently touched items (toys, manipulatives, tec.) proper hand hygiene should be practiced**
- ❖ **Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children**

Physical Education

- ❖ Create space between students and staff
- ❖ Outdoor activities/programs are encouraged as much as possible
- ❖ Staff and students are required to wear a mask during indoor PE classes
- ❖ Plans should be adapted to reduce physical contact
- ❖ Hands must be washed before and after PE classes

Lunchtime

- ❖ If a student or staff member leaves the building, they must follow the entry routine again when returning to the building.
- ❖ All students will be encouraged to bring their snack and lunch from home in the morning.
- ❖ Our school lunch meal program will continue.
- ❖ We encourage the use of personal water bottles.
- ❖ **Lunch program line-ups will be adjusted to ensure no congestion of students. Students will line up class by class when the lunch station is empty.**
- ❖ Microwaves, kettles, etc. will **NOT** be available for students anywhere in the building.
- ❖ Playground and fields are open. Respecting personal space is encouraged at all times.
- ❖ In the staffroom, high touch areas will be sanitized by each user. This includes the Keurig, phone, fridge, individual table and microwave.

SUWILAAWKS COMMUNITY SCHOOL

- ❖ Staff are responsible to sanitize and clean the area where they choose to eat. Limits in place in common areas.

Mudrooms

- ❖ Staff will monitor mudrooms at arrival and dismissal to ensure congestion is avoided.
- ❖ Students will follow the exit arrows and use the appropriate door.

Gatherings and Events

- ❖ Virtual alternatives where possible when a group is gathered, including for assemblies and staff meetings. If a virtual alternative is not possible, the size of the gatherings should be minimized as much as possible.
- ❖ If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions), the number of people in attendance is minimized as much as possible, does not exceed 50% operating capacity, and spectators are not present.
- ❖ Sports Tournaments are paused.

Occupancy Limits

- ❖ Be aware and considerate of personal space of self and others.
- ❖ Occupancy limits will be posted on all common areas.
- ❖ There should be no more than 8 staff in the staffroom at any one time

Cleaning and Sanitizing

- ❖ General cleaning and disinfecting of school premises at least once in a 24-hour period as per BCCDC guidelines.
- ❖ Cleaning and disinfecting of frequently touched surfaces at least once in 24 hours.
- ❖ Cleaning supplies will be made available.
- ❖ Handwashing/sanitizing will occur prior to entering shared spaces such as the library, gym, calm down areas, computer lab, Our Room, and kitchen.
- ❖ In the event of an illness at school, the front green room is designated as an area for pick up and isolation. Students/staff, if sick at school, will be given a mask and asked to wait in the front green room. This room will be thoroughly sanitized after each use. Other identified areas will also be thoroughly sanitized.

Personal Protective Equipment (PPE)

Masks

- ❖ Effective immediately, all staff, adult volunteers, visitors, and all Kindergarten through to Grade 12 students will need to wear a non-medical mask or face covering (a “mask”) at all times while indoors at school, subject to the exceptions noted below.

- ❖ Reminders signage on appropriate use will be posted throughout the school along with reminders on the school wide announcements.
- ❖ Information from PHO will be sent out on proper use of masks.
- ❖ Positive and inclusive approaches aligned with existing school/sector practices to address behaviour/personal practices are used.

Exceptions

The recommendations above should not apply as follows:

- To a person who is unable to wear a mask because they cannot tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important.

Bus Transportation

Staff, adult volunteers, and all Kindergarten through to Grade 12 students will need to wear a mask at all times while on a bus, subject to the exceptions noted below.

Exceptions:

The recommendation above should not apply as follows:

- To a bus driver while driving;
- To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- While eating or drinking.

First Aid Attendant

- ❖ Our First Aid attendant is still available if needed, however there are protocols around safety and the use of PPE while performing First Aid.

Communication

- ❖ All Health and Safety information will be emailed to staff and posted in the Staff Room
- ❖ Student specific Health and Safety plans will be emailed home to Parents/Guardians and reviewed by staff with students upon their entry into the building.
- ❖ Provide regular reminders to students, families, and staff about the importance of completing a daily health check, staying home when sick, and following public health recommendations.

