



SD37 – School/Site Specific Communicable Disease Prevention Plan

School Name: Beach Grove Elementary

Date: Jan 6, 2022

This plan documents the communicable disease prevention strategies used at your school/site to meet the BC Ministry of Health Provincial COVID 19 – Communicable Disease Guidelines for K-12 Settings and the District’s Communicable Disease Prevention Plan. This plan documents the site specific measures and procedures used at your school/site and can be used as an information tool to inform staff on the prevention measures being employed at your school/site.

Use the Health and Safety Checklist, developed by the BCCDC, as a guide when developing your site specific plan. This plan must also be developed in consultation with your Site Safety Committee.

This plan is a living document and the school will continue to make adjustments as needed while following the provincial guidelines.

Public Health Measures

- Details on how daily attendance for regular staff, students, visitors and non-regular staff (e.g., itinerants, TTOCs, etc.) will be kept and maintained
- Staff attendance is tracked through our district SEMS system. Visitors and non-regular staff will sign in at the office using the QR code for digital sign-in. Sign-in records will be kept for at least 45 days.
- A copy of the communicable disease prevention plan will be available near the QR sign-in stations, and at the office for visitors and guest teachers and EAs. Visitors and Guests will be directed to the communicable disease prevention plan.
- Staff and Parents will be reminded about completing daily health checks.
- Details on how school/site will keep staff and students informed should changes/updates to requirements and guidelines occur
- Any changes to the communicable disease prevention plan will be communicated through a combination of electronic correspondence and in person communication. Examples may be...Email, school website updates, newsletters, PA announcements and signage throughout the school.
- Communication will be sent home about staff and student illness protocols as well as information and reminders about masking, physical spacing.

- Promoting and encouraging staff and student vaccinations
- Vaccinations will be encouraged to all eligible staff and students through a combination of electronic correspondence, and signage throughout the school provided by the district.

Environmental Measures

- Details on how effectiveness of building heating and ventilation system will be monitored.
- Staff will be asked to report any abnormalities to the heating and ventilation system to the office so that the school can work with our district maintenance department to remedy situations that come up.
- Details on use of windows/fans for maintaining thermal comfort
- Teachers will still be encouraged to open windows unless the temperature is at a point where opening the window effect our HVAC system. Students will be encouraged to dress warmly to allow classrooms to have windows open.
- If fans are used in a classroom they are to be used to direct air downwards and not directly at people. Crosswinds should be avoided.
- Take students outside more often if possible.
- Process for informing District Facilities when deficiency of HVAC system is noted
- Any deficiencies in the HVAC system will be reported to the office. The office will then work with the district maintenance department to remedy the situation.
- Practices for cleaning and disinfecting frequently touched surfaces and equipment
- Cleaning spray and clothes will be provided near frequently used equipment. Custodial staff will also focus on cleaning frequently touched surfaces.
- Custodial staff will continue cleaning of high contact areas as well as their regular cleaning schedule.

Administrative Measures

- Details on how school/site will hold gatherings and events safely in accordance with recommendations
- Gatherings will be avoided whenever possible. Meetings (example...teacher collaboration, SBT and staff meetings) should be virtual whenever possible. Consideration will be given to similar age groups and safety measures that can be put in place, such as having events outdoors when possible or when an academic need presents itself. However, the school will try and avoid in person meetings and gatherings (including assemblies) to the best of its ability. The school will always refer to current safety guidelines.
- Sport tournaments and sporting events with outside schools are paused at this time.

- Space arrangement and capacity details
- Teachers will space students out as much as possible in their classrooms. Wherever possible students will be facing in one direction to minimize airflow. Other considerations like barriers will be used where appropriate.
- Platooning is still an option as long as the number of students do not exceed class size limits.
- Class line-up procedures are to be reviewed to ensure space is maximized as well as entering and exit procedures.

- General Recommendations for class line-ups**
- Teachers to collect students and lead them into the building to encourage spacing and proper mask wearing.
- Wording will be sent to parents with instructions to stay out of the undercover area and to space out during drop-off and pick up. Parents should avoid loitering and leave the school grounds ASAP.
- One class comes through the door at a time. **Teacher to lead the class.**
- **Teachers to lead** students out to recess, lunch, afterschool, etc. to ensure traffic is minimized and to ensure that masks are still on when students are exiting the building.

- Practices for maintaining physical distancing
- Teachers and students will be aware of personal space and still encourage physical distancing. Examples of this is moving to the other side of the hall, making sure doorways are clear and spacing out students as much as possible.
- Whenever possible, conversations should be side to side to avoid direct airflow.
- Washrooms are limited to one person at a time and room occupancy signs will be put up.

- Details on how curriculum and program activities will meet Ministry recommendations
 - Music
 - All students will be masked unless playing an instrument that requires them to blow into it. Music teachers will also be masked unless temporarily removing the mask to demo an instrument or if behind a barrier.
 - When playing wind instruments, students may temporarily remove their masks while

playing their instrument and replace their masks when they are not playing. Another option is for students to wear either an instrumentalist mask or a mask with a small slit cut in it only large enough to accommodate the insertion of the mouthpiece while playing and a non-medical mask while not playing.

- Choirs will be conducted with students and teachers wearing masks.

Physical Ed / Sports

- Teachers are asked to have high intensity activities outside whenever possible. Masks are not required while outside. Students will wear masks while participating indoors during PE unless the activity is a high intensity activity.

Food programs/services

- Hot lunch programs will be distributed by individually packaged foods whenever possible. Distribution of food will be limited to one person, wearing a mask and gloves. **At this time, Hot Lunch programs are on pause.**

Extracurricular Activities

- Teachers will be encouraged to have smaller groups for extracurricular activities. Whenever possible, activities should be outside. If the activity is indoors, all students will wear masks unless they are participating in a high intensity activity.

- Staff/student transportations details

-If staff need to travel in the same vehicle, staff members are to wear masks and have windows rolled down if possible.

-Staff should check with their principal if they have any questions regarding traveling with another staff member.

-Students who are travelling should be spaced out as much as possible. Windows should be rolled down if the weather permits. Travelling groups should remain the same when they can.

-Staff need to check in with their principal and provide travel information for their students.

-Currently events that require transportation in groups should be put on pause.

- Field Trip info

-Currently field trips should be put on pause.

- Water fountain/break room practices

- Student water fountains are turned off. Students will have access to water-bottle filling stations, that will be cleaned regularly. **Students should continue to practice good hygiene and handwashing practices.**

- Staff water stations, dishwasher, microwave, and kettle will be cleaned regularly. Staff will also practice hand hygiene before and after. Staff will use plastic barriers and physical distancing in the lunchroom while eating and drinking. Staff will also be encouraged to eat outside in the courtyard.

Personal Measures

- Daily Health Check details
 - Staff and students made aware of the need to continue daily health checks prior to arriving at work/school
 - Staff and students will be made aware of any updates and be reminded of the need to continue daily health checks through regular electronic correspondence.
 - Signage posted at entrances indicating daily health check must be performed and to not report to work/school if experiencing illness
 - Signage will be place by the visitor sign-in book and in the staff lunchroom.

- Practices for responding to staff and students that experience illness while at work/school
- If staff is feeling ill, they are to go home immediately and seek the appropriate medical advice of when to return.
- If students are feeling ill, parents will be called to pick them up. Students will be distanced from other people while waiting to be picked up. If appropriate, gargle tests will be sent home with the student.

- Hand hygiene details and practices (e.g., soap and water, alcohol hand sanitizer)
- Staff and students will practice regular, rigorous hand washing. If handwashing is not available, hand-sanitizer is an appropriate alternative. Hand washing stations will also be available to supplement the sinks that are already in the building.

Personal Protective Equipment Measures

- Mask use practices for staff, students and visitors
- All staff are expected to wear masks indoors. The only exceptions are...
- If you are alone in your room
- if there is a barrier in front of the staff member, staff should still be wearing a mask whenever possible.
- If the staff member is eating or drinking. **Please note that staff should not be eating and drinking while walking down the hallway. Staff should be seated and away from others or have a barrier in front of them while eating and drinking.**
- Students should be reminded that they should wait until they arrive outside before consuming any food/drink (no eating/drinking while in the hallways)
- Staff members do not have to wear a mask while outside, but should consider wearing a mask if they feel they must speak to a student in close proximity.

-Students in grades K-7 will wear masks indoors unless they are doing high intensity physical activity. Other exceptions include, the student is eating or drinking **when seated at their eating area in their class. Please note that students should not be eating and drinking while walking down the hallway. Students should be seated at the desk during lunch time.**

-Adult visitors are expected to wear masks when inside the school.

- Practices for ensuring masks are available for visitors
- The office will have a supply of masks if visitors, staff or students who need one. A small supply of masks will be provided to teachers as well.

- Practices for ensuring masks are available to staff/students who forget to bring their mask
- The office will have a supply of masks if visitors, staff or students forget their own.
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- PPE practices for first aid attendants
- First aid attendance will wear a mask and gloves. First aid attendance may wear a shield in addition to a mask.

School Supportive Environments

- Strategies for actively promoting communicable disease practices at your school/site
 - Signage
 - Signage to promote physical distancing, hand washing, health checks and vaccinations will be put in in the school.
 - Announcements
 - Reminders on the PA regarding health and safety.
 - Modeling/mentoring proactive behaviour
 - Teachers and staff will promote and encourage appropriate health and safety measures.
- Strategies for ensuring staff/students respect the personal space of others
- Reminders via PA, Email, Newsletters and in person.
- Strategies for creating positive and inclusive approaches to personal prevention strategies
- Praising students and staff for practicing and promoting appropriate health and safety measures.