



SD37 – School/Site Specific Communicable Disease Prevention Plan

School Name: **Chalmers Elementary**

Date: **September 9, 2021 Updated, January 4, 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.

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: **Regular staff complete and sign off on daily health check upon arrival. Visitors and Itinerant teachers complete a Google doc sign in form upon arrival at the school. EA’s, ITT’s, Counsellors, LST, TTOC’s, CYCW’s and staff working with many students complete a contact tracing form and hand it in to the office at the end of the day by 3:30. Noon Hour Supervisors fill in a contact tracing form for the classes they were in during lunch hour and hand it in at the end of the week. Paper copies of contact tracing sheets are scanned and shared digitally to VP. Both paper and digital copies are saved for a minimum of 45 days.**
- Details on how school/site will keep staff and students informed should changes/updates to requirements and guidelines occur: **OH&S meetings are held on a monthly schedule or in emergency meetings. The minutes from the meetings are shared with entire staff promptly as well as pertinent information is shared with staff in staff meetings or in email correspondence. Teachers are requested to share information with students.**
- Promoting and encouraging staff and student vaccinations: **Promotion of time off to get vaccines and boosters if needed or if reaction occurs.**

Environmental Measures

- Details on how effectiveness of building heating and ventilation system will be monitored: **All HVAC systems are working properly and maintained as per maintenance. Staff to advise administration on any concerns and follow up will occur.**
- Details on use of windows/fans for maintaining thermal comfort: **If using portable fans or air conditioning units, ensure they are set up to move air downward and not blowing air directly from one person's breathing zone to other occupants of a room.** Avoid horizontal cross breezes. **High to low air flow for fans. Windows kept open during extreme heat to allow air circulation.**
- Process for informing District Facilities when deficiency of HVAC system is noted: **Either a call to maintenance facilities is made or a work order is submitted.**
- Practices for cleaning and disinfecting frequently touched surfaces and equipment: **Custodial staff clean and disinfect high touch surfaces once per day. Other general cleaning occurs in line with regular practices. Technology carts are equipped with spray cleaner to disinfect equipment after use. All classrooms have sanitizing spray and hand sanitizers available. Dirty surfaces are cleaned by staff or custodial staff when available.**

Administrative Measures

- Details on how school/site will hold gatherings and events safely in accordance with recommendations: **Grade groupings will be able to gather outside while respecting physical distancing. Whole school or grade groupings may gather digitally. Buddy groups may meet virtually only. Staff only gatherings will be digital. All gatherings involving food will have individually wrapped food items with limited contact.**
- Space arrangement and capacity details: **Room capacity limits are updated and posted outside rooms. Seating arrangements are configured to maximize space between people. No face to face seating. Shoulder to shoulder ok. Prolonged face to face contact is discouraged**
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- Practices for maintaining physical distancing:
 - **Where possible, plexiglass barriers are utilized, students are seated shoulder to shoulder, not facing others.**
 - **Bathroom limits posted and followed for students and staff. Staff and students follow arrows down hallways. Staff room restrictions for capacity seating.**
 - **Masks are worn by K-7 students and staff at all times unless seated at desks while eating or drinking.**
 - **Teachers must ensure one class at a time in single file down hallways at entry and dismissal.**
- Details on how curriculum and program activities will meet Ministry recommendations
 - o Music/Theatre: **Combining groups for Music class will no longer take place. Band classes will be postponed until the end of January. Classes will have regular music classes. No singing or must be masked.**
 - o Physical Ed / Sports: **High intensity activities are encouraged to be performed outside as much as possible. One class in gym at a time.**
 - o Food programs/services: **Fruit & Veggies Program will be on hold until the end of January. Breakfast & lunch program has individually wrapped packages and distributed on an individual basis. Starfish program allows parents to pick up food packages through classroom window.**
 - o Extracurricular Activities: **None at this time**
- Staff/student transportations details: **Currently we have 2 students taking the bus. Students sit in their own seats distanced from other students. Bus drivers and students wear masks while travelling as well as assigned seats. A window is ajar during the ride for better ventilation. Practices are in place to encourage bus drivers and passengers to practice hand hygiene before and after trips. Frequently touched surfaces are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day. Other general cleaning occurs in line with regular practices. (See District protocols)**
- Field Trip info: **All field trips are on hold until the end of January. Grade 7 camp is scheduled for late April**
- Water fountain/break room practices: **One student at a time at water fountain, no students to line up. Two at a time in washroom, only two waiting in line up outside.**

Personal Measures

- Daily Health Check details
 - o Staff and students made aware of the need to continue daily health checks prior to arriving at work/school: **Ongoing notification sent to parents to continue daily health checks prior to arrival of school and provided with resources on how to complete one (e.g., the K-12 Health Check app).** Reminders to staff delivered at the beginning of the school year. Daily health check requirements checked by each staff member upon arrival to work. **Staff and students are reminded to stay home when they are sick**
 - o Signage posted at entrances indicating daily health check must be performed and to not report to work/school if experiencing illness: **Daily health check is posted at the front of the school and throughout the building. Also, new requirements for student International Travellers that are not vaccinated must not be at school for 14 days after arrival into Canada. This notification was sent home to the parent community and is also reflected in the Daily Health Check.**

- Practices for responding to staff and students that experience illness while at work/school: **Staff are expected to leave premises immediately if any indication of being unwell for example, headache, tickle in throat, etc. to call in sick immediately.** Students are escorted to isolation room for pick up with an exterior door and parents are called immediately. Staff member supervising student to remain outside with adequate distance away from student.

- Hand hygiene details and practices (e.g., soap and water, alcohol hand sanitizer): **Hand washing signage posted in bathroom and in classrooms. Younger students are instructed on hand washing practices. Older students are reminded to wash hands throughout the day. Students are instructed to hand sanitize when entering the school, before and after eating, and after returning from the bathroom having used soap and water.**

Personal Protective Equipment Measures

- Mask use practices for staff, students and visitors: **Reminders to all adults and K-7 students to wear masks in accordance with the PHO Order on Face Coverings..**
- School will work with those with mask exemptions to explore potential strategies to reinforce and enhance other safety measures, as described in the COVID-19 Planning Resource: Mask Exemptions.
- Practices for ensuring masks are available for visitors. **Before visitors enter the building, they are provided with a disposable mask**
- Practices for ensuring masks are available to staff/students who forget to bring their mask: **A masked student will retrieve a mask from the office for other non-masked students or extra masks are available in classrooms. Adult or child sized disposable or cloth masks are available in the office.**
- PPE practices for first aid attendants: **PPE are available for first aid attendants and Education Assistants use.**

School Supportive Environments

- Strategies for actively promoting communicable disease practices at your school/site
 - Signage: **Signage posted throughout building indicating proper handwashing, maintaining physical distancing as well as mask wearing.**
 - Announcements: **Morning announcements include positive messages about following practices to maintain healthy environments**
 - Modeling/mentoring proactive behaviour: **Gentle reminders are given for those not wearing masks or wearing them incorrectly as well as maintaining physical distance.**
- Strategies for ensuring staff/students respect the personal space of others: **Floor markings are placed 2 m apart in front of washrooms, photocopiers and in office. Stop signs and one way traffic signs are placed in hallways.**
- Strategies for creating positive and inclusive approaches to personal prevention strategies: **Positive, respectful communication with community when disclosures occur.**