



# Communicable Disease Prevention Plan

## Kitimat City High

### January 4, 2022

#### Step 1: Understand the risk

*Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.*

Disease-related information issued by the regional medical health officer, or the provincial health office, is reviewed by the district leadership team, which includes the superintendent, secretary treasurer, directors, and principals/vice-principals. The team meets as often as required.

Information and direction on measures is emailed to school administrators, and staff.

Information is posted on the district's website in a timely fashion.

#### Step 2: Implement measures, practices, and policies to reduce the risk

*Use existing policies, and collective agreements to support staff who have symptoms of communicable disease, so they can avoid being in the workplace when sick.*

#### Overall

Staff and students are reminded of their responsibilities to complete a daily health check. Staff and students are regularly reminded to stay home when they are sick, and are provided with resources on what to do when they are sick (e.g. the BC Self-Assessment Tool app).

Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school.

Health care provider notes are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

The school district supports employees in receiving vaccinations.

School district personnel will ensure that all provincial health office, or ministry health office orders, guidance, recommendations, and notices, local or provincial, will be followed.

Work Safe BC protocols will be implemented as necessary

#### Daily Health Checks

Completing the K-12 Health Check App will be demonstrated to staff by the principal and shown to students by the staff.

Posters are also displayed in the classrooms and around the school.



## Community Use of Schools

All user groups must submit a safety plan prior to being granted access to the site after hours of instruction.

All user groups will follow the safety protocols put in place during instructional time (wear a face mask, respiratory etiquette, hand washing and physical spacing to prevent involuntary contact).

KCH does not have any user groups at this time.

## Hand Hygiene

Hand hygiene facilities are available and accessible throughout buildings, and are well maintained. In addition, alcohol based hand sanitizer is provided at entrances, and throughout schools.

The district will ensure that hand hygiene supplies are well stocked at all times, including soap, paper towels, and hand sanitizer.

The district promotes the importance of diligent hand hygiene to staff, and students regularly.

Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes (respiratory etiquette).

## Masks

Any student, staff member or visitor entering the building will need to wear a face mask. Masks will be available in the main entrance for anyone who has forgotten to bring one to the site.

All students, staff and visitors will wear a face mask while inside the site unless the following circumstances exist:

- A person is eating or drinking
- A person is engaged in high intensity physical activity
- A mask is removed temporarily for the purposes of identifying the person wearing the mask
- A person cannot tolerate wearing a mask for health or behavioral reasons

## Attendance and Record Keeping

Students attendance will be recorded daily by the secretary and entered into the MyEdBC computer system.

Staff attendance will be recorded in the Smartfind computer system.

All TTOC's will be aware of the Communicable Disease Plan and it will be their responsibility to follow all measures at all times.

All visitors to the site will be recorded in a visitor's binder upon successful completion of a health checklist.

## Space Arrangement

The students will enter and exit through the main doors.

In indoor spaces, the staff and students have enough room to carry out intended activities without involuntary physical contacts and all available space is used.

After breaks and lunch, the staff will supervise students as they re-enter the site through the main entrance.

For any indoor gatherings the multi-purpose room or gymnasium will be used so people can spread out within the available space.



## Visitors

Any visitors requesting access to the site will be permitted entry once they have made an appointment, signed in and have sanitized.

## Staff Specific Considerations

Staff only gatherings will take place in the Multi-purpose room where the staff can be spread out.

## Food Services

Students will wash their hands using soap and water prior to being served lunch in the lunchroom. The students will remain seated until they are called up to be served. The MPR will host 15 students during lunch, the other students will eat in Kathy or Spencer's classroom.

Servers will wash their hands prior to serving food to students and staff. Students will eat lunch in the multi-purpose room spread apart. Staff will eat their lunch in their office or staffroom.

Hot breakfasts will be served and eaten in the multi-purpose room.

Sharing of food and drink items are not permitted.

## Curriculum, Programs and Activities

PE activities will be held outdoors whenever possible.

Staff and students will wear a face mask when entering in the gymnasium. The face mask may be removed temporarily to engage in a high intensity physical activity (heavy breathing/physical exertion).

Staff and students entering the gymnasium will sanitize their hands before participating in any activities or accessing any equipment.

Staff and students will sanitize their hands upon leaving the gym.

Yoga mats will be disinfected prior to being used and cleaned after the yoga session has ended.

All sporting equipment that is used will be left on a trolley and disinfected each evening.

Students will keep distance between them and their classmates in every room to avoid any involuntary physical contact.

Students will wash their hands for 20 seconds using soap and water when entering the kitchen area to participate in Foods.

## Water Fountains

Regular use of the filtered water fountain in the main hallway will resume with no restrictions for students and staff. Students and staff are encouraged to fill their own personal water bottle.

## Personal Prevention Practices

Students will receive ongoing reminders from staff to wear their mask, wash their hands, practice proper respiratory etiquette, not share any personal items, food or beverages and to maintain physical distance between themselves and others to avoid any involuntary physical contact.

Reminders will be communicated during the morning and afternoon meetings.

Posters displayed throughout the site will remind staff and students to wear their mask, wash their hands, practice proper respiratory etiquette, not share any personal items, food or beverages and to stay home if they feel sick.



## Stay Home When Sick / What to do When Sick

The BC Self-Assessment tool will be demonstrated to staff by the principal and demonstrated to students by staff so everyone will know what to do when symptoms are experienced.

## Symptoms Develop at School

When any staff member develops symptoms of illness while at school they will report this to the principal and leave the site. The principal will contact Central Office dispatch to make arrangements for a replacement.

When any student develops symptoms of illness while at school they will report this to the principal or secretary who will contact parents to make arrangements for the students to be taken home. The student will wait with a mask on outside the office while waiting for transportation home.

## Returning to School After Illness

Parents / Guardians will contact the school daily and leave a message when a student is sick.

Staff will contact parents/guardians when a student is absent from school without any notification (reason) from a parent/guardian.

## Cleaning

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Practices are in place to clean and disinfect frequently touched surfaces when they are visibly dirty. Other general cleaning occurs in line with regular practices.

Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.

Our school custodian is responsible for the cleaning.

All classrooms and offices also have Morning Mist to disinfect an area if necessary.

## Building Ventilation

All HVAC systems are operated, and maintained as per standards and specifications. Buildings are monitored, and preventative maintenance systems are in place to ensure systems are working properly. HVAC programming has been modified to increase fresh air input prior to and during building occupancy whenever possible.

Portable air conditioners, and fans are not normally used, if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open windows when weather permits, if it does not impact the functioning of ventilation systems.

Risk mitigation strategies are identified for excessive heat events or times of poor air quality.

## Transportation

General cleaning occurs in line with regular practices. Practices are in place to encourage bus drivers, and passengers to practice hand hygiene before and after trips. If empty seats are available, passengers are to spread out. When weather allows windows are to be open.

Bus drivers, adult volunteers, and visitors, and students will wear masks according to the guidelines, or applicable public health orders/recommendations



### Step 3: Communicate measures, practices, and policies

***Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices, and policies for managing communicable disease.***

Processes are in place to ensure itinerant staff, teachers on-call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times, including the daily health check, to stay home when sick.

Signage is up, and check in at the school office is required. Information is posted on the district and school websites.

Staff are kept abreast of changes through the start of year orientation session, email, and staff meetings.

Staff, adult volunteers, visitors, and students in “bricks and mortar” schools wear a non-medical mask or face covering (a “mask”) according to the guidelines or applicable public health orders/recommendations.

Masks are available for those who have forgotten theirs.

### Step 4: Monitor your workplace and update your plan as necessary

***Continually evaluate and update your plan to reflect changing risk levels and work practices.***

Site joint health and safety committees are kept informed of ongoing evaluation of measures, practices, and policies through their school principal. The district joint health and safety committee works closely with the secretary treasurer, and are kept informed through them.

Workers escalate health and safety concerns through their site joint health and safety committee members.

Administrators constantly monitor that measures, policies, and practices are being followed through their site joint health and safety committees, staff meetings.

Workplace inspections and ongoing supervision, are used to ensure measures are functioning properly, and being followed, and maintained.

Individual employees are reminded to monitor their workplace, and risk level.

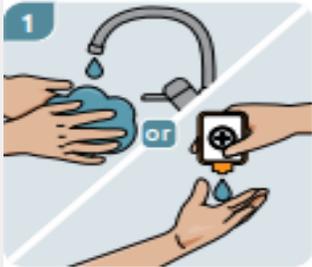
Plans will be updated to reflect changes as they occur.

Employees are made aware of the process required to raise health and safety concerns.

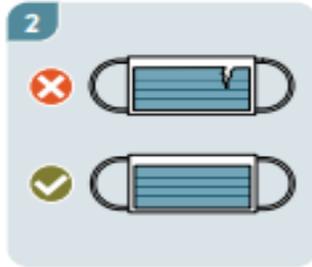


## APPENDIX: A - How to Use a Mask

### Prevent the spread of communicable disease: How to use a mask



1  
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2  
Inspect the mask to ensure it's not damaged.



3  
Turn the mask so the coloured side is facing outward.



4  
Put the mask over your face. If there is a metallic strip, press it to fit the bridge of your nose.



5  
Put the loops around each of your ears, or tie the top and bottom straps.



6  
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7  
Press the metallic strip again so it moulds to the shape of your nose. Wash your hands again.

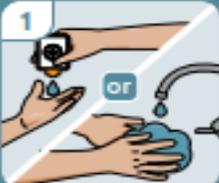


8  
Don't touch the mask while you're wearing it. If you do, wash your hands.



9  
Don't wear the mask if it gets wet or dirty. Don't reuse it. Follow the correct procedure for removing the mask.

**Removing the mask**



1  
Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2  
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3  
Dispose of the mask safely.



4  
Wash your hands. If required, follow the procedure for putting on a new mask.



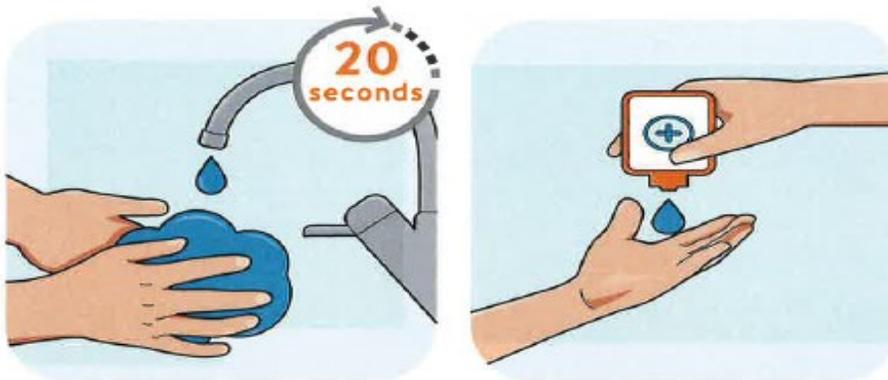
## APPENDIX B – When to Perform Hand Hygiene

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li><li>• Before and after using an indoor learning space used by multiple classes (e.g. the gym, music room, science lab, etc.).</li><li>• After using the toilet.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g. recess, lunch).</li><li>• Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>



## APPENDIX C – Hand Washing: When and How

# Prevent the spread of communicable disease



**Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.**

### **Wash your hands:**

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment



**APPENDIX D - Coughs and Sneezes (Respiratory Etiquette)**

# Prevent the spread of communicable disease

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.



**APPENDIX E - Room Occupancy**

# Prevent the spread of communicable disease

In order to reduce the spread of communicable disease, we are limiting the number of people in this space.

**Address/room/space:**

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**Occupancy limit:** \_\_\_\_\_ **people**



## APPENDIX F – Daily Health Check for KCH Staff, Students and Visitors

 <b>DAILY HEALTH CHECK</b>	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C) Chills Cough Difficulty breathing Loss of sense of smell or taste	<b>If yes to 1 or more of these symptoms:</b> Stay home and get a health assessment.  Contact a health care provider or 8-1-1 about your symptoms and next steps.
OTHER SYMPTOMS	WHAT TO DO
Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea and vomiting Diarrhea	<b>If yes to 1 symptom:</b> Stay home until you feel better.  <b>If yes to 2 or more of these symptoms:</b> Stay home for 24 hours.  If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	<b>If yes:</b> All students and staff who have travelled outside of Canada are required to self-quarantine for 14 days after arrival under both provincial and federal orders.  This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before they are scheduled to attend school to adhere to the self-quarantine orders. Additional information is available <a href="#">here</a> .
CLOSE CONTACT	WHAT TO DO
Have you been contacted by public health and notified that you are a close contact of a person confirmed to have COVID-19?	<b>If yes:</b> Please follow the instructions provided by Public Health.  You can call 8-1-1 anytime to get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.

If you have any questions, or the symptoms listed above get worse, contact your health provider, or call 8-1-1. For more information on COVID-19, please go to [www.bccdc.ca](http://www.bccdc.ca). If you develop severe symptoms, such as difficulty breathing (struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.