

Site Specific COVID-19 Safety Plan Update



Please complete this checklist, review the results with your JHSC and implement any additional preventative measures needed to minimize the risk of COVID -19 transmission and/or spread. Once complete, review the plan with all staff.

Additional Environmental Measures

Environmental Update Checklist *

Place a check mark beside each topic to indicate that they have been communicated and/or are in place (if applicable)

- All mechanical heating, ventilation and air conditioning (HVAC) systems have been checked to ensure they are working properly
- Staff have been advised that they should open windows if weather permits and it doesn't impact the functioning of ventilation systems
- Desks/tables have been arranged to maximize space between staff/students.
- Seating arrangements have been made to avoid students or staff being directly facing one another
- Consistent seating arrangements are in place
- Frequently touched surfaces will be cleaned and disinfected twice a day, including once during the day. These include doorknobs, light switches, water fountains, toilet handles, tables, desks and chairs, keyboards, large sports equipment (ie: gym equipment's, mats, etc.), manipulatives and toys* used by *multiple students*.
- *Frequently touched sports equipment (non-apparatus equipment) that are not able to be cleaned often or at all will require proper hand hygiene practices before and after use.
- *Frequently touched items like toys or manipulatives that are not able to be cleaned often (e.g. fabrics) or at all will require proper hand hygiene practices before and after use.
- Frequently touched items that are not easily cleaned are limited to those that support learning, health and development.
- Re-filling water bottle stations are to be used to re-fill personal containers. These are not to include bathroom sinks or other water sources not typically used for drinking water.

Other additional Environmental safety measures in place: (add notes here)

Additional Administrative Measures

Administrative Update Checklist

Place a check mark beside each topic to indicate that they have been communicated and/or are in place (if applicable)

- The composition of the cohorts will remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc.) during the quarter, semester or term.
- The composition of the cohorts will be changed as minimally as possible, except where needed to support optimal school functioning. This may include learning, operational or student health and safety considerations.
- Multiple groups of students from different cohorts will only be in the same learning space at the same time if physical distancing can be strictly practiced between people from different cohorts, and there is adequate space available to prevent crowding of those from within the same cohort.
- Staff and students have been advised to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a mask or working within the same cohort. This includes during social interactions in staff areas and during meetings.
- There is a process in place to ensure that Itinerant staff, Teachers On-Call and visitors are aware of the school's health and safety measures and their responsibility to follow them at all times
- Visitors will provide active confirmation (e.g. sign in at entry, e-mail before entry, etc.) that they have no symptoms of COVID and have not been required to self-isolate before entering.
- All visitors will be advised to wear a mask when in the school.
- Itinerant staff will be assigned to a single cohort whenever possible
- Music students within the same cohort will be spaced as far apart as possible.
- Music education will occur in line with guidance developed by the [British Columbia Music Educators' Association and the Coalition for Music Education](#)
- People will be spread out as far as possible during physical activity and activities will be adapted wherever possible to reduce physical contact
- There will be no activities that include prolonged physical contact (i.e. physical contact beyond a brief moment) or crowding
- Physical education and extracurricular exercise and sport activities will occur outside whenever possible.

- Students and staff participating in indoor high intensity exercise activities in middle and secondary schools will be spaced 2 metres apart. If the activity involves movement, ample space will be available to reduce the likelihood of physical contact beyond a moment.
- School-based extracurricular activities including sports, arts or special interest clubs will only occur if they can be implemented in line with the guidance for within- and outside-of-cohort interactions, including 2 meters of space available between people from different learning groups (when indoors for elementary, and at all times for middle and secondary)
- Intra-school events that are not an educational activity (like student dances, music, theatrical or dance performances, parties, services, or other occasions where large groups of people may gather) will not be permitted.
- Inter-school events including competitions, tournaments, and festivals, will not occur at this time.
- Community use of school facilities will follow relevant Orders from the Provincial Health Officer, including the Events and Gathering Order and any other related guidance.
- At least 2 meters of space between people from different learning groups when together for extended periods of time will be maintained (when indoors for elementary, and at all times for middle and secondary).
- Student gatherings (e.g. events that bring staff and students together outside of regular learning activities) will only occur within learning groups and as minimally as possible.
- Staff and students are able move through common spaces - hallways, washrooms, cafeteria, bus waiting areas - without crowding or physical contact.
- Staff and students are not crowded when they enter and leave the school. This includes spaces like hallways, coat rooms and bus waiting areas.
- The delivery of school meal programs, breakfast clubs and other food access initiatives will follow the [Supplementary Guidance for School Meal Programs](#) adapted from the WorkSafe BC Restaurants, café, pubs and nightclubs: Protocols for returning to operation.

Other additional Administrative safety measures in place

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Additional Physical Distancing Measures

Physical Distancing Update Checklist

Place a check mark beside each topic to indicate that they have been communicated and/or are in place (if applicable)

- For situations where members of different cohorts interact in the same space for an extended period of time (e.g. beyond 15 minutes), the space will be sufficiently large, and/or have limits on the number of people so that 2 meters of space is available between people from different cohorts.
- For situations where members of different cohorts interact in the same space for transition purposes (e.g. changing between classes), measures are in place (e.g. markings on the floor, staggered transition times), to provide enough space to ensure no physical contact.
- Focus will be on using all available space and preventing crowding or close gatherings.
- Staff not assigned to a single cohort will practice physical distancing when interacting with each cohort.
- Physical distancing will be practiced within staff only spaces, including during break times
- Meetings, in-service and professional development activities, and other gatherings will be done virtually whenever possible
- Visual cues (floor markings, posters, etc.) are in place to promote physical distancing in common spaces (e.g. break rooms, copy rooms, etc.).
- Where meetings, etc. cannot be held virtually, Staff will practice physical distancing; if physical distancing is not possible, participants are to wear masks
- The number of participants attending non-virtual gatherings and the length of the gathering will be minimized as much as possible.
- Strategies that prevent crowding at pick-up and drop-off times with focus on entry and exit areas, and other places where people may gather, or crowd have been implemented

Other additional Physical Distancing safety measures in place

Additional Personal Measures

Personal Measures Update Checklist

- School Administrators will ensure that staff and other adults entering the school are aware they should not come to school if they are sick or are required to self-isolate.
- School Administrators will ensure parents and caregivers are aware that their child should not come to school if they are sick or are required to self-isolate as per public health direction.
- All staff are required to complete and active daily health check prior to reporting to work. School Administrators will support this practice by communicating the requirement for everyone to do a daily health check.
- Parents and students have been reminded of their responsibilities to complete a Daily Health Check
- If a staff member, student or other person develops symptoms at school, they will follow the guidance in "What To Do If A Student Or Staff Member Develops Symptoms"
- Where a student or staff member cannot be picked up immediately, a space will be provided which is safe and is separated from others. This can include being in the same room as others, as long as the person experiencing illness is at least 2 metres away from others and wears a mask if they're able to.
- If, based on their symptoms a test is recommended, a person must stay home until they receive their test result.
- If a person's test is negative, they will only return to school/work when symptoms improve, and they feel well enough
- If a person's test is positive, they will follow direction from public health on when they can return to school/work
- Staff, students and parents/caregivers are to use the BC Self-Assessment Tool app or call 8-1-1 or their health care provider for guidance.

Other additional Personal safety measures in place

Additional Personal Protective Equipment Measures



PPE Update Checklist

- Staff are aware that masks do not prevent the spread of COVID-19 on their own and are not to be used in place of physical distancing or any other measures noted in this guidance
- K-12 staff and middle/secondary students will wear a mask indoors at school except when sitting or standing at their seat or workstation in a classroom or learning space, when there is a barrier in place, or when eating or drinking.
- K-12 staff and middle/secondary students will wear a mask on buses.
- Masks will be worn indoors by middle and secondary students during low-intensity indoor activities where physical distancing cannot be consistently practiced
- In middle and secondary schools, masks will be worn when singing.
- Masks will be worn by staff during physical education when they are unable to practice physical distancing.
- Face shields will not be worn in place of masks, except for those communicating using lip-reading, when visual facial cues are essential, or when people may be unable to wear a mask.
- Those providing health services in schools will wear a mask (medical or non-medical) when providing services
- Those supporting students with disabilities and diverse abilities where services will be in close physical proximity or in physical contact with a student for an extended period of time will wear a non-medical mask when providing services
- Masks are available for those who have forgotten theirs

Other additional PPE safety measures in place

Site Specific COVID-19 Safety Plan Update Communication and Confirmation*

- Admin have reviewed the **Provincial COVID-19 H&S Guidelines for K-12 Feb 4 2021**
- Site Specific COVID-19 Safety Plan has been reviewed with the JHSC
- Any Site Specific COVID concerns at your site that have not been addressed in the material provided have been assessed using the **Site Specific COVID-19 Risk Assessment** and have been attached to your Site Specific COVID-19 Safety Plan
- The final Site Specific COVID-19 Safety Plan has been communicated to staff and posted in the Office
- Site Specific COVID-19 Safety Plan Checklist** has been submitted to OHS@MPSD.ca