August 18th, 2020

Dear Parents/Guardians:

I would like to provide you with an update on what you can expect as we approach the first day of school set for September 10\textsuperscript{th}, 2020. Knowing that this is a challenging time, I'd also like to provide you with links to information that you may find useful.

We continue to rely on Provincial Health Officer, Dr. Bonnie Henry, to provide guidance, and we are currently working with the new guidelines (link below) that set out the conditions we need to meet in order to ensure safe learning spaces for our students and staff. You may find the link below to Dr. Henry’s thoughts on the need to return to school interesting.

Thank-you in advance for your patience as our staff takes time to work with those guidelines to plan for healthy learning spaces in our schools.

As details are finalized for students transitioning back to school, plans will be posted on our website at [www.sd19.bc.ca](http://www.sd19.bc.ca) and will come directly to all parents already registered at school via email. For new families, please connect with your school principal (see the attached for contact information).

I will provide updates as new information comes available, and we expect to have more detailed information ready for you by August 26\textsuperscript{th}, 2020.

For information on the return to school plans and safety guidelines, check the links below:

BC's Back to School Plan (link below)
[https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school](https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school)

Dr. Bonnie Henry – Return to School (link below)

As always, please do not hesitate to contact me directly if you have questions, ideas, or concerns at mhooker@sd19.bc.ca.

Sincerely,

\[Signature\]

Mike Hooker
Superintendent of Schools
August 26th, 2020

Dear Parents/Guardians:

I am pleased to provide this update to our Back to School plans as we prepare to welcome students on September 10th, 2020.

As you are aware, we have been relying on Dr. Bonnie Henry and the Provincial Health Office to guide our planning and ensure we are setting safe and healthy learning environments for our students. It was under her direction that in-class learning was suspended last March, and the partial re-opening in June, and now, under clear guidelines, returning in September.

Attached is a summary of our district's Health and Safety Plan that was developed to ensure that we are meeting the Provincial Health Office K – 12 Guidelines for schools. School Principals are providing you with safety protocols for each of their schools. The summary of our September Return to School Plan and the complete District Health and Safety Plan can be reviewed on our website.

These plans describe how we are meeting (or exceeding) the guidelines set out for schools by Dr. Henry and the Provincial Health Office. These include instructions on topics such as your role in health checks to ensure your child is not displaying any symptoms prior to heading off each day to school. Principals will highlight areas for you to ensure you are able to support your children in this new reality.

We are looking forward to the Fall and our work with your children. Our experience in June was that for the majority of children and families, the return to school was met with excitement. There is significant detail and information available on our website related to health and safety and while I encourage everyone to educate themselves as best as possible, for anyone with ongoing questions or concerns, I would ask that you contact your school principal or me directly at mhooker@sd19.bc.ca.

We continue to be very fortunate to live, learn, and work in such a supportive, healthy community. Thank you for your role in making that happen.

Sincerely,

[Signature]

Mike Hooker
Superintendent of Schools
COVID-19 procedures will be in place for student and staff safety. Below are some of the steps that are being taken to reduce the risks associated with Covid. Please consult SD19’s WEBSITE for detailed information on our safety plan and procedures.

**PERSONAL SAFETY & HYGIENE**
- Staying home if demonstrating COVID-19 symptoms
- Regular handwashing
- Reinforcing physical distancing with those outside of your learning group
- Reinforcing minimal physical contact with others
- Supervising hygiene for younger students

**OUTDOOR ACTIVITIES**
- Designated arrival and dismissal meeting zones
- Playground zones established to minimize physical contact
- Outdoor learning and activities will be emphasized
- Reinforcing minimal physical contact with others

**SCHOOL & CLASSROOM RUTINES**
- Enhanced cleaning protocols
- Restricted guest access to school
- Students in learning groups
- Supervised entry and regulated traffic flow within schools
- Meetings by appointment only

**TRANSPORTATION**
- Private vehicle use encouraged
- Regular seating plan for students with one student per seat outside of family
- Secondary students encouraged to wear masks when physical distancing cannot be maintained
- Enhanced cleaning protocols

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- Secondary students encouraged to wear masks when physical distancing cannot be maintained
- Enhanced cleaning protocols
School District No. 19 (Revelstoke
September 2020 Restart

Summary of the District's Health and Safety Plan

The following information summarizes our processes set out to ensure we are able to maintain the guidelines set out in the Provincial planning document for K to 12.

Health and Safety Training and Orientation

- August 31, 2020 - School based support staff including secretaries return to the schools and begin orientation.
- September 3, 2020 - All staff in attendance for district wide orientation in the morning and in the afternoon, employee groups in specialized positions will meet for specific orientations.
- September 8, 2020 - School based orientations begin for all staff. District support staff continue specialized orientations.
- September 9, 2020 - Continued school and district-based orientations.
- Ongoing training and orientation will continue through the rest of the year to ensure that all staff are updated of the risk to exposure to COVID19, signs and symptoms including a monthly review of the safe work procedures that have been put in place.
- Student orientation to new safety processes begin on September 10th, 2020.

Learning Groups

Elementary Schools (K-7)

- Students in grades K to 7 are organized into learning groups ranging from 20 to 55 students per group with five to six groups per school depending on size.
- Unique differences between our schools will result in each school establishing guidelines for accessing learning and play spaces.
- Separate entryways and traffic will be utilized within each school and where necessary alternate recess/lunch schedules will be coordinated.
- Team and collaborative opportunities will be available within learning groups to facilitate special events, assemblies or performances.
Learning Groups

Secondary School
- At the secondary level, available space and school layout will provide breakout spaces and assigned exit and entry points to the building.
- Staggered breaks and lunch times will be scheduled in order to minimize contact outside learning groups.

Grade 8 and 9
- Scheduling will move from a hybrid semester/year-long five-by-eight timetable to learning groups with a core of 3-4 of teachers for Humanities, Math/Science and electives.

Grades 10, 11 and 12
- Scheduling will move from a hybrid semester/year-long five-by-eight timetable to a modified quarter system.
- Some elective courses will be scheduled ‘off-timetable’ to reduce numbers of students at school during regular hours and to provide expanded course choice options.

Transportation
- The district will create consistent and assigned seating arrangements for students.
- Buses will be loaded from back to front and offloaded from front to back.
- Where space is available, students will each have their own seat (unless sharing with a member of their household) and sit separated side to side and front to back.
- Secondary students will be required to wear non-medical masks when they are on the bus however, no student is required to wear a mask if they do not tolerate it.
- Students will be instructed to clean their hands before they leave home to take the bus, when they leave school prior to taking the bus and when they get home.
- Bus drivers will clean their hands often, including before and after trips. Drivers may wear non-medical masks or face covering when they cannot physically distance.
- Bus drivers will clean and disinfect the high touch areas of the bus after school drop offs and at the end of the day.
- Buses used for transporting students will be cleaned and disinfected according the guidance provided in the BC CDC’s Cleaning and Disinfectants for Public Settings document.
Parents, Guardians and Caregivers

- A District Parent Advisory Council meeting was held on Thursday, August 20th, 2020 to provide the DPAC with an overview of the Restart Plan. Another DPAC meeting is being scheduled for the week of August 24th, 2020 to review the restart plan.

Continuity of Learning for Students who need to Self-Isolate or Quarantine

- Our district Home/Hospital Support Program will provide continuity for students who are unable to attend due to illness for extended periods of time.
- The Home/Hospital Support Program makes provision to bridge and support the work taking place in school.

We are looking forward to the Fall and our work with your children. Our experience in June was that for the majority of children and families, the return to school was met with excitement. There is significant detail and information available on our website related to health and safety and while I encourage everyone to educate themselves as best as possible, for anyone with ongoing questions or concerns, I would ask that you contact your school principal or me directly at mbenier@sd19.bc.ca.

We continue to be very fortunate to live, learn, and work in such a supportive, healthy community. Thank you for your role in making that happen.
BACK TO SCHOOL
FIRST DAY OF SCHOOL - THURSDAY SEPTEMBER 10th, 2020

REVISED BACK TO SCHOOL SCHEDULE

**Thursday September 10**
First Day of School / Student Orientation Day

**ELEMENTARY:** 9:30 am to 12:00 pm
Students will meet their teachers at designated areas outside the school to start the day. We are not able to hold our annual Mug and Muffin event this year, however, parents wanting to connect with their child's teacher will be given an opportunity in the days ahead. To respect gathering limits, we are asking that parents do not stay on the grounds after their child has met their teacher. Students will be dismissed at 12:00 pm from their outside meeting point.

**SECONDARY:** 9:30 am to 12:55 pm
Grades 8 and 10 enter through Main Office entrance
Grades 9, 11, and 12 enter through Community entrance
Students will have a designated area to pick up timetables from 9:30 to 10:00 am and will then have a 2 period schedule along with an in-class or outside break time mid-way through the morning. Students are going to be asked to depart the school and grounds upon dismissal at 12:55 to help limit group gatherings and crowded spaces.

**Friday September 11**
Regular instruction schedule begins

**ELEMENTARY:** 8:25 am to 2:30 pm
*Note new start time for 2020/21

**SECONDARY:** 8:45 am to 3:10 pm
Please see your individual school's schedule for break and lunch schedules.

**KINDERGARTEN** students have differing entry schedules at each school during the start-up of school. This will be emailed to parents in the coming week.

**NEW REGISTRATIONS** will be taken from August 31st to September 9th. Please phone your neighbourhood school for information and to schedule an appointment. Students must be registered prior to their first day of school.

**GETTING TO SCHOOL:** We encourage students to bike or walk to school. Our bus capacity will be limited by Provincial Health Guidelines, so for students requiring bus transportation further information will be sent home from your school. Please note that on September 10th, buses will pick up one hour later in the morning than the posted schedules. Afternoon pick-ups will begin at dismissal. Regular bus schedules begin Friday September 11th and will be posted on SD19's website.

COVID-19 procedures will be in place for student and staff safety. Below are some of the steps that are being taken to reduce the risks associated with Covid. Please consult SD19’S WEBSITE for detailed information on our safety plan and procedures.

**PERSONAL SAFETY & HYGIENE**
- Staying home if demonstrating COVID-19 symptoms
- Regular hand-washing
- Reinforcing physical distancing with those outside of your learning group
- Reinforcing minimal physical contact with others
- Supervising hygiene for younger students

**SCHOOL & CLASSROOM ROUTINES**
- Enhanced cleaning protocols
- Restricted guest access to school
- Students in learning groups
- Supervised entry and regulated traffic flow within schools
- Meetings by appointment only

**OUTDOOR ACTIVITIES**
- Designated arrival and dismissal meeting zones
- Playground zones established to minimize physical contact
- Outdoor learning and activities will be emphasized
- Reinforcing minimal physical contact with others

**TRANSPORTATION**
- Private vehicle use encouraged
- Regular seating plan for students with one student per seat outside of family
- Secondary students encouraged to wear masks when physical distancing cannot be maintained
- Enhanced cleaning protocols

Please KEEP OUR CHILDREN SAFE by adhering to all SCHOOL ZONE SPEED LIMITS and SCHOOL BUS REGULATIONS.
August 26, 2020

Dear AHE Families,

Welcome back to the 2020-21 school year! While there are many details still to be sorted in consultation with school staff, we have a preliminary schedule and information to share with you as we prepare for a happy and healthy start up. We are currently in Stage 2 of the Ministry of Education’s measured approach to school start up. Attached to this email is the SD 19 info-graphic that outlines key points of the district’s approach to reopening. Please expect a detailed, AHE site specific plan coming your way prior to our start up.

September 8  
Class lists (first name only) will be posted in the evening on all classroom doors. For privacy reasons, please do not circulate photos of these lists on social media.

September 10  
9:30am-12:00pm  
First day for students-- All classes will meet their teacher at designated spaces on school field, rain or shine- parents will drop off and go- Gr 1-3 side field and Gr 4-7 on back field. To respect gathering limits we ask that parents do not remain on the grounds after their child has found their teacher. Meeting spots will be marked. The Kindergarten class is on a different staggered entry. Please consult your email letter from our kindergarten teacher. Teachers will welcome their students and begin safety orientation for students. * There is no mug and muffin.

September 11  
First full day of school 8:25-2:30* please note new start time

Week of September 14-18  
Each class holds its “Meet and Greet” – We will do this within guidelines in a safe and healthy way. More information to follow.

We fully value families as partners in their children’s education. Given the unique circumstances, we ask that parents/guardians continue to be involved, and support us by honouring the following expectations and be aware of the following information:

- Our school building will remain CLOSED to visitors and the general public for the health and safety of all.
● Parents/guardians will NOT be invited into the building unless by appointment or to deal with an emergent situation only.
● Most doors will remain closed to the general public throughout the day.
● Those who do enter will be asked to sign in for contact tracing purposes.

● Communication with staff or the office should initially be via email or telephone.

● Complete a daily health check with your child(ren) to ensure that students who are exhibiting Covid-19 symptoms (other than pre-exiting conditions, stay home.

● Practice physical distancing in and outside our school where possible and/or necessary.

● Practice good hand hygiene at all times.

● Learning groups (2 classes max.) will be created with similar age groups that already naturally interact. This will be finalized in consultation with staff and then communicated to parents prior to start up. Note that students will spend the majority of their time with their own class. Learning groups will be used for mini gatherings and possibly collaborative projects.

● Non-medical masks are not required by public health for students in the elementary setting but those wishing to wear one will be welcome to do so.

The return to school is going to feel welcoming and fun for our students. We will be making every attempt at giving students as normal an experience as possible under the new guidelines and involve them in creating a healthy environment. We will be also making every effort to keep our school clean and safe - including specific teaching to students about safety protocols and expectations for safe behaviour and physical distancing.

As mentioned in June, we truly value our partnership with families and invite your feedback as we work together on a safe return in this new stage. At AHE, we appreciate caring, responsibility, kindness and community. This is an exceptional opportunity to model these values, in harmony, and plan for a safe and supportive start of the school year for all students. We are incredibly grateful for the support and patience that has been shown by all of our AHE families as we navigate the start of the new school year during the pandemic. If you have any questions at all, please contact us at 250-837-6360.

Stay healthy and safe.

Sincerely,

[Signature]

Rita Tedesco (Principal) and the AHE staff
August 26, 2020

Dear BVE Families,

Welcome back to the 2020-21 school year! While there are many details still to be sorted in consultation with school staff, we have a preliminary schedule and information to share with you as we prepare for a happy and healthy start up. We are currently in Stage 2 of the Ministry of Education’s measured approach to school start up. Attached to this email is the SD 19 info-graphic that outlines key points of the District’s approach to reopening, as well as a letter from our Superintendent, Mike Hooker.

**September 8**
Class lists (first name only) will be posted on all BVE entrance doors. For privacy, please do not circulate photos of this list on social media. If you would like to review your child’s placement I would be pleased to schedule an appointment to meet with you during the week of Sept. 14th which can be made by calling the school.

**September 10**
9:30am-12:00pm
First day for students—All classes will meet their teacher at designated spaces on the Queen Elizabeth park soccer field. (Note that Kindergarten families will have a different gradual entry plan which will go out to individual families by the end of this week.) *To respect gathering limits, we are asking that parents do not stay on the grounds after their child has met their teacher.* Meeting spots will be marked, and teachers will welcome their students and begin safety orientation for students. *There is no mug and muffin, but there will be a meet the teacher opportunity provided during the week of Sept 14th.*

**September 11**
First full day of school 8:25-2:30* please note new start time. To respect gathering limits we will continue to encourage students to walk or ride to school, or for parents to drop children off on 9th or Vernon St. Please help us reduce traffic and congestion in our traffic circle.

**Week of September 14-18**
Each class holds its “Meet and Greet” – We will do this within guidelines in a safe and healthy way. More information to follow.

We value families as partners in children’s education. Given the unique circumstance, we ask that parents/guardians continue to be involved, and support us by honouring the following expectations:
For the health and safety of all our school building will remain **RESTRICTED** to visitors and the general public.

- Parents/guardians will be welcomed into the building by appointment or to deal with an emergent situation only.
- Doors will remain closed to the general public throughout the day.
- Scheduled visitors will be asked to follow our safety protocols including providing contact information.
- Drop off and pick up promptly at school start and end times (8:25 and 2:30) and avoid gathering at entrances. Students are encouraged to walk or bike to school.
- Monitor your child’s health daily with the BC CDC daily checklist, and keep your child at home if they display symptoms of illness.

Communication with staff or the office should initially be via email or telephone.

If you need to crop-off late or pick-up early, please alert your classroom teacher in advance. This may include calling the office to confirm safe arrival or early pick-up.

Learning groups (or “cohorts”) will be created. This will be finalized in consultation with staff and then communicated to parents prior to start up. Note that students will spend the majority of their time with only their own class. Learning groups will be used for short assemblies, and possibly some collaborative projects.

Non-medical masks are not required for students in the elementary setting but those wishing to wear one will be welcome to do so.

The **return to school is going to feel welcoming and fun for our students. We will be making every effort to give students as normal an experience as possible under these new guidelines, and to involve them in creating our safe environment. We will also be making every effort to keep our school clean and safe - including enhanced cleaning, and specific teaching with all staff and students about protocols and expectations for safe behaviour and physical distancing.**

The entire staff of Begbie View Elementary values our partnership with families and invites your feedback as we work together on a safe return in this new stage. We look forward to Growing Together, Being our BEST here at BVE, and are incredibly grateful for the support and patience that has been shown by all of our BVE families as we navigate this new school year during the pandemic. If you have any questions at all, please contact the office at 250-837-3085, or by email amcdowell@sd19.bc.ca.

Stay healthy and safe.

Sincerely,

Ariel McDowell (Principal) and the BVE staff
August 26, 2020

Dear CPE Families,

Hello and happy end-of-summer to all of you! I hope you have had time to enjoy a healthy and happy summer holiday this year. By now you’ve read SD19 Superintendent Mike Hooker’s email last week where he provided a general update for our school district. While there are many details still to be sorted in consultation with school staff, we have a preliminary schedule and information to share with you as we prepare for a happy and healthy start up. We are currently in Stage 2 of the Ministry of Education’s measured approach to school start up. Along with this Welcome Back Letter you’ll also find attached a letter from Mike Hooker and a Return to School 2020 info-graphic that outlines key points of the district’s approach to reopening.

September 10

9:30am-12:00pm

First day for students -- All classes will meet their teacher at designated spaces, outside on the school grounds, rain or shine. (Class lists will be posted the evening of September 8th on several of the CPE school doors: please do not circulate photos of this list on social media.) Students in grades 4-7 will meet their teachers on the soccer fields and younger students will meet their teachers on the asphalt closer to their classrooms. Staff will be outside helping to direct students to their proper area. Parents will drop off and go. Teachers will welcome their students and begin safety orientation for students.

* There is no mug and muffin, but there will be a meet the teacher opportunity provided later in September.

*Kindergarten students have a different schedules during the start-up of school. This will be emailed to Kindergarten parents tomorrow. Also expect an informal phone call from your child’s Kindergarten teacher on Monday, August 31st where you can chat and ask any further questions you may have.

September 11

First full day of school 8:25-2:30. Doors, as usual, open at 8:20am.

We fully value families as partners in their children’s education. Given the unique circumstances, we ask that parents/guardians continue to be involved, and support us by honouring the following expectations and be aware of the following information:

◆ Our school building will remain CLOSED to visitors and the general public for the health and safety of all.
o Parents/guardians will **NOT** be invited into the building unless by appointment or to deal with an emergent situation only.

o Most doors will remain closed to the general public throughout the day.

o Those who do enter will be asked to sign in for contact tracing purposes.

o Drop off and pick up promptly at school start and end times (8:25 and 2:30) and avoid gathering at entrances. Students are encouraged to walk or bike to school.

❖ Communication with staff or the office should initially be via email or telephone.

❖ Complete a daily health check with your child(ren) to ensure that students who are exhibiting Covid-19 symptoms (other than pre-existing conditions), stay home.

❖ Practice physical distancing inside and outside our school where possible and/or necessary.

❖ Practice good hand hygiene at all times.

❖ Learning groups (2 classes max.) will be created with similar age groups that already naturally interact. This will be finalized in consultation with staff and then communicated to parents prior to start up.

❖ Non-medical masks are not required for students in the elementary setting but those wishing to wear one will be welcome to do so.

The return to school is going to feel welcoming and fun for our students. We will be making every attempt at giving students as normal an experience as possible under the new guidelines and involve them in creating a healthy environment. We will be also making every effort to keep our school clean and safe - including specific teaching to students about safety protocols and expectations for safe R.A.I.S.E. behaviour and physical distancing.

I can speak for my whole staff when I say we are excited to be "back in the saddle" and are excited for another school year here at CPE. We continue to be a progressive, caring staff who believe the health and well-being of your child is the most important part of our job. We can’t wait to have your child back at school, having fun, learning lots, and staying safe!

Our office will open August 31st. If you have any questions at all, please email Mrs. Echlin aechlin@sd19.bc.ca or our secretary or me apfeiffer@sd19.bc.ca or phone us at 250-837-4744.

Sincerely,

Andy Pfeiffer, Principal
August 26, 2020

On behalf of the teaching and support staff of RSS, I am happy to welcome you to Revelstoke Secondary School this year and, in this environment the beginning of this school year will be unlike any other we have ever experienced. A clear indication of these unique times is that school start has been delayed until September 10th.

As such, RSS is following the Public Health Office’s guidelines to mitigate risk to students and staff and to promote safety and well-being. One of the guidelines that has had a dramatic effect on RSS this year is that the Public Health Office has tasked schools to create ‘cohorts’ of students. We have accomplished this by including all members of each grade into their own cohort.

A product of this guideline regarding cohorts is that scheduling classes has become a difficult task in high schools across the province. To meet these directives, and to minimize charges to individual student schedules as much as possible, RSS is going to have a grade 8 and 9 schedule, and a grade 10-12 schedule.

The grade 10-12 schedule is based on the ‘quarter’ system (also known as a “Copernican” system). Students will take only two classes each quarter (i.e. September to November, or approximately 10 weeks), then take two others in the next quarter, and so on until the end of the school year. One class will be in the morning and one in the afternoon. Each week the order will be flipped so that one class is not always in the morning. This schedule allows safety guidelines to be followed for students and staff, and still allows students to access the courses they have chosen for the year.

The grade 8 and 9 schedules are based on assigning four teachers to each cohort who will teach all core and most elective courses. As I’ve been describing this system to some parents already, we are creating a grade 8 “bubble” and a grade 9 “bubble”, each with their own set of main teachers. This will allow options on how courses will be taught and allow choices in how they are presented.
RSS will also need to work with the entire school community as we prioritize safety and well-being. To that end RSS has a focus on safety aspects we will be incorporating this year based on the Public Health Office’s guidelines. These include:

- Lunches will be taken in classrooms or outside of the school, with a rotating schedule of cohort use of the common area and library for lunch. Students will be encouraged to leave the school for lunch if they do not want to eat lunch in these areas.
- Lockers will not be used at this time.
- Break times for each cohort will be staggered.
- Hallways and stairs are to be 2-way traffic, with rules of the road and with no passing practiced.
- RSS is working with the guidelines around the use of masks. However, the current guidelines refer that masks will be worn in common areas and hallways by students and staff where cohorts cannot be maintained.
- Separate entrances/exits will be determined for different grades. Grades 8 and 10 will enter and exit through the Main Entrance, and grades 9, 11, and 12 will enter and exit through the Community Entrance.
- Guests/parents are strongly discouraged from visiting the school without an appointment, except in case of emergency.
- **Parents are required to rigorously self-assess their children for illness before they come to school/use a school bus.**
- Students should be prepared every day to learn outside.

The safety and well-being of our students and staff is our number one priority. Please understand that RSS is following every guideline to the best of our ability as determined by the Public Health Office, WorkSafe BC, the BC Center of Disease Control, and the Ministry of Education.

You can see links for more information on the School District 19 website: [www.sd19.bc.ca](http://www.sd19.bc.ca)

Please contact me if you have questions about the start of school.

Take Care and Be Safe,

[Signature]

Greg Kenyon
Summary of the District’s Health and Safety Plan

The following information summarizes our processes set out to ensure we are able to maintain the guidelines set out in the Provincial planning document for K to 12.

As information on COVID-19 illness evolves, up-to-date information on symptoms and prevention can be found on the BCCDC website. The Ministry of Education’s Frequently Asked Questions are located on School District No. 19’s website www.sd19.bc.ca. Below are the highlights of the district’s School Restart Plan:

Health and Safety Training and Orientation

- The District Health and Safety Committee will meet prior to orientation sessions to review the training schedules. District staff and District Student Services teams will meet prior to orientation session as well to review the training schedule and topics.
- August 31, 2020 - School based support staff including secretaries return to the schools and begin orientation.
- September 3, 2020 - All staff in attendance for district wide orientation in the morning and in the afternoon, employee groups in specialized positions will meet for specific orientations.
- September 8, 2020 - School based orientations begin for all staff. District support staff continue specialized orientations.
- September 9, 2020 - Continued school and district-based orientations.
- Ongoing training and orientation will continue through the rest of the year to ensure that all staff are updated of the risk to exposure to COVID19, signs and symptoms including a monthly review of the safe work procedures that have been put in place.
- Student orientation to new safety processes begin on September 10th, 2020.
- Any changes made to policies and practices during the regular school year will be distributed to all staff and additional training sessions will be set as needed.
- Non-medical masks will be required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside their learning group or household.
- Students in grades 8 to 12 will be required to wear non-medical masks in high traffic areas such as buses and in common areas whenever physical distancing cannot be maintained.
- Staff will be required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.

August 26th, 2020
Learning Groups

Elementary Schools (K-7)
- Students in grades K to 7 are organized into learning groups ranging from 20 to 55 students per group with five to six groups per school depending on size.
- Unique differences between our schools will result in each school establishing guidelines for accessing learning and play spaces.
- Separate entryways and traffic will be utilized within each school and where necessary alternate recess/lunch schedules will be coordinated.
- Team and collaborative opportunities will be available within learning groups to facilitate special events, assemblies or performances.

Secondary School
- At the secondary level, available space and school layout will provide breakout spaces and assigned exit and entry points to the building.
- Staggered breaks and lunch times will be scheduled in order to minimize contact outside learning groups.

Grade 8 and 9
- Scheduling will move from a hybrid semester/year-long five-by-eight timetable to learning groups with a core of 3-4 of teachers for Humanities, Math/Science and electives.

Grades 10, 11 and 12
- Scheduling will move from a hybrid semester/year-long five-by-eight timetable to a modified quarter system.
- Some elective courses will be scheduled ‘off-timetable’ to reduce numbers of students at school during regular hours and to provide expanded course choice options.

Continuity of Learning for Students who need to Self-Isolate or Quarantine

- Our district Home/Hospital Support Program will provide continuity for students who are unable to attend due to illness for extended periods of time.
- The Home/Hospital Support Program makes provision to bridge and support the work taking place in school.

Staffing Adjustments

- To maintain the fewest number of staff working across multiple cohorts, Learning Support Teachers will be assigned to specific learning groups and adjust scheduling to concentrate contact time within cohorts.
- Counsellors and Teacher Librarians and other itinerant staff will receive orientation and training that align with the guidelines for staff working outside their cohorts.
- Prep time delivery will be scheduled to reduce the number of contacts across learning groups and where possible, teachers in a team will provide each other’s prep.
- Educational Assistants will be coordinated within learning groups where-ever possible.
- Schedules for Educational Assistants will be modified to reduce contact across cohorts and additional Educational Assistant time will be added as needed to reduce the number working in multiple cohorts.

August 26th, 2020
• Learning groups will be provided assigned additional breakout spaces within the schools to further provide opportunities to enhance physical distancing.

Students with Diverse Abilities/Disabilities

• School based teams and student services teams will continue to collaborate on a regular basis to ensure that the individual needs of all students are being met.
• Staffing levels will be maintained to pre-COVID levels and enhancements will be reviewed as necessary to meet any challenges that occur.
• Additional supports and modified learning environments will be in place to assist with individual considerations, or where physical distancing may not be possible, when supporting students requiring higher levels of support.
• To assist with a positive return to school transition, Professional staff (Principals, Learning Support Teachers, etc.) will connect directly with students and their families with diverse abilities and needs prior to school start.
• When appropriate and desired, school staff will offer students and their parents an opportunity to visit the school in advance of September 10th, 2020 to see the changes implemented in the school (new signage, floor markings, student's new classroom, etc.), and to review the safety protocols in place.
• Regular IEP processes will continue as defined in our Student Services Handbook which includes communication guidelines and collaboration and consultation with parents and students with the school-based team.
• Social learning opportunities will be coordinated for students within their specific learning groups.
• Regular meetings and communication with our community and medical supports will continue through established processes.
• Provisions will be made for adaptations and modifications to student's learning programs for those not able to attend full-time including additional supports and the implementation of our current Home/Hospital Support Program.

Communication and Engagement

Here are the links to the District Contact List and COVID19 Communication Plan.

Engagement with Indigenous People

Although we have no elders, band or groups to connect with locally in Revelstoke, our Indigenous Education Advisory Committee will continue to meet and review plans and progress. The next meeting date is set for August 25th, 2020.

Our Indigenous Education staff continue to connect directly with students to ensure continuity of learning and support connections with all staff.

Parents, Guardians and Caregivers

• A District Parent Advisory Council meeting was held on Thursday, August 20th, 2020 to provide the DPAC with an overview of the Restart Plan. Another DPAC meeting is being scheduled for the week of August 24th, 2020 to review the restart plan.
• School Principals will continue to provide information/updates to parents by direct email, posting to the school's website and monthly school newsletters.
• The Superintendent will continue to distribute updates. All information is posted to district website.
• A member of the media was given an interview on August 18th, 2020 regarding the September restart. https://www.revelstokemountaineer.com/revelstoke-school-district-superintendent-on-september-reopening-plans/
• School Principals will continue with their regular meetings with the school PACs and the District will also continue with its regular meetings with the DPAC.
• Schools will continue to provide information/updates to parents by direct email, posting to the school's website and monthly school newsletters.

Transportation

• The district will create consistent and assigned seating arrangements for students.
• Buses will be loaded from back to front and unloaded from front to back.
• Where space is available, students will each have their own seat (unless sharing with a member of their household) and sit separated side to side and front to back.
• Secondary students will be required to wear non-medical masks when they are on the bus however, no student is required to wear a mask if they do not tolerate it.
• Students will be instructed to clean their hands before they leave home to take the bus, when they leave school prior to taking the bus and when they get home.
• Bus drivers will clean their hands often, including before and after trips. Drivers may wear non-medical masks or face covering when they cannot physically distance.
• Bus drivers will clean and disinfect the high touch areas of the bus after school drop offs and at the end of the day.
• Buses used for transporting students will be cleaned and disinfected according the guidance provided in the BC CDC's Cleaning and Disinfectants for Public Settings document.
Stage 2 Exposure Control Plan for Pandemic Influenza – COVID 19

Thorough hand washing with plain soap and water is still the single most effective way to reduce the spread of illness.
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Exposure Control Plan for Pandemic Influenza COVID 19, Version 2.0, Release Date: 20200821
Exposure Control Plan for COVID 19

Exposure Control Plan (ECP) is specific to WorkSafeBC Occupational Health & Safety Regulation requirements (Section 5.54). This ECP is based on the current understanding of COVID 19 Influenza. This ECP also follows the guidelines outlined in the North Vancouver School District Pandemic Plan.

As information on COVID-19 illness is evolving, up-to-date information on symptoms and prevention can be found on the BCCDC website. The Ministry of Education’s Frequently Asked Questions are located on School District No. 19’s website.

1) Background - Pandemic

A pandemic is the outbreak of an infectious disease that occurs over a large geographical area, often worldwide, affecting a large proportion of the population with elevated rates of illness.

- When viruses combine or mutate they evolve into a new virus.
- When people have little or no immunity to a new virus, it results in a greater person-to-person spread of illness.
- Widespread illness that affects all age groups, including young adults, may lead to a pandemic.
- The results of a pandemic can lead to more serious outcomes like hospitalization and death.

2) COVID-19 Information from BCCDC

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

3) Transmission

According to the BC Centre for Disease Control, the virus spreads mainly by droplet contact from person-to-person. This is achieved when:

- An infected person coughs or sneezes when within two (2) meters of another (within about 6 feet).
- These droplets land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- These droplets land on surfaces and a non-infected person touches that surface and then touches their own mouth, nose, or possibly their eyes.

Review BC Centre for Disease Control for information: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads
4) **Signs and Symptoms**
The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:
- Cough
- Sneezing
- Fever
- Sore throat
- Difficulty breathing

Symptoms may appear 2-14 days after exposure.

5) **Purpose**
The Revelstoke School District is committed to providing a safe and healthy workplace for all of our students, families and staff. A combination of measures will be used to minimize staff, and student exposure to COVID 19. Our safe work procedures and instructions are in place not only for our staff but also for all workers who enter our facilities. All staff must follow the procedures or instructions outlined in or referred to in this plan as this will minimize the risk and reduce exposure to COVID 19.

6) **Related Documents**
Pandemic Response Plan
Safe work instructions – Custodian Operations during a Pandemic
Safe work instruction - Site Operations during a Pandemic
Safe work instruction - Mobile Staff during a Pandemic

7) **Exposure Control Plan Responsibilities**
   
a) **Employer**
The Revelstoke School District will:
- Ensure that a copy of the exposure control plan implemented, maintained and available to workers.
- Select, implement, and document the risk assessment and appropriate site-specific control measures.
- Ensure that the all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain the plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of this plan.
- Conduct a periodic review of the plan’s effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

b) **Supervisors**
School Administrator or Supervisor will:
- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Ensure that workers use proper PPE as outlined in this plan.
- Post or relay educational and informational material in an accessible area for workers to see.

c) **Workers**
Workers and onsite Contractors will:
- Know the hazards of workplace.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Appropriately use and maintain any required PPE as instructed and trained.
d) The Manager of Operations

The Manager of Operations is responsible for:

- Maintaining an inventory of
  - PPE for custodians as needed,
  - PPE for other staff as needed,
  - Disinfectant / antiviral chemicals
  - Well maintained equipment used for cleaning and disinfecting
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

e) Joint Health and Safety Committee

The Joint Health and Safety Committee is responsible for:

- Reviewing COVID-19 related procedures and processes
- Discussing and responding to questions from employee groups
- Participating in the orientation process upon school reopening

8) Risk identification and assessment

Two (2) primary routes of transmission are anticipated for pandemic influenza COVID 19, each of which need to be controlled. These include contact, and droplet transmission.

a) Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as patient care or emergency response activity that requires direct personal contact (for example, turning or bathing a patient). Indirect contact involves a worker touching a contaminated intermediate object such as a table, tools, copiers, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because viruses can persist on hands and on surfaces. At this time, it is believed that the virus can last up to several days depending on the surface material.

b) Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes, and during certain medical procedures such as cough induction. Droplets travel a short distance through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth.

c) Airborne transmission

At this time, BC CDC does not believe airborne transmission to be a route of transmission, as the droplets are too large to remain airborne beyond the two (2) meters from point of origin.
d) School District activities during COVID 19 Risk Assessment

<table>
<thead>
<tr>
<th>Role</th>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Secretary</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt Staff PVP</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers/Educational Assistants</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Those working with complex learners or students with care plans</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Custodians</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drivers</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Attendant</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### e) Expected control measures based upon risk level for COVID-19

<table>
<thead>
<tr>
<th></th>
<th>Low risk</th>
<th>Moderate risk</th>
<th>High risk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workers</strong></td>
<td>Workers who typically are not required to work within 2 meters of adults.</td>
<td>Workers, who must work within 2 meters of adults.</td>
<td>Workers who must work within 2 meters of symptomatic students or adults.</td>
</tr>
<tr>
<td><strong>Hand hygiene</strong></td>
<td>Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disposables gloves</strong></td>
<td>Not required</td>
<td>Not required (unless handling potentially droplet contaminated objects)</td>
<td>Yes, in some cases (for example, when working directly with ill student or worker)</td>
</tr>
<tr>
<td><strong>Aprons, gowns, or similar body protection</strong></td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td><strong>Eye protection — goggles or face shield</strong></td>
<td>Not required</td>
<td>Not required (unless working with students with high risk for droplet contact)</td>
<td></td>
</tr>
<tr>
<td><strong>Airway protection — Non-medical masks</strong></td>
<td>Not required but personal choice</td>
<td>Required when in crowded area or when working in close proximity with students with high risk for droplet contact</td>
<td>Yes for worker and ill student</td>
</tr>
<tr>
<td><strong>Droplet shield (Plexiglas Barrier)</strong></td>
<td>Not required</td>
<td>Yes - if servicing the public on a regular basis</td>
<td>Yes - if servicing the public on a regular basis</td>
</tr>
<tr>
<td><strong>Physical Distancing</strong></td>
<td>Yes – keep a distance of 2 m from adults, stagger breaks, mass gatherings &lt; 50 people, Classroom size restrictions,</td>
<td>Yes, when possible keep your distance at greater than 2 m.</td>
<td>Not possible – medical response essential services</td>
</tr>
<tr>
<td><strong>Increased daily cleaning of touchpoints</strong></td>
<td>Yes - Custodial staff will carry out enhanced environmental cleaning of high-touch-surfaces as often as deemed necessary. These surfaces include doorknobs, sinks, toilet handles, reception counters, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social etiquette changes</strong></td>
<td>Yes – no shaking hands or hugging as a formal greeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel restrictions</strong></td>
<td>Yes - as directed by the PHO and Health Canada, Inter-school district movement (school to school) to be minimized and tracked</td>
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</tr>
<tr>
<td><strong>Isolation</strong></td>
<td>Yes – if you</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. have symptoms, even if mild, associated with COVID-19 or</td>
<td></td>
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<tr>
<td></td>
<td>2. have been diagnosed with COVID-19 or are waiting for laboratory test results or</td>
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</tr>
<tr>
<td></td>
<td>3. have been advised to do so by your Public Health Authority or doctor</td>
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<td></td>
</tr>
<tr>
<td><strong>Self-isolation</strong></td>
<td>Yes – If you have no symptoms and may have been exposed to COVID-19 as a result of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. travelling outside of Canada within the last 14 days or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. coming in close contact with someone diagnosed with COVID-19</td>
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</tr>
<tr>
<td></td>
<td>3. have been asked to do so by your Public Health Authority or doctor</td>
<td></td>
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</tr>
<tr>
<td><strong>Self-monitor</strong></td>
<td>Yes – if you: have no symptoms and may have been exposed to COVID-19 in the last 14 days or are in close contact with older adults or people who are medically vulnerable, or you periodically go to public places – shopping, worksite - or have been asked to do so by your Public Health Authority or doctor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
f) Risk control

Infectious disease controls shall be considered for implementation in the following order of preference:

1. Engineering controls – options to provide physical distancing at workspace, if not possible look at options to provide some type of shield barriers for those working behind service counters and dealing with the public on a regular basis, increase fresh air make.

2. Administrative controls – hand hygiene, physical distancing, signage – awareness for cough/sneeze etiquette, staggered breaks, room set up, floor lines, communications, self monitor, self-isolate, isolate, sick days policy, work from home flex options, enhanced environmental cleaning

3. Personal protective equipment (PPE) – surgical masks, gloves, aprons, glasses or goggles as per the recommendations of the Provincial Health Officer,

It is expected that administrative controls will have the most significant impact on exposure risk.

g) Education and Training

Workers will receive training in the following:

- The risk of exposure to COVID 19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of the COVID 19.

9) Health monitoring

Workers will promptly report any symptoms of pandemic influenza COVID 19 to their manager or supervisor by email or phone call. Then call 8-1-1 to get further information on self-monitoring, or the need to self-isolate.

- Take the BC Health COVID 19 self assessment test [https://bc.thrive.health/](https://bc.thrive.health/)

10) Record keeping

The Revelstoke School District will keep records of instruction and training provided to workers regarding the COVID 19, as well as reports of exposure and first aid records.

11) Periodic Review

This Exposure Control Plan will be reviewed and will be updated as new and updated information is made available.
12) Information and Safe Work Instructions

a) About COVID 19

**ABOUT CORONAVIRUS DISEASE (COVID-19)**

**WHAT IT IS**

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

**HOW IT IS SPREAD**

Coronaviruses are most commonly spread from an infected person through:
- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or sharing hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

**SYMPTOMS**

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.

- Fever
- Cough
- Difficulty breathing

**PREVENTION**

The best way to prevent the spread of infections is to:
- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose or mouth, especially with unwashed hands
- avoid close contact with people who are sick
- when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs
  - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.
- stay home if you are sick to avoid spreading illness to others

**FOR MORE INFORMATION ON CORONAVIRUS:**

1-833-784-4397
canada.ca/coronavirus
b) Self-monitoring, Self-isolation, Isolation

**KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19**

<table>
<thead>
<tr>
<th>SYMPTOMS OF COVID-19</th>
<th>FEVER</th>
<th>COUGH</th>
<th>DIFFICULTY BREATHING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELF-MONITORING</td>
<td>You have:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- no symptoms AND</td>
<td></td>
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<tr>
<td></td>
<td>- a history of possible exposure to the novel coronaviruses that causes COVID-19, in the last 14 days</td>
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</tr>
<tr>
<td></td>
<td>go about your day but avoid crowded places and increase your personal space from others, whenever possible</td>
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<td></td>
</tr>
<tr>
<td>SELF-ISOLATE means to:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- stay at home and monitor yourself for symptoms, even if mild, for 14 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISOLATION</td>
<td>You have:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- symptoms, even if mild AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- you have been diagnosed with COVID-19 or are waiting for the results of a lab test for COVID-19</td>
<td></td>
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</tr>
<tr>
<td>To be ISOLATED means to:</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:**

- 1-833-784-4397
- canada.ca/coronavirus

*Public Health Agency of Canada Agence de la santé publique du Canada*
c) Physical (Social) Distancing

**Coronavirus COVID-19**

BC Centre for Disease Control | BC Ministry of Health

**REDUCE THE SPREAD OF COVID-19**

**PHYSICAL DISTANCING IN PROGRESS**

Maintain a distance of at least 2 arms lengths from others.

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.
d) Use of Non-Medical Masks

- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside their learning group or household.

- Students in Middle and Secondary school are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.

- Staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of the learning group whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.

e) Use of Personal Protective Equipment (PPE)

- Where PPE has been identified for tasks prior to COVID-19 pandemic, this PPE will continue to be used when preforming these tasks.

f) Hand washing

Handwashing is required

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

- remove jewellery
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
  1. Rub palm to palm
  2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
  3. Rub palm to palm with fingers interlaced
  4. Back of fingers on opposing palms
  5. Rub thumb rotationally, clasped in opposing hand
  6. Rub tips of fingers rotationally on opposing palm
  7. Rinse hands thoroughly
  8. Dry hands with paper towel
  9. Use paper towel to shut off water

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a minimum 60% alcohol agent is required.
  - Note, this may not be as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defence only.
If hands are soiled with visible contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.

**Note:** If you are unable to perform hand washing as above due to injury or medical skin conditions, inform your supervisor.
Hand washing

SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.

Remove hand and wrist jewellery

HOW TO HAND WASH

1. Wet hands with warm (not hot or cold) running water
2. Apply liquid or foam soap
3. Lather soap covering all surfaces of hands for 20-30 seconds
4. Rinse thoroughly under running water
5. Pat hands dry thoroughly with paper towel
6. Use paper towel to turn off the tap

HOW TO USE HAND RUB

1. Ensure hands are visibly clean (if soiled, follow hand washing steps)
2. Apply about a loo-sie-sized amount to your hands
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.
g) Please wait to be served - Physical (Social) Distancing

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does Social Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Please wait to be served
h) Cough and sneeze etiquette

Coughing and sneezing etiquette

- Cover your mouth and nose with a tissue.
- Dispose of your tissue properly.
- If there is no tissue, cough or sneeze into the bend of elbow – not your hand.
- If you sneeze or cough into hand, wash your hands as soon as possible.

Source: US Centres for Disease Control and Prevention
13) **General COVID 19 Safe Work Instructions**

a) **All staff**
- Do not come to work when you are sick, if you have been told to self-isolate or isolate. Take the BC Health Link COVID 19 self assessment test [https://bc.thrive.health/](https://bc.thrive.health/)
- Notify your supervisor of any symptoms you are experiencing when at work.
- If a symptom is part of your baseline health (ie: a headache that regularly occurs with no other symptoms or regular allergies), you are allowed to attend school/work.
- Practice physical distancing >2 meters if face-to-face meetings are required.
- Wear non-medical masks when in high traffic areas such as corridors, buses, or when outside your learning group.
- Refrain from typical handshaking as a greeting.
- Follow room capacity limits when in place, observing physical distancing.
- Do not participate in mass gatherings - greater than 50 people; must still maintain 2 meter physical distancing
- Use remote communication methods like MS Teams, emails, and conference calls to communicate
- Wash hands regularly as prescribed
- Notify your supervisor if intensive cleaning is required in your workspace due to droplet contamination.
- Obtain personal protective equipment from your supervisor if required as outlined in the risk assessment.
- If wearing disposable gloves place in a waste receptacle lined with a plastic bag.
- Review the applicable safe work instructions.

i) **If working from home is approved**
- Workers that feel they cannot establish a safe work environment in their home must immediately report this situation to their supervisor as soon as reasonably practicable
- Establish a clear, safe and secure area to complete work-related tasks;
- Try to find a place where you can have periods of uninterrupted time;
- Take micro breaks throughout the workday;
- If you are working alone check in with others throughout the day by text or email;
- Avoid multitasking with home and work items. Try to separate the two and switch between them;

b) **School based Clerical**
- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Establish a 2 m area in front of or behind a work desk
- Wash hands or sanitize after handling publicly handled documents
- Encourage parents and stakeholders to call instead of visiting the school

c) **Exempt Staff, Trades, District Principals, Principals, and those at multiple sites**
- Use separate vehicles when travelling to different sites
- Sign in at all schools and sites indicating with whom you are meeting, if anyone.
- Wear non-medical masks when interacting with those outside of your learning group

d) **Teachers/Educational Assistants**
- Where possible maintain a 2 meter physical distancing while working with adults.
- Demonstrate appropriate hygiene practices.
- Report incidents of suspected illness.

e) **Those working with complex learners or students on care plans**
- Maintain physical distancing when working with adults.
Exposure Control Plan for Pandemic influenza – COVID 19

- If maintaining physical distancing while working with a student is not possible then:
  - If applicable review the Individual Student Safety Plan (ISSP) for potential hazards, and other at risk behaviours that may require the use of PPE.
  - If an ISSP is not in place, evaluate the nature of the work and assist in the development of the ISSP as necessary.
    - In most cases, additional personal protective equipment beyond that which was in place prior to the pandemic COVID 19 is not required.

f) **Itinerant, counselors, school psychologist, speech and language pathologist**
- Where possible locate and work with students where physical distancing can be maintained
- If not possible, determine if other communication methods are appropriate. Zoom, MS Teams, Telephone.
- Where interactions must take place in close proximity explore the use of non-medical masks, faceshields, or desktop mounted Plexiglas barriers.

g) **Construction Contractors**
- Follow the directive of the Provincial Health Officer and maintain less that 50 employees on site
- Ensure you have an ECP in place for your organization.

h) **Buses and Drivers**
- Wear PPE (gloves) to clean and disinfect the high touch areas of the bus after drop offs.
- Dispose of gloves appropriately in a lined waste receptacle.
- The district will create consistent and assigned seating arrangements for students.
- Buses should be loaded from back to front and offloaded from front to back.
- If space is available, students should each have their own seat (unless sharing with a member of their household) and sit separated side to side and front to back.
- Middle and secondary students are required to wear non-medical masks when they are on the bus however, no student is required to wear a mask if they do not tolerate it.
- Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus and when they get home.
- Bus drivers will clean their hands often, including before and after trips. Drivers may wear non-medical masks or face covering when they cannot physically distance.
- Bus drivers will clean and disinfect the high touch areas of the bus after school drop offs and at the end of the day. Buses used for transporting students should be cleaned and disinfected according the guidance provided in the BC CDC’s Cleaning and Disinfectants for Public Settings document.

**BC Ministry of Education – Guidance for K-12 School Setting**

**BC Ministry of Health – Coronavirus COVID-19 for K-12 School Setting**