



## Parkland Elementary (School District 28) COVID-19 Communicable Disease Health and Safety Plan

*\*This document builds upon the  
Provincial COVID-19 Health & Safety Guidelines for K-12 Settings*

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### Personal Measures

#### Daily Health Checks

Staff, parents and students will be regularly reminded of their responsibilities to complete a Daily Health Check and are provided with resources on how to complete one (e.g., the [K-12 Health Check](#) app).

The daily sign in, completed at the main entrance outside the office, will confirm the staff/visitor has completed the Daily Health Check.

Staff will be reminded weekly of responsibility to complete the Health Check daily visitors completion of the Health Check through a memo, emailed and/or posted.

#### Stay Home When Sick / What To Do When Sick

Students, staff or other adults must stay home if they are required to self-isolate. Additional information on self-isolation requirements and support is available from BCCDC.

Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use [the K-12 Health Check](#) app
- Staff and other adults can refer to BCCDC's [When to get tested for COVID-19](#)
- Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), call 8-1-1 or their health care provider.

#### Symptoms Develop at School

Some students or staff may not be able to be picked up immediately. Schools will have a space available where the student or staff can wait comfortably and is separated from others (at least 2M), and provide the student or staff with a mask if they do not have one.

Schools must provide supervision for younger children. Supervising staff should wear a non-medical mask and face shield if they are unable to maintain physical distance, avoid touching bodily fluids as much as possible, and practice diligent hand hygiene.

Staff responsible for facility cleaning should clean and disinfect the surfaces/equipment, which the person's bodily fluids may have been in contact with while they were ill.

## Returning to School After Illness

When a staff member, student or other adult can return to school depends on the type of symptoms they experienced (as indicated in the [K-12 Health Check](#) app and [BCCDC When to get tested for COVID-19](#) resource, if a COVID-19 test is recommended, and the type of illness they had (e.g. COVID-19 or other illness). See [Appendix A COVID-19 Symptoms, Testing & Return to School](#) for more information regarding what to do when experiencing COVID-19 symptoms.

Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health-care provider.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school.

## Hand Hygiene & Respiratory Etiquette

Hand cleaning facilities are available and accessible throughout the school and are well maintained.

Diligent hand hygiene will be promoted to staff and students regularly.

When Student 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 with shared equipment.</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>

## **Personal Protective Equipment**

### **Masks**

All K-12 staff are required to wear a mask indoors in schools and on school buses. Staff may wear a face shield in addition, but must wear a mask under the face shield. Masks are available for those who have forgotten theirs. Exceptions to the mask requirements for staff, students and visitors can be found in the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings – Updated October 1, 2021 on page 19.

## **Supportive School Environments**

### **Personal Space**

Strategies are in place to encourage staff and students to consider and respect others personal space. Personal space is the distance from which a person feels comfortable being next to another person. Physical distancing of 2M is no longer a requirement.

## **Public Health Measures**

### **Attendance & Record Keeping**

Staff and visitor sign in and confirmation of completion of the daily health check is required at the front entrance, outside the office. A list of the date, names and contact information for all visitors and staff who entered the school will be kept for 45 days.

Accurate class and bus lists will be maintained and kept for at least 45 days.

## **Environmental Measures**

### **Ventilation and Air Exchange**

All HVAC systems are operated and maintained as per standards and specifications, and are working properly. Filters have been upgraded and will be regularly monitored and replaced.

Use of portable air conditioners and fans in unventilated spaces with doors and windows closed should be avoided.

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

## Administrative Measures

### Communicable Disease Checklist

All sites to complete and send to Tracy Ruether at [TracyRuether@sd28.bc.ca](mailto:TracyRuether@sd28.bc.ca).

### Cleaning and Disinfecting

Cleaning practices will include:

- Frequently touched surfaces (those touched by larger numbers of people) are cleaned and disinfected at least 1x/day.
- Surfaces touched by fewer people are cleaned 1x/day.
- Practices will be in place to clean and disinfect frequently touched surfaces when they are 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.
- Spray bottles will be provided for classrooms and offices for disinfecting.

### Gatherings and Events

School extracurricular and social gatherings and events (including those occurring within and between schools) are in line with those permitted as per relevant local, regional, provincial and Federal health recommendations and Orders. At this time, indoor gatherings are limited to 50 people or 50% capacity of the space.

Hold school gatherings and events (e.g., assemblies, parent-teacher interviews, etc.) virtually.\* If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions), minimize the number of people in attendance as much as possible, do not exceed 50% operating capacity, and do not allow spectators. *Parkland's gym capacity is 314.*

### Space Arrangement

During breaks and other unstructured time in indoor settings, strategies will be in place to ensure there is enough space available to prevent involuntary physical contact.

Maximize space between people

- Different common space, classroom, and learning environment configurations (e.g., different desk and table formations)
- Limit, and whenever possible, avoid face-to-face seating arrangements.

Implement strategies that prevent crowding during class transition and break times

- Stagger start/stop times, or recess/snack, lunch and class transition times.
- Regular learning activities that bring together multiple classes (e.g., exams, physical education) should be spread out across multiple locations/spaces whenever possible but do not need to be reduced in size.

### **Staff Spaces Only**

K-12 schools and other worksites will implement the following strategies:

- Utilize floor markings and signage to direct traffic flow and prevent crowding (e.g. in the break room, by the photocopier, etc.).
- For gatherings (e.g. meetings, pro-d, etc.), respect room occupancy limits, use available space to spread people out, and consider virtual options. Gatherings must also occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders and any related WorkSafe BC guidance.
- Hold staff-only gatherings virtually (e.g., staff meetings, in-service and professional development activities)

### **Visitors and Volunteers Access/Community Use**

**Entrance doors will remain locked at all times.**

Schools are responsible for ensuring that visitors are aware of communicable disease protocols and requirements, and have completed a daily health check, prior to entering the school.

Information on communicable disease protocols and requirements for visitors should be posted by the entrance to the school and will be included in communications to students and families (through facebook, website, direct email, and onsite signage).

*Parents and visitors must make appointments to enter the school.*

We will leave front doors unlocked for visitor access to sign-in, sanitize and complete daily health check. All other doors will remained locked.

Visitor access to schools may be restricted by local or provincial public health orders or recommendations from a medical health officer. See the Regional Differences section for more information.

All visitors must wear a non-medical mask when they are inside the school. See the Personal Protective Equipment (PPE) section for more information, including exceptions to mask requirements for visitors. Masks will be provided at the office when necessary.

Where possible, visitor access should be limited to those areas required for the purpose of the visit (e.g. school office for drop-off/pick-up of items, gymnasium for a sports event, etc.).

Parents/caregivers are encouraged to drop-off/pick-up students outside of the school.  
Parents/caregivers and other visitors should respect others personal space while on school grounds including outside.

Limit visitors to those that are supporting activities that are of direct benefit to student learning and wellbeing.  
Guest speakers should be virtual

## **Sports**

Extracurricular sports tournaments should be paused.

Sports tournaments are a single or multi-day gathering of three or more sports teams, who come together outside regular league play for the purpose of teams playing against multiple other teams, but does not include:

- A gathering where team members compete on an individual basis against members of other teams, or
- A gathering where the result will decide if a team will advance to play in a national or international competition.

## **Curriculum, Programs and Activities**

For music and physical education (and other subjects as necessary), prevention practices specific to the activity can be found in the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings – Updated August 24, 2021](#) on page 26.

Local day field trips are approved at this time. No overnight travel.

Local and international field trips will occur in line with those permitted as per relevant local, regional, provincial, and Federal public health recommendations and Orders for local and/or international travel.

Any new field trips for consideration to be sent to Tracy Ruether at [TracyRuether@sd28.bc.ca](mailto:TracyRuether@sd28.bc.ca) for Senior Team to review.

## **Student Transportation**

Bus cleaning practices will include:

- Frequently touched surfaces on school buses will be cleaned and disinfected at least 1x/day.
- Surfaces touched by fewer people are cleaned 1x/day.
- Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.
- Other 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.

Bus passengers will be spread out if empty seats are available.

Bus windows are opened when the weather allows.

All bus drivers, adult volunteers and visitors, and students in K-12 wear masks according to the guidelines or applicable public health orders/recommendations.

Carpooling - for carpooling related to school activities, students, staff and other adults must follow the mask requirements. Spread out vehicle occupants as much as possible. Travel with the same people whenever possible. Hand hygiene before and after the trip.

**Food Services**

Food services (e.g., meal programs, cafeterias, fundraisers, PAC hot lunches etc.), are following regular operational and food safety practices. Schools should continue to emphasize that food and beverages should not be shared.

**Community Use of Schools**

Community use of school facilities is aligned with related public health guidance, recommendations and Orders. Safety plans are required from user groups.

**Water Fountains**

The use of water fountains is not limited. Fountains will be cleaned/disinfected daily. Students are encouraged to bring a reusable water bottle daily and use the bottle refill water fountain station outside the gymnasium.