Back to School - Information for Students, Parents and Staff
STAGE 2 - Pandemic Response Plan
August 2020
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*Please direct any questions related to the STAGE 2 Pandemic Response Plan package and the specifics of your school plan to your own school Principal.

Should you have further concerns related to the overall STAGE 2 Pandemic Response Plan, please feel free to contact Dr. Christine Perkins, Superintendent of Schools: christine.perkins@sd8.bc.ca or 250-505-7037
August 26, 2020

Dear Families and Staff of School District 8 - Kootenay Lake:

First and foremost, we hope you had an enjoyable summer. Thank you all for your patience, kindness, and support to date during the COVID-19 pandemic. We have been able to successfully meet the four Ministry of Education principles:

Guiding Principles for Ministry of Education during the COVID-19 pandemic:

1. Maintaining a healthy and safe environment for students, families and staff is paramount.
2. Providing services to support children of essential workers is our top priority.
3. Supporting vulnerable students who may need special assistance.
4. Providing continuity of educational opportunities for all students.

Please note that our schools continue to operate under the guidelines established by the provincial health officer - Dr. Bonnie Henry, and BC Centre for Disease Control (BCCDC) to ensure the safety of all our students and education professionals. These guidelines include controlling access to buildings, maintaining physical distancing amongst staff, implementing distancing strategies for students who are in schools, and maintaining good hygiene practices.

For our September 2020 return to school, we are in Stage 2 of the Five Stage Framework for K-12 Education. In Stage 2, students are organized into Learning Groups to ensure maximum health and safety for all students and staff. Full-time instruction will be provided for all students for the maximum time possible within established public health Learning Groups limits. Information will be coming from your school shortly.

**NOTE: This information is subject to change at any time based on information from the Public Health Office and Ministry of Education.**

EFFECTIVE SEPTEMBER 8, 2020:

**STAFF**

Effective September 8, 2020 all Staff are working on Site.

If any employee is unable to attend work due to a medical reason, please contact Melissa Maida, H.R. Advisor, in Human Resources.

Email: melissa.maida@sd8.bc.ca or Telephone: 250-505-7066

**STUDENTS**

Effective September 10, 2020 school resumes for all students. Contact your Principal with any questions.
HEALTH AND SAFETY
Health and safety of everyone remains our first priority. To maintain health and safety the following guidelines will be in effect:

- Everyone must use proper hygiene upon Site entry as well as before/after breaks and eating, using the washroom and using gym/playground equipment.
- Visitor access during school hours will be prioritized to those entering the Site to support activities that benefit student learning and wellbeing.
- Physical distancing (2 meters) must take place for staff and students when interacting outside of their Learning Groups.
- General cleaning and disinfecting of Site premises at least once in a 24-hour period.
- Cleaning and disinfecting of frequently touched surfaces at least twice in a 24-hour period, including once during regular school hours.
- Floor markings, signage and education to support physical distancing, hand hygiene and other behaviors that reduce the risk of transmission of COVID-19 will occur.
- Non-medical masks will be used in high traffic areas and in situations where physical distancing between Learning Groups is not possible.

PARENT/GUARDIAN/GUEST ACCESS TO SITES
Access during school hours is prioritized to those entering to support activities that benefit student learning and wellbeing.

A Parent/Guardian/Guest MUST:
- Make an appointment with the school Principal before entering the building.
- Wear a mask while in the building.
- Immediately report to the school office and sign-in with the secretary.
- Complete the Stage 2 Health Questionnaire and wash or sanitize hands.

Parents and Guardians are welcome to stay physically distanced on school grounds.

HOURS OF LEARNING
Learning will take place within the regular school hours. Please contact your school.

INSTRUCTIONAL DELIVERY
In-class instruction is provided full-time for all students for the maximum time possible within established public health Learning Group limits as follows:

- Elementary School: 60 people
- Middle School: 60 people
- Secondary School: 120 people

CURRICULUM, REPORT CARDS AND ASSESSMENT
- Full breadth of provincial curriculum for all students at all grade levels.
- Educators plan for and deliver learning through a variety of methods appropriate to the needs of their students.
- Student Reporting Policy and assessment remains in effect for K-12.
- Provincial student assessments (Foundational Skills, Numeracy and Literacy) remain in effect for K-12.
- Individual Education Plans (IEPs) are updated annually for all students who have an IEP.
HIGH TRAFFIC AREAS
Middle School and Secondary students are required to wear masks while in high traffic areas such as hallways. Hallways will be clearly marked for physical distancing and/or directions. All students are expected to keep their hands and feet to themselves. Lockers are not available at this time.

TECHNOLOGY
Students will be responsible for sanitizing their technology before and after use.

BUSSING TRANSPORTATION
All bus drivers have Personal Protective Equipment (PPE) which they are expected to use. Bus drivers have received instruction on District cleaning and disinfecting procedures. All touch points will be wiped down after scheduled bus runs. In addition, hand sanitizer dispensers are mounted in the stairwell of every bus for student use upon entry to the bus.

Transportation assistance for students requiring accommodations are in place. All students riding the bus will be assigned a seat. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a child has any symptoms, they must not take the bus or go to school. 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. Where possible, bus line up areas should be set up to prevent crowding, and allow for physical distancing of 2m (e.g., tape markings on pavement, etc.) where required. Schools should provide support for students who are not able to physically distance.

Middle and secondary students are required to wear non-medical masks when they are on the bus. Exceptions will be made for students who cannot wear masks for medical reasons. For more information, see the Personal Protective Equipment section.

Non-medical masks are not recommended for elementary school students due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff).

PERSONAL PROTECTIVE EQUIPMENT (PPE) according to the PHO:
Staff and Students are required to wear masks when:
- In high traffic areas such as buses;
- In common areas such as hallways;
- Outside of their learning group whenever physical distancing cannot be maintained.

Staff and students can choose to wear masks at any other time if that is their personal preference. Masks are not required for younger Elementary; however, we strongly encourage everyone to wear one.

BREAKS
In order to minimize the mixing of Learning Groups, staggered breaks, including lunch, are organized by each school.
All staff and students who leave a Site during the day must complete the Health & Safety protocols upon re-entrance to the school Site.

OUTDOOR PLAY & CLASSES
All staff and students are encouraged to hold classes outside and enjoy the outdoors as much as possible.

EXTRACURRICULAR ACTIVITIES - OUTSIDE THE CLASSROOM
Extracurricular activities in Middle and Secondary School including sports, arts (including band and choir) or special interest clubs can occur if physical distance can be maintained between members of different Learning Groups and reduced physical contact can be practiced by those within the same Learning Group. Please direct all inquiries to your school Principal.

Inter-school events like competitions, tournaments and festivals should not occur at this time.

WORK PLACEMENTS AND APPRENTICESHIPS
Please direct all inquiries to your school Principal.

In closing, we would like to thank our families and staff as we all learn to live, and operate, in our understanding of what “new normal” and Stage 2 means. We continue to focus on excellence for all our learners in a nurturing environment. We are proud of all of you and look forward to seeing our students back in school.

Thank you to all of the following for their consultation during the Stage 2 preparation process:

**Board of Education:** Board Chair, Lenora Trenaman
**Superintendent of Schools/CEO:** Christine Perkins and Senior staff
**Kootenay Lake Principals’ and Vice-Principals’ Association:** Joanne Beddoes, Laury Carriere, Tim Mushumanski, Monica Doyle, Shellie Maloff, Mike Nelson, Glen Campbell
**Kootenay Lake Teachers’ Federation:** Co-Presidents, Carla Wilson and Doug Kunzelman
**District Parent Advisory Council (DPAC):** Chairperson, Lorien Quattrocchi
**SD8 Aboriginal Education Department and Partners**
**Student Trustees of School District 8**

Please refer to the following Ministry of Education links for the most up to date information:

- BC’s Back to School Plan
  [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)

- COVID-19 Operational Guidelines for School Districts and Independent School Authorities
  [https://www.openschool.bc.ca/COVIDguidelines/](https://www.openschool.bc.ca/COVIDguidelines/)

- K-12 Operational Guidelines Set Requirements for Masks
  [https://news.gov.bc.ca/releases/2020EDUC0045-001542](https://news.gov.bc.ca/releases/2020EDUC0045-001542)

Sincerely,

[Signature]

**Dr. Christine Perkins** | Superintendent & Chief Executive Officer
**School District 8 Kootenay Lake**
**STAGE 2 HEALTH QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>Are you experiencing any of the following?</th>
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<tbody>
<tr>
<td>• Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)</td>
<td>Yes</td>
</tr>
<tr>
<td>• Severe chest pain</td>
<td></td>
</tr>
<tr>
<td>• Having a very hard time waking up</td>
<td></td>
</tr>
<tr>
<td>• Feeling confused</td>
<td></td>
</tr>
<tr>
<td>• Losing consciousness</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you experiencing any of the following?</th>
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<tbody>
<tr>
<td>• Mild to moderate shortness of breath</td>
<td></td>
</tr>
<tr>
<td>• Inability to lie down because of difficulty breathing</td>
<td></td>
</tr>
<tr>
<td>• Chronic health conditions that you are having difficulty managing because of difficulty breathing</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones?</th>
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</thead>
<tbody>
<tr>
<td>• Fever</td>
<td>• Runny nose</td>
</tr>
<tr>
<td>• Chills</td>
<td>• Loss of sense of smell or taste</td>
</tr>
<tr>
<td>• Cough or worsening of chronic cough</td>
<td>• Headache</td>
</tr>
<tr>
<td>• Shortness of breath</td>
<td>• Fatigue</td>
</tr>
<tr>
<td>• Sore throat</td>
<td>• Diarrhea</td>
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</tbody>
</table>

<table>
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<tr>
<th>Less common Symptoms can include:</th>
<th></th>
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<tbody>
<tr>
<td>• Stuffy nose</td>
<td>• Confusion</td>
</tr>
<tr>
<td>• Conjunctivitis (pink eye)</td>
<td>• Abdominal pain</td>
</tr>
<tr>
<td>• Dizziness</td>
<td></td>
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</tbody>
</table>

If you answer yes to any of these questions, please do not come to school or work and call 8-1-1. Please let your Principal or Supervisor know.
ABORIGINAL EDUCATION, Stage 2 COVID Response

STUDENTS AND FAMILIES OF ABORIGINAL STUDENTS:

SD8 ABED (Aboriginal Education) will continue to offer supplemental and continuous support to all students during the pandemic. During each school year, from the beginning of September to the end of September, students who have Indigenous ancestry (First Nations (Status or Non-Status), Metis or Inuit checked off on their school registration form will be given the option for additional supplemental supports for the school year. The Ministry of Education and SD8 Kootenay Lake is committed to increasing pathways to graduation for all Indigenous students!

If a student chooses to be involved in these supplemental supports, supports may include emails home, special activities such as welcome barbeques or Elder teachings, academic and/or cultural supports throughout the year. Some supports may be outside of the classroom and some may be inside the classroom, as we continue to follow all public safety recommendations for groupings at each grade level. Each school’s ABED program is slightly different, designed with students in mind and with the gifts and teachings of individual staff. We can individualize the support offered! Please be in touch with the ABED staff member at your school for a confidential chat and we can take it from there!

Aboriginal teachings will help guide the way in how we do this work: from our hearts, with good intentions, and with enormous flexibility. Questions to reflect upon for Aboriginal Education staff to develop continuity of learning support to all self-identified Aboriginal students:

- Continue with the students in mind. Who are the students? What are their strengths? What are their needs: literacy, numeracy, academic supports, cultural supports, social/emotional/mental supports, equity supports etc.
- How do we continue a schedule of continuous support to all ABED students, adhering to K-12 Education protocols for working safe?
- What are the current learning/support priorities?
- Which students are transitioning into a new school and which students are working toward graduation? What supports are needed for fall start up?
SUPPORTS AVAILABLE TO STUDENTS: (varies from school to school)

- Classroom support integrated with teachers (on-line and face-to-face), food equity, staff check in’s: phone calls, emails home, resources for students and teachers
- Indigenous Wellness resource list: https://aboriginal.sd8.bc.ca/blog/indigenous-wellness-resources
- Indigenous resource list: https://aboriginal.sd8.bc.ca/blog/sd8-kootenay-lake-indigenous-resources-continuity-learning
- Grade 12 Scholarship supports
- Grade 12 Transition supports
- District ABED scholarships available at each high school
- Continued supplemental supports in academics and culture

Annual Activities/Events:
- Grad Honoring Ceremonies, Pow Wow, Reconciliation Run, Culture Camp, Equity Film events - these are incredible annual activities with traditional teachings and community partnerships. The ABED department looks forward to hosting each of these for students, families and our community. We will know more as the year progresses, as we learn more about COVID 2019, so please check our website regularly for updates. At this point, we have tentative dates for events but we are unable to plan larger gatherings, so these will be tentative as the year progresses.

SUPPORTS FOR STUDENTS FOR STUDENTS IN SD8 KOOTENAY LAKE, from LOWER KOOTENAY BAND:
- Individualized Continuity of Learning continued in consultation with families and schools
- BCTEA Extracurricular Funding support
- ABED Grad Honouring Ceremonies, Pow Wow, Reconciliation Run etc. TBD

Interested in learning more? Find us here:

District ABED webSite: https://aboriginal.sd8.bc.ca
Twitter: #sd8abed

Contacts:
District Principal: Gail Higginbottom - gail.higginbottom@sd8.bc.ca
District Indigenization Coordinator: Danica Weager - danica.weager@sd8.bc.ca
District Indigenization Coordinator: Jesse Halton - jesse.halton@sd8.bc.ca
District Indigenization Coordinator: Hannah Lunn - hannah.lunn@sd8.bc.ca
INTERNATIONAL STUDENTS AND HOMESTAY FAMILIES

Kootenay Lake School District 8 has welcomed International students into schools for almost 25 years. This year the Kootenay Lake International Education Program will look significantly different due to the understandable restrictions of IRCC (Immigration, Refugee and Citizenship Canada). The Kootenay Lake International Education Program has been working closely with Ministry of Health and IRCC to ensure that their students meet the requirements for attending SD8 schools for the 2020/21 school year.


The Kootenay Lake International Education Program has created a “Fit to Fly” guideline that has been approved by IRCC as meeting their Readiness Requirements. The document is intended to ensure that pre-arrival, during travel and post arrival health and safety expectations are ensured. The Quarantine Plan linked to the Fit to Fly document is submitted to IRCC and meets the expectations of the Quarantine Act. All international students arriving in, or returning to, B.C. are required by law to self-isolate for 14 days. Students are also required to submit a self-isolation plan and complete the federal ArriveCAN application for approval prior to their return to B.C.


International students may be especially vulnerable during this time. Disruptions to their regular educational routine, reduced access to peers and community services, and travel restrictions that prevent them from returning home can all contribute to increased feelings of isolation, stress and anxiety. During the student’s time in quarantine, international students will participate in virtual orientations on Canadian COVID expectations within our schools and community, school orientations and Canadian Culture. Daily health checks and reporting to IRCC Quarantine Authorities is expected.

The Ministry of Education is working with International Programs across B.C. to look at Distributed Learning options for International students unable to enter Canada at this time.

More information is available on the BC Government webSite.
District International Program webSite: international.sd8.bc.ca
District Principal of International Education: Jann Schmidt
250-551-4702
jann.schmidt@sd8.bc.ca
FIVE STAGES FRAMEWORK FOR K-12 EDUCATION

STAGE 1: IN CLASS
- Cohort Size:
  - Elementary: No limit
  - Middle: No limit
  - Secondary: No limit
- Density Targets: Not applicable
- In Class Instruction:
  - Full-time instruction; all students, all grades.

STAGE 2: IN CLASS
- Cohort Size:
  - Elementary: 60
  - Middle: 60
  - Secondary: 120
- Density Targets: Not applicable
- In Class Instruction:
  - Full-time instruction for all students for the maximum instructional time possible within cohort limits.
  - Self-directed learning supplements to in-class instruction, if required.

STAGE 3: HYBRID
- Cohort Size:
  - Elementary: 30
  - Middle: 30
  - Secondary: 60
- Density Targets: 50% for all schools
- In Class Instruction:
  - Full-time instruction for:
    - Children of essential service workers
    - Students with disabilities, diverse abilities
    - Students who require additional supports
  - In-class instruction for all other students for the maximum time possible within cohort limits and density targets.
  - Self-directed and remote learning supplements to in-class instruction.

STAGE 4: HYBRID
- Cohort Size:
  - Elementary: 30
  - Middle: 30
  - Secondary: 30
- Density Targets: 25% for all schools
- In Class Instruction:
  - Full-time instruction for:
    - Children of essential service workers
    - Students with disabilities, diverse abilities
    - Students who require additional supports
  - In-class instruction for all other students for the maximum time possible within cohort limits and density targets.
  - Self-directed and remote learning supplements to in-class instruction.

STAGE 5: REMOTE
- Cohort Size:
  - Elementary: 0
  - Middle: 0
  - Secondary: 0
- Density Targets: 0% for all schools
- In Class Instruction:
  - Suspend in-class instruction for all students.
  - Self-directed and remote learning in place of in-class instruction.
PRINCIPAL AND VICE-PRINCIPAL CHECKLIST

All Entrances
- Hand Hygiene Station available and ready (either hand sanitizer or a handwashing station)
- WorkSafeBC Safety Plan Posted
- A copy of any Site specific procedures/policies posted
- Poster for all visitors to report directly to the office

Hallways
- Physical Distancing Dots and/or Arrows in place in accordance with your Site’s safety plan

Every Classroom
- A Copy of “On Site Learning Safe Work Procedures” posted
- Hand Hygiene Station available and ready (either hand sanitizer or a handwashing station)

First Aid/Sick Room
- First Aid Attendant Procedures Posted and available
- Disposable Masks available for First Aid Attendant

Photocopier
- Have posted occupancy limit for photocopier room
- Have Q-tips or other item to allow for touchless operation of the photocopier

Non-Classroom Spaces
- Have posted occupancy limit (where applicable)

Office
- Have a sign-in sheet
- Have a posted copy of Site specific procedures
- Have a copy of the Health Checklist
FOOD PROGRAMS IN SCHOOLS

- Distribution of food must be done in a manner that is congruent with physical distancing protocols whenever possible i.e. pre-plating of food for pick-up by students to minimize kitchen staff/student interactions.

- Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs.

- If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g., Foodsafe trained staff, a food safety plan, etc.).

- If food is prepared within or outside a school for consumption by people other than those who prepared it (including for sale), it is expected that it be prepared in accordance with WorkSafeBC requirements.

- Protocols for returning to operation are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.).

- Schools must not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).

- The June 19, 2020 Order of the Provincial Health Officer Food Service Establishments and Liquor Service does not apply to schools. Food Safety Legislation and Guidelines for Food and Beverage Sales in B.C. Schools continue to apply as relevant.

- Schools must continue to emphasize that food and beverages must not be shared.
ON SITE LEARNING

These safe work procedures were generated to allow for a safe return to onsite learning in our schools. These procedures were generated and based on information provided by the BC Public Health Office and will be updated regularly when new information arises.

GENERAL GUIDELINES

- Ensure children and staff are washing their hands for 20 seconds as per Appendix B: When to Perform Hand Hygiene at School (from the Ministry of Education).
- Use door jambs and holders where possible to keep frequently used interior doors open.
- Ensure you have received instruction on the procedures in this document as well as the general information available for COVID-19.
- Please let your Principal or Supervisor know if you suffer from seasonal allergies as they need to know the source of your sneezing.
- After arrival, students and staff are advised NOT to leave school grounds. However, if there is an urgent need to do so, students and staff will repeat all re-entrance protocols.
- Staff and Students are required to wear non-medical masks when:
  - In high traffic areas such as busses;
  - In common areas such as hallways;
  - Outside of their Learning Groups whenever physically distancing cannot be maintained.
- Staff and students can choose to wear masks at any other time if that is their personal preference.
- Two non-medical face masks will be made available to staff and students upon arrival.
- Itinerant staff and Guests are required to wear non-medical face masks while at the Site.
- Students and staff must not share personal items or food.
- If you have any concerns, please speak to your Principal or Supervisor.
- Be calm. Be kind. Be safe.
ON SITE LEARNING - SAFE WORK PROCEDURES

STEPS FOR WASHING HANDS

The steps for washing hands are:

- remove jewelry
- wet hands frequently with soap and water
- distribute liquid cleanser/soap 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

ON SITE LEARNING - SAFE WORK PROCEDURES

OUTDOOR ACTIVITIES

Purpose:
This safe work procedure establishes how to transition students between outdoor and indoor environments.

Steps:
- When entering or leaving the building, have students line up (respecting social distancing).
- The door should then be opened by the teacher, with a wedge put into the door to keep it open.
- Students enter/exit the building.
- The teacher then removes the door wedge and closes the door.
- Upon returning to the building, students are then directed to the washroom to wash their hands.
- All activities must be non-contact.

ISOLATION OF ILL STUDENTS

Purpose:
This safe work procedure establishes how to safely move a student to the designated sick area if they become ill.

Steps:
1. If a student becomes ill, request that they don their mask.
2. While maintaining proper physical distancing between you and the student, escort the student to the isolation room.
3. Inform the Principal on Site.
4. Put on disposable gloves.
5. Collect the student’s personal items and place them in a bag for collection.
6. The Principal on Site will phone the parent/guardian or emergency contact and have them pick up their child. Note the time the child was picked up.
7. After the child has left, close the door to the isolation room, and do not allow anyone entrance to the room. Post a sign indicating that the room requires modified cleaning procedures. Inform the custodian as soon as possible.
8. The Principal on Site will phone the SD8’s Health and Safety Officer and Superintendent and inform them of what has occurred.
9. The illness will be reported to Interior Health by the Principal.
10. A cleaning protocol under the direction of the Health and Safety Officer will be implemented.
ON SITE LEARNING - SAFE WORK PROCEDURES

PROCEDURE FOR ILL STAFF

Purpose:
This safe work procedure establishes how staff should leave the school/Site if they begin to develop symptoms while at work.

Steps:
- Inform/text the Principal/Supervisor immediately.
- Staff who begin to develop COVID-19 symptoms at work must notify the Principal or Supervisor.

If unable to immediately leave Site:
- Symptomatic staff should separate themselves into an area away from others.
- Maintain a distance of 2 metres from others.
- The staff member must use a tissue or mask, if available, to cover their nose and mouth while they wait to be picked up.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- If concerned, contact 8-1-1 or the local public health unit to seek further input.
- Once the staff member leaves the Site, close the door and do not allow anyone entrance to the room. Post a sign indicating that the room requires modified cleaning procedures. Inform the custodian as soon as possible.

After staff member has left the Site:
- Note when the staff member left the Site what occurred.
- The Principal or Supervisor on Site will phone the SD8’s Health and Safety Officer and Superintendent and inform them of what has occurred.
- A cleaning protocol under the direction of the Health and Safety Officer will be implemented.
WASHING MASKS

Purpose:
This safe work procedure is to direct staff in how to wash their reusable non-medical masks.

Steps:
Masks should be washed after each use at the end of the day. The two primary methods of washing are:

1. Washing Machine/Dryer
   a. You can include your mask with your regular laundry.
   b. Use regular laundry detergent and the cold water setting to avoid shrinking cotton masks.
   c. Tumble dry on the low heat setting.

2. Handwashing
   a. Wash the mask thoroughly using soap and cold water.
   b. Allow the mask to dry completely before reusing it. If possible place the mask in direct sunlight to dry.

SIGN IN/OUT PROCEDURE FOR ITINERANT STAFF (Anyone who moves from Site to Site)

Purpose:
This safe work procedure is to direct non-school based staff in how to arrive and depart a school Site.

Steps:
1. The main entrance is to be used by all non-school based staff when first entering the building (even if other doors may need to be used to move equipment or material).
2. When at the Site make use of the non-medical mask and maintain as much distance as possible from other staff and students.
3. Follow sign-in and hand washing instructions posted at the main entrance.
4. Report to the office and sign in.
5. Read through any posted Site rules.
6. When finished at the Site please sign out.
# ON SITE LEARNING - SAFE WORK PROCEDURES

## WHEN TO PERFORM HAND HYGIENE AT SCHOOL

<table>
<thead>
<tr>
<th>When Students Should Perform Hand Hygiene:</th>
<th>When Staff Should Perform Hand Hygiene:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• When they arrive at school and before they go home.</td>
<td>• When they arrive at school and before they go home.</td>
</tr>
<tr>
<td>• Before and after any breaks (e.g. recess, lunch).</td>
<td>• Before and after any breaks (e.g. recess, lunch).</td>
</tr>
<tr>
<td>• Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom).</td>
<td>• Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom).</td>
</tr>
<tr>
<td>• Before and after eating and drinking.</td>
<td>• Before and after eating and drinking.</td>
</tr>
<tr>
<td>• After using the bathroom.</td>
<td>• Before and after handling food or assisting students with eating.</td>
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<tr>
<td>• After handling common resources/equipment/supplies or pets.</td>
<td>• Before and after giving medication to a student or self.</td>
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<tr>
<td>• After sneezing or coughing into hands.</td>
<td>• After using the bathroom.</td>
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<tr>
<td>• Whenever hands are visibly dirty.</td>
<td>• After contact with body fluids (i.e. runny noses, spit, vomit, blood).</td>
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<td>• After cleaning tasks.</td>
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<td>• After removing gloves.</td>
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<td>• After handling garbage.</td>
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<td></td>
<td>• Whenever hands are visibly dirty.</td>
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**COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES - STAGE 2**

*UPDATED August 19 , 2020*

On March 17, 2020 the British Columbia government declared a provincial state of emergency to support the province wide response to the COVID-19 pandemic.

The primary directive from the Federal and BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employees are to review operations and take preventative measures to ensure workers are not exposed; everyone must do their part to help reduce the spread of the virus and help flatten the curve.

**COVID-19 Preventative Measures**

- Practice Physical Distancing by staying at least 6 feet away from any other individuals while working.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When you cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue and wash your hands.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at http://bc.thrive.health/COVID19.

**Entering/Leaving the Building**

- Maintain safe physical distancing guidelines of six feet/two metres between different Learning Groups when entering and leaving the building.
- **Do not enter or leave the building in groups!**
- Each Site will identify entrances and exits to be used by all staff and students.
- Parents or outside guests are permitted at this time only by appointment.
- Bus Drivers are asked to take keys home to avoid entering the building to pick up or return keys.
- Bus Drivers will wait in the bus or in other outside areas after conducting pre-trip and will not wait in the staffroom for the start of your run time.

**Daily Sanitizing Routines**

- Wash your hands when you arrive at work.
- Use available disinfectant to disinfect your work space as needed.
- If you must meet in a shared space or meeting room, disinfect any surfaces, handles, equipment, furniture, etc. that have been used following the meeting.
- Disinfect any shared surfaces, handles, equipment, furniture, etc. after you use it. This includes any appliances in the kitchen.
- Bus Drivers will disinfect touch points in the bus twice daily as per cleaning protocol.
- Do not share food/drinks
COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES

School Hours/Access

- School bell times will remain the same.
- Use the designated entrance(s) and exit(s).
- No access outside of posted hours.

Physical Distancing

- Follow safe physical distancing guidelines of maintaining six feet (2 m) distance between non-learning group members.
- Work in your classroom, office or workspace as much as possible.
- If you need to talk to someone outside your learning group, make sure you stay six feet (2 m) away or, use your phone.
- Ensure physical distancing measures are followed when working in groups with non-learning group members.
- Use Zoom, Google Meet or Microsoft Teams much as possible.
- If 2 m distancing can not be maintained use a non-medical mask.
- If a vehicle must be used by multiple people, it must be wiped down with the disinfectant after each use.
- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact. Wash hands before and after accepting deliveries and handling mail.

Staff Room and Breaks

- Wash your hands before you enter the staff room.
- If you leave the Site make sure you follow the same protocols that you did when you arrived.
- Clean the areas, surfaces, appliances, etc. that you use in the staff room.
- When you are finished wash your hands before you return to your classroom, office or workspace.
- Do not share food, drink or utensils.

Illness

- If you are sick, stay home and log your sick leave in SFE.
- If you start to develop symptoms while at work, let your Supervisor know via email or phone.
- If you are not sure whether you should stay home use the BC COVID-19 Symptom Self-Assessment Tool at https://bc.thrive.health/COVID19

Photocopier

- Before and after using photocopier practice proper hand hygiene.
- Where possible use your pen to use the touchpad.

Bathrooms

- Follow COVID-19 hand washing guidelines as posted in the bathrooms.
- Make sure to wash your hands when you leave the bathroom.

HOW TO HAND WASH

1. Wet hands with warm (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

BC Centre For Disease Control: http://COVID-19.bccdc.ca/
**COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES**

### Daily Communication Routines
- Check your email regularly for updates.
- Staff who do not have individual computers will be assigned a computer to be used while in the building if required.
- Sign out at the office when you are leaving the building at the end of the day.
- We recognize that it may be more difficult to complete certain tasks. The priority is to ensure everyone is safe and we are moving forward as best we can. If you have any questions, please contact your Principal or Supervisor.

### Emergency Drill Procedures
- Drills such as Fire or Lock down will continue during Stage 2.
- Schools should maintain learning group physical distancing during drills.
- After a fire drill, schools will allow a staggered learning group building re-entry to allow time for appropriate hand washing.

Call 1-888-COVID-19 or text 604-630-0300 for details advice or further information.

### Other Shared or Specialty Spaces
- Principals will develop protocols for use of other shared spaces within their individual buildings (libraries etc.).
- Gymnasiums are closed to staff for personal use.
- Weight rooms are closed to staff for personal use.
- Protocols for these spaces must comply with district protocols and CDC guidelines.

### Know the Facts
**Operational Guidelines for School Districts and Independent School Authorities:**
[Https://www.openschool.bc.ca/COVIDguidelines](https://www.openschool.bc.ca/COVIDguidelines)

The BC Centre For Disease Control:

Health Link BC:

Health Canada:
In order to help maintain a safe work environment, please adhere to all Public Health & District Safety Guidelines

Respect yourself and others in this workspace
- Stay 2 meters (6 feet) away
- Cough into a tissue or your elbow
- Wash your hands often, for 20 seconds, using soap
- Do not enter the Site if you show signs of COVID-19
- Wear a mask

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<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>Phone Number/Email/SD Staff</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>DESTINATION CLASSROOM/AREA</th>
<th>Completed Health Checklist</th>
<th>Read Site Procedures</th>
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Hand sanitizer, where available, is provided here for EVERYONE’s use. Please do not remove it from this station.
COVID-19 Contractor Orientation

COVID-19 is a respiratory infection caused by a new coronavirus. Infections of COVID-19 are occurring worldwide with varying degrees of severity. School District 8 (SD8) has controls in place to protect its staff and visitors to SD8 Sites. It is expected that you will follow these controls while working within an SD8 Site (in addition to any COVID-19 controls you as a contractor may have in place for your own staff).

Symptoms

Symptoms of COVID-19 include:
- cough
- sneezing
- fever
- sore throat
- difficulty breathing

Monitoring for Symptoms

Prior to entering an SD8 Site, please ensure you are healthy and are not experiencing symptoms of COVID-19. If you:
- Are feeling ill
- Live with someone who is experiencing COVID-19 symptoms
- Have traveled internationally within the last 14 days

Please do not enter any SD8 Site. Let your SD8 contact know immediately.

Distancing/Masks

It is expected that while working at an SD8 Site during school hours you wear a mask and maintain 2m distance from others.

Handwashing

Handwashing is required for anyone entering an SD8 Site. Prior to commencement of work, after entering the building, please wash your hands for at least 20 seconds.

Cleaning

SD8 Custodians will not be cleaning your work areas if your own procedures call for cleaning as a COVID-19 control. This service will not be provided by SD8.

Sneezing/Coughing Etiquette

Sneezing/Coughing Etiquette works by limiting the distance that droplets can go when an individual sneezes or coughs by physically blocking them. While on Site, it is expected that you will:
- Sneeze/cough into a disposable Kleenex or your sleeve (elbow/arm).
- Direct the sneeze/cough away from those in the general area.
- Wash your hands frequently.

Accessing an SD8 Site

All persons entering an SD8 Site must observe all posted protocols, use only the designated door, sign in at the door and report to the office so that staff are aware of your entrance and where you will be working. Entrance to all Sites, until further notice, is limited to the hours of 8:00 AM to 4:30 PM, Monday to Friday, excluding Stat Holidays, unless arrangements are made with the Director of Operations.

Signatures

<table>
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<tr>
<th>Date</th>
<th>Contractor (on Site)</th>
<th>Contractor Signature</th>
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<tbody>
<tr>
<td>Site/Location</td>
<td>SD8 Contact</td>
<td>SD8 Site Contact Signature</td>
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COVID-19 TEMPORARY MODIFICATION TO SAFETY PLAN

Prior to accepting a student with a Safety Plan, a review of their Safety Plan should be conducted with COVID-19 risks identified (as below). This form is designed to guide school based teams in reviewing and documenting changes to Safety Plans as a result of COVID-19. It should be used to examine tasks and student behaviors, and create modifications to keep staff safe. This form will serve as an addendum to the student’s Safety Plan until such time as it needs to be reviewed based on new information or the COVID-19 pandemic ends. When reviewing the plan, some tasks and behaviors to consider are:

- Feeding
- Dressing
- Toileting or Diapering
- Mobility
- Personal hygiene
- One-personal lifting
- Two-person lifting
- Mechanical lift
- Spitting
- Biting

Consideration should also be given to the student’s equipment or items that may need to be cleaned by school staff between staff interactions.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date</th>
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Task or behavior that is potentially unsafe to staff under COVID-19.


Why does COVID-19 increase the risk of this task or behavior?
What will staff do differently to perform this task or address this behavior?

Is additional Personal Protective Equipment (PPE) required by staff? What PPE?

I have read this amendment to the plan and am aware of safety procedures to be followed when working with___________.

(Student’s name)

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Title:</th>
<th>Date (Y/M/D):</th>
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COVID-19 ADVISORY

Public Access to Playgrounds

- School District 8, Kootenay Lake does not disinfect playgrounds including tables and benches.

- Adults should always maintain a physical distance of at least 2 meters.

- Supervision of children is highly recommended.

- Users assume any and all risk of playground equipment use.
Play safe!
It’s ok to play on playgrounds

- Wash hands with soap and water before and after playing (or using the playground) or use hand sanitizer.
- Avoid crowded playgrounds and minimize physical contact between kids.
- Don’t share toys or equipment with other kids outside your family.
- Adults should keep 2 metres apart.
- Playgrounds may not be cleaned or disinfected.
Community garden safety tips

**Stay apart**
Always stay at least 2 metres (6 ft) away from other people unless you live in the same household.

**Plan ahead**
Find a time when there won’t be too many people so you can stay 2 metres (6 ft) apart. Stay only as long as you need to allow space for others.

**Clean and disinfect shared items**
Includes shared storage locks, door knobs, tools, hose taps and nozzles.
Use disinfectants given by the garden or bring your own disinfecting wipes.

**Cough or sneeze into your elbow or tissue**
Throw away any used tissues right away and wash your hands after.

**Wash produce before eating**
Wash or scrub your fruits, vegetables, and herbs under cold, running, potable water before eating.

**Wash your hands often**
Including when you enter or leave the garden, and before handling food. Use soap and water to wash your hands for 20 seconds. If you don’t have soap, clean your hands with water and use an alcohol-based hand sanitizer.

**Stay at home if you are sick**
Find someone else to help take care of your garden.

**Bring your own gloves and tools if possible**
DO NOT ENTER

In order to help maintain a safe work environment please do not use this entrance

ALL EMPLOYEES MUST SIGN IN AT THE ENTRANCE
If you have flu like symptoms associated with COVID-19 as outlined by the BCCDC

OR

If you have recently returned to Canada and have not self-isolated for 14 days

PLEASE DO NOT ENTER

Please return home and call the health line at 8-1-1 for further instructions

Entrance by Appointment only:

Contact:______________________________
Help prevent the spread of COVID-19: How to use a mask

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

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

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

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

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

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

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

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

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

Removing the mask

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

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

3. Dispose of the mask safely.

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

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health). “How to wear a facemask.”

worksafebc.com