

# Communicable Disease Control Plan

21.08.30 (updated 22.01.07)

Alcuin College is continuously working to improve our communicable disease control (CDC) practices, including prevention of COVID-19 infection. This plan is based on, and adheres to, the [Provincial COVID-19 Communicable Disease Guidelines for K to 12 Settings](#), [BCCDC COVID-19 Public Health Communicable Disease Guidance for K to 12 School Settings](#), [B.C.'s K to 12 Education Recovery Plan](#), and [COVID-19 Protocols for School & District Administrators and Staff](#). This document is updated as often as necessary to coincide with any new recommendations, guidelines and orders issued by Public Health, the Ministry and WorkSafeBC, and reflects the [addendum](#) dated December 29, 2021. Any new Public Health Orders supersede this document.

Key elements of this plan include:

1. Having a supportive school environment to facilitate students to:
  - consider and respect others' personal space
  - regularly practise hand hygiene and respiratory etiquette
  - practise personal preventive measures such as wearing a non-medical mask when required or recommended.
2. Wearing an appropriate well-fitting mask while inside school.
3. Conducting daily health checks, staying home when sick, and implementing procedures for students and staff who become sick while at school/work.
4. Spreading people out as much as possible through different space arrangements, including common areas, and arranging desk/tables to maximize space between students.
5. Controlling visitor access and having limits on gatherings and events.
6. Holding virtual meetings.
7. Practising continued robust environmental hygiene, including cleaning, disinfection, and ventilation.

## A. GENERAL ORGANISATION

### *Physical Distancing and Space Arrangement*

Although public health no longer recommends learning groups and physical distancing of 2 m as communicable disease measures for the K-12 setting, we will continue to implement strategies to help create space between people where appropriate. These strategies include:

- Reminding students and staff about respecting the personal space of others and of practising good hand hygiene protocols
- Preventing crowding in common areas, by maintaining the staggered recess and pick up/drop off schedules
- Taking the children outside as often as possible
- Using appropriate floor markings and posters to address traffic flow to and from the kitchen area and in other common areas
- Using visual supports, modeling and prompts as necessary
- Spreading out as much as possible within the space available
- Staff, JS and SS will continue to use different, designated washrooms
- Transparent barriers are at the front/reception desk where visitors check in and staff interact with students.

The Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings have been developed by the Ministry of Education in collaboration with the BC Centre for Disease Control, Indigenous rights holders and education partners, including district/school leaders, teachers, support staff, and parents. These guidelines are based on the public health guidance developed by the Office of the Provincial Health Officer and the BC Centre for Disease Control.

Schools continue to be low-risk sites for the transmission of COVID-19. This document is intended to support staff, students, parents, and school community members to:

- Be informed about the public health measures that are implemented in our school and how they support a safe school environment.
- Understand their roles and responsibilities in carrying out these measures, and maintaining and promoting a safe and healthy school.

### **Guiding Principles**

The following principles will guide the K-12 sector throughout the 2021/22 school year:

- Fully re-engage all students through high-quality in-class instruction and innovative approaches to learning.
- Align health and safety procedures with public health guidance to support student and staff wellness, with a focus on mental health.
- Focus supports to address unique student and staff needs, recognizing the pandemic has impacted individuals and communities differently.
- Consult and work with First Nations, Métis and Inuit peoples to address the unique educational and learning needs of their communities.
- Engage and collaborate with parents, caregivers, staff and community partners to develop local solutions.

It is important that people have enough room to carry out intended activities without involuntary physical contact and to use all the available area. We must avoid crowding and respect individuals' personal space. Personal space can be defined as "the distance from which a person feels comfortable being next to another person." This distance varies with many factors such as culture, setting, and familiarity with others. Since the pandemic, people may feel uncomfortable if in close proximity. Watch for clues such as the other person backing away.

### **JUNIOR SCHOOL: 8:30 a.m. to 2:45 p.m.**

- Enter/exit through St. Georges Ave. entrance (no thoroughfare through the Great Hall)
- Pick up on 11<sup>th</sup> St. Teachers will exit with their classes via the St. Georges Ave. entrance and walk around to the area in front of the 11<sup>th</sup> St. entrance and wait for parents. One teacher will assist with curbside pick-up. Teachers will remain with their students until they have been picked up by parents. Teachers will wait with students who have siblings in the SS.

### **SENIOR SCHOOL: 8:45 a.m. to 3:00 p.m.**

- Enter/exit through the 11<sup>th</sup> St. entrance. Pick up on 11<sup>th</sup> St.

Recess and lunch will be staggered to help create space between students.

- JS recess - 9:30 to 9:45 a.m., SS recess - 9:45 to 10:00 a.m.
- Lunch 12:00 to 12:45 p.m., alternating inside and outdoors
  - JS will go outside to play from 12:00 to 12:20 p.m., and eat lunch from 12:20 to 12:45 p.m., either outdoors (weather permitting) or indoors in their designated learning space.
  - SS will eat lunch indoors from 12:00 to 12:20 p.m., and go outdoors from 12:20 to 12:45 p.m.

### *School Gatherings and Events*

School gatherings and events (including inter-school events) can occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders. Note that events such as assemblies and parent-teacher interviews are to be held virtually where possible. If gatherings and events must be in person (e.g., inter-school sports game, theatre productions), they will occur within the following guidelines:

- Minimize the number of people in attendance as much as possible.
- Do not exceed 50% operating capacity.
- Spectators are not permitted.
- Respect student and staff comfort levels regarding personal space.
- Use available space effectively to spread people out as much as possible.
- Respect room occupancy limits, and ensuring enough space is available to prevent involuntary physical contact between attendees (i.e. overcrowding).
- Examinations and assessments are not considered school gatherings and will be conducted in accordance with the health and safety guidelines.

### *Personal Items*

Students and staff will adhere to the following guidelines, where possible:

- Students and staff will be encouraged to bring only items that are necessary and easily cleanable (backpacks, clothing, school supplies, water bottles).
- Students are encouraged to not share items that come in contact with the mouth (e.g. food, drinks).
- Students will continue to use their lockers to store personal items to avoid carrying them from place to place.
- Lockers will be assigned to students and should not be shared.
- Personal items should be labelled.

## *Supporting Students with Disabilities/Diverse Abilities*

Supporting students with disabilities/diverse abilities may require staff providing support services to be in close physical proximity or in physical contact with a student.

- When staff are working with a student indoors, and the service cannot be provided from behind a barrier, 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). Additional personal protective equipment is not required beyond that used as part of the personal care routine normally encountered in their regular course of work.
- Students in Kindergarten to Grade 12 are also required to wear a non-medical mask or face covering when receiving services indoors and a barrier is not present.
- A barrier will be used when working with students where seeing facial expressions and/or lip movements is important.
- Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their healthcare provider to determine their child's level of risk.

## *Attendance and Record Keeping*

Daily attendance records will be maintained for staff, students, and visitors (including itinerant staff, teachers on call, parents/caregivers, and volunteers), and accurate class and bus lists will be kept. This includes maintaining attendance records for all school-supported activities, including extracurricular activities and field trips.

## **B. CURRICULUM, PROGRAMMES AND ACTIVITIES**

### *Extracurricular Activities*

Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document and requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.

### *Field Studies - Student Transportation*

- If using public transport, JS and SS students are required to wear non-medical masks and follow any other safety guidance issued by the relevant transit authority.
- Hand hygiene will be practised before and after trips.
- Volunteer drivers will need to be trained in and adhere to required health and safety guidelines. Guidance for volunteer drivers / parents:
  - Vehicle occupants should be spread out as much as possible.
  - Where possible, travel will be with the same people.
  - Vehicle ventilation should be set to bring in outside air, and not recirculated air.
  - Open windows when weather allows.
  - Clean hands before and after trips.
  - Clean frequently touched surfaces regularly.
  - Adults must follow the mask requirements outlined in the PPE section. As per public health recommendations, school-aged children and adults are encouraged to wear masks while carpooling (masks are not suggested if carpooling with members of the same household).
- The school will have non-medical masks and face shields available for staff needing to take public transportation (or if a charter bus is booked).
- Methods of active transportation (e.g. walking) will be encouraged wherever possible due to the overall health benefits.
- We will be in alignment with relevant local, regional, provincial and federal public health recommendations and Orders, including for international travel.
- Guidance provided from BCCDC and the BC Camps Association will be used when planning overnight trips that include group accommodation.

## *Food/Culinary Programmes*

Schools can continue to include food preparation as part of the learning programme for students. Food may be consumed by the student who prepared it. The following food safety and hand hygiene guidelines will be applied:

- Continue to follow regular food safety measures and requirements
- Implement cleaning and disinfecting measures outlined in the corresponding section of this document
- Practise diligent hand hygiene - wash hands with soap and water for at least 20 seconds
- Students and staff should wash their hands:
  - at the beginning and end of the class
  - before and after handling the food
  - before and after eating and drinking
  - whenever hands are visibly dirty

## *Food Services*

The following practices will be in place during hot lunch service to students:

- Limit staff assigned to the handling of food.
- Hand hygiene procedures will be implemented before and after leaving the food preparation area and using equipment.
- Staff will wear non-medical masks and gloves when distributing lunches.

## *Music and Drama*

- K-12 staff and students must wear masks when indoors and a barrier is not present.
- Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.
- Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students should be encouraged to practise proper hand hygiene before and after music equipment use.
- Equipment that touches the mouth (e.g. instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses.
- The B.C. Music Educators' Association and the Coalition for Music in B.C. have developed [Guidance for Music Classes in BC During COVID-19](#)

## *Physical and Health Education/Outdoor Programmes/Sports*

- Students and staff will be spread out within available space, and outdoor activities and programmes will be encouraged as much as possible.
- K-12 staff and students are required to wear masks during PHE/outdoor programme classes when they are indoors and a barrier is not present.
- Students are not required to wear masks during high-intensity physical activities<sup>6</sup> (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to the student's personal choice.
- Staff are encouraged to move high-intensity physical activities outdoors whenever possible.
- For low intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors and a barrier is not present.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
- Students are encouraged to practise proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
- Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.
- Where rented facilities or external providers are used, Alcuin College will confirm compliance with PHO and WorkSafeBC guidelines.

## *Playgrounds*

Playgrounds are considered a safe environment. The following measures will be taken:

- Ensure appropriate hand hygiene practices before and after outdoor play.
- Teachers will attempt to minimise unintentional physical contact between students.

## *School Sports*

Intra- and inter-school programmes, activities (e.g. sports team practices, games) and events will continue in alignment with the following guidance:

- Requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.
- Masks are worn by K-12 staff and students, and other adults when they are indoors and a barrier is not present.
  - Students are not required to wear masks during high-intensity sport activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to students' personal choice. Staff will be encouraged to move high-intensity sport activities outdoors whenever possible.
  - For low intensity sport activities (e.g. stretching, golf), students are required to wear masks when they are indoors and a barrier is not present.
- Use all available space to spread students and staff out as much as possible.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
  - Students are encouraged to practise proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
  - Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.
- Sport activities should be held outside whenever possible.
- Extracurricular sports tournaments should be paused.
- For guidance and information on protocols for spectators, see Visitor Access/Community Access section on this document.
- Teachers can access the Return to School Sports Plan from BC School Sports, for additional information.

## *Science Labs*

- Students are encouraged to practise proper hand hygiene before and after using frequently touched pieces of equipment.
- Clean and disinfect shared equipment as per guidelines in the cleaning and disinfecting section of this document
- Ensure that appropriate space is available for all students to participate

## *Shared Office Space for Staff*

The school will adhere to [WorkSafeBC guidelines](#) in these areas.

## *Work Experience*

Students can continue to engage in work placements and the employer will need to follow current guidelines and standards from the PHO and WorkSafeBC. Placements will be reviewed to determine if it is safe, considering PHO and WorkSafeBC guidance. Parent agreement is required for any placement.

## C. CLEANING AND DISINFECTING

### *Products, Procedures, Frequency of Cleaning*

Alcuin College is cleaned daily by a commercial cleaning contractor. The contractor provides all necessary cleaning supplies. Cleaning will adhere to the recommendations as set out in the [Cleaning And Disinfecting](#) guidelines. Our cleaning protocols include:

- General cleaning of the premises, and cleaning and disinfecting of frequently touched surfaces, at least once in a 24-hour period.
- Only brands and disinfectant products found on Health Canada's list of [hard-surface disinfectants for use against coronavirus \(COVID-19\)](#) will be used.
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

### *Frequently Touched Surfaces*

- Frequently touched surfaces include:
  - Items used by larger numbers of students and staff, including door knobs, light switches, hand railings, water fountains, faucet handles, toilet handles.
  - Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programmes, PE/sports equipment, music equipment, etc.)
  - Appliances such as microwaves, refrigerators, coffee pots, photocopiers or laminators.
- Each teaching area will be provided with a cleaning disinfectant solution for teachers to wipe any high-touch areas.
- Hand hygiene should be practised before and after filling water bottles.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practised before and after use.
- Carpets and rugs can also be used.

### *Cleaning and Disinfecting Bodily Fluids*

When cleaning and disinfecting bodily fluids (e.g. runny nose, vomit, stool, urine) the following procedure will be implemented:

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedures and regularly use PPE (e.g. gloves, Kevlar sleeves) for blood and bodily fluids (e.g. toileting, spitting, biting).

## D. VISITOR ACCESS/COMMUNITY USE

- Visitors are encouraged to make appointments before visiting the school. Access during school hours will be prioritised to those supporting activities that benefit student learning and well-being.
- Visitor access to schools may be restricted by local or provincial public health Orders or recommendations from a medical health officer.
- Visitors should be aware of communicable disease protocols and requirements and will confirm that they have completed the requirements of a daily health check before entering the school. They will be required to fill in a visitor registration form that includes a check box to confirm that they have completed their daily health check.
- The school will keep a list of the date, names and contact information for any visitors entering the school.
- All visitors must wear a non-medical mask when they are inside the school. Exceptions will be made for visitors who cannot tolerate masks for health or behavioural reasons.
- Adult volunteers can continue to support outdoor supervision/monitoring, provided that they follow required health and safety protocols.
- Where possible, visitor access will be limited to those areas required for the purpose of the visit.

- After-hours community use of facilities is allowed in alignment with other health and safety measures:
  - Use must occur in line with those activities permitted as per relevant local, regional, provincial and federal public health recommendations and Orders

## E. ATTENDANCE (STUDENT AND STAFF)

**Stay home if you are unwell.** Immediately report your symptoms to Liana Cox via text (604.716.0621) or email ([lcox@stalcuincollege.com](mailto:lcox@stalcuincollege.com)). Arrangements will be made to support students who are away for an extended period of time.

### *Students with Immune Suppression or Living with Family Members with Immune Suppression*

According to the BC Centre for Disease Control (BCCDC), most children with immune compromise can follow the same precautions for COVID-19 as the general population and can safely attend in-class instruction. In-class instruction may not be suitable for some children with severe immune compromise or medical complexity, which should be determined on a case-by-case basis in consultation with a medical health care provider.

Parents seeking an alternative to in-school instruction, and who do not wish to register their child in a distributed learning programme or homeschooling, will be required to obtain a doctor's note indicating the need for accommodations due to health-related risks. If attending in-class instruction is not appropriate in this case, the school will work with the family to develop different options for learning.

## F. ILLNESS & SELF-ASSESSMENT POLICIES AND PROTOCOLS

### *Daily Health Check*

School administrators should ensure:

- Staff and other adults entering the school are aware they should not come to school if they are sick or are required to self-isolate.
- Parents and caregivers are aware that their child should not come to school if they are sick or are required to self-isolate as per public health direction.
- For school staff, an active daily health check must be completed in line with the requirements of the Provincial Health Officer's Order on Workplace Safety.
- Other adults entering the school should also complete an active daily health check.

Parents and caregivers should assess their children daily for illness before sending them to school. For students, this means ensuring their parent or caregiver is aware of common symptoms of COVID-19 and is checking with their child daily to see if the child is experiencing any of these symptoms, as well as ensuring their child is not required to self-isolate.

The Ministry of Education's [K-12 Health Check](#) app and the [When To Get Tested for COVID-19](#) resource can be used to support daily health checks for students. Those experiencing symptoms of illness can also use the [BC Self-Assessment Tool](#).

### *Self-monitoring and Self-isolating*

Students, staff or other adults must stay home if they are required to self-isolate. Due to the effectiveness of COVID-19 vaccines, fully vaccinated close contacts (i.e., 14 days have passed since their second dose of COVID-19 vaccine) are more likely to be asked to self-monitor, not self-isolate. Follow the BCCDC [guidance on self-monitoring or self-isolating](#).

## *Symptoms of Illness and Return to School*

**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.

When a staff, 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 in the [Provincial COVID-19 Communicable Disease Guidelines for K-12](#) for specific guidance.

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 healthcare 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.

## *What To Do When Symptoms Develop at School*

If a staff member, student or other person develops symptoms at school, follow the guidance in Appendix B, *What To Do If A Student Or Staff Member Develops Symptoms At School*.

## *Other Considerations for Managing Illness at Schools*

- At drop off, if a student is not well, or appears to be not well, s/he will be asked to remain outside, and Alcuin staff will immediately call the student's parents to pick up their child. Parents must remain available for immediate contact via mobile phone or in the vicinity of the school entrance.
- Any student who becomes sick and cannot be picked up immediately, will be separated from others and provided with a non-medical mask (if they do not have one). Younger students will be supervised until picked up.
- A health-care provider note (i.e. a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices, is not required.
- MyEd will be used to record and monitor elevated staff and student absenteeism due to influenza-like illness.

## *Protocols for managing illness and exposures at school*

The school will refer to local, regional and provincial public health recommendations for information and guidance related to these protocols.

## **G. TRAUMA-INFORMED PRACTICE AND SOCIAL-EMOTIONAL LEARNING (SEL)**

Trauma-informed practice is a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events including the emotional and traumatic impact of a pandemic. Trauma-informed practice includes:

- Providing inclusive and compassionate learning environments.
- Understanding coping strategies.
- Supporting independence.
- Helping to minimize additional stress or trauma by addressing individual needs of students and staff.

The plan and guidelines that the school has put in place to ensure the health and safety of our community will help to manage and minimise stress and anxiety. These include:

- Modification of schedules and procedures
- Communication within the community
- Provision of SEL within the curriculum schedule
- Liaison with external counsellors and parents where appropriate

## **H. HAND HYGIENE**

Rigorous hand washing with plain soap and water is one of the most effective ways to reduce the spread of illness. Everyone should practise diligent hand hygiene. The following hand hygiene practices and procedures will be in place:

- Wash hands with plain soap and water for at least 20 seconds.
- If sinks are not available, use alcohol-based hand sanitizer containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.
- All students, staff and visitors will be directed to wash their hands with soap and water upon entering the school.
- Students, staff and visitors will be directed to wash hands before eating and drinking, after using the washroom, after sneezing or coughing into hands and using playground or shared equipment and/or manipulatives
- The importance of diligent hand hygiene will be promoted by teachers and through the display of visuals at handwashing stations (e.g. the BCCDC's hand hygiene poster).
- Students and staff will be encouraged to practise regular hand hygiene
- Additional hand sanitiser stations will be provided at the entrance to each learning space.
- Staff will be available to monitor and assist younger students with hand hygiene.

## **I. RESPIRATORY ETIQUETTE**

Educate and remind everyone to practise respiratory etiquette. Students and staff should:

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.

## **J. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Personal protective equipment (including masks) can provide an additional layer of protection.
- Non-medical masks and face coverings (masks) have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them.
- Those wearing masks should still continue to respect others' personal space.
- Masks will be made available to all teachers, students, and visitors entering the school (if they do not have their own).
- All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses
- All students (K-12) are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses. Staff will utilize positive and inclusive approaches to engage students in the use of masks.
- All visitors must wear a mask.

#### **EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS:**

The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is unable to put on or remove a mask without the assistance of another person;
- if the mask is removed temporarily for the purposes of identifying the person wearing it;
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier; or
- while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements are important.

Also:

- Schools must not require a health-care provider note to confirm if staff, students or visitors cannot wear a mask.
- No student should be prevented from attending or fully participating at school if they do not wear a mask.
- Masks do not need to be worn outdoors.
- Please see page 4 for mask usage during PHE
- Please see page 3 for mask usage while Supporting Students with Disabilities/Diverse Abilities.
- The school will also ensure non-medical masks are available for staff, students and visitors if someone should become ill while at school.
- Non-medical masks, gloves and hand sanitiser will be on-site and available.
- Non-medical masks, gloves and hand sanitiser will be included in class earthquake/fire drill kits.
- Staff and visitors at non-school sites must also adhere to any regional or provincial public health recommendations or Orders for workplaces requiring increased mask use.
- Instruction on how to properly put on, wear, take off and store non-medical masks and other face coverings will be provided to students and staff. Related information is available on the [BCCDC website](#) and the [Government of Canada website](#).

#### **K. GENERAL VENTILATION AND AIR CIRCULATION**

At this time there is no evidence that a building's ventilation system, in good operating condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures.

- There are two commercial furnaces which are designed, operated and maintained as per OHS Regulation.
- Furnaces are inspected and serviced annually, and filters are changed regularly once a month.
- The system will be turned down, rather than off, after working hours and on weekends.
- Ceiling fans in the Great Hall will be used, as it allows air flow to move downward from the ceiling.
- Air cleaning devices that have a HEPA filter will be used in rooms with poor air circulation, to reduce particles in the air.
- Where appropriate, fans will be set to avoid horizontal cross-breezes to prevent air blowing directly from one person's breathing zone to another's.
- Reduce air recirculation and increase the outdoor air intake as much as possible by:
  - opening windows and doors when possible and if weather permits
  - moving activities outdoors when possible (e.g. lunch, classes, physical activity)
  - moving classes outside when space and weather permit
- In the event the school's ventilation system is temporarily compromised, the school will implement the strategies above to maximise the intake of outdoor air.

## L. COMMUNICATION AND TRAINING/ORIENTATION

### *Orientation for Staff*

Staff will meet during the first week of September for training on health and safety protocols. Orientation will include information about the school's measures, practices and policies for managing communicable disease. Staff will meet regularly to address any questions or concerns and review practices. In addition, the Head of School or Assistant Head of School will check in daily with staff regarding health and wellness.

### *Orientation for Parents*

Meetings with our parent community will be offered on September 1 (online) and September 7 (in person) for health and safety orientation. At least one parent of each family is requested to attend a meeting. Orientation will be required for new families upon enrolment. Also, health and safety protocols will be on the school's website.

### *Orientation for Students*

The initial health and safety orientation will occur on September 7 through homeroom classes, with training taking place throughout the week. Homeroom teachers will regularly review procedures and practices with students.

### *Information for Visitors*

A copy of communicable disease protocols and requirements will be available at the sign-in desk. Visitors will confirm that they have completed the requirements of a daily health check before entering the school.

### *Routine Communications*

The person primarily responsible for developing and managing communications is Stella Ablett, Head of School. For routine communications, we will:

- post updates to the [website](#),
- hold online Tea & Chats with the Head of School for feedback and to address questions or concerns,
- share email updates.

Communications with the Alcuin community will occur primarily through the following channels:

- Email
- SMS: via ePACT for communications that are time-sensitive
- Website: dedicated Covid-19 information [page](#) for updates and FAQs
- Tea & Chats: online sessions with the Head of School (bi-weekly in September and monthly thereafter)
- Bi-weekly staff meetings (weekly during initial key transition phases) to review workplace practices relating to COVID-19 and other health and safety matters
- Daily check-ins with staff to provide new information and/or review any concerns

### *Communications Regarding Confirmed or Suspected Cases of COVID-19 Within the School Community*

As per the Provincial Health Officer, contact tracing and the school exposure notification process that had been in place will no longer continue. We will follow guidance from the Ministry of Education, the Ministry of Health, local medical health officers and BCCDC regarding communications of confirmed or suspected cases of COVID-19 within the school community.

## Some Questions & Answers

**Q: I am a parent and I want to come into the school. What arrangements should I make?**

A: We must limit the number of visitors to the school during the regular school day. Contact Liana first to make arrangements (604.716.0621). Wear a mask.

**Q: Do I wear my regular school uniform on PHE days?**

A: No. On days where you have a scheduled PHE class, come to school in your PE gear (JS = Mondays and Thursdays; SS = Tuesdays and Fridays). If you are uncertain of what is acceptable, check with your homeroom or PHE teacher.

**Q: With the windows open for ventilation, I may be cold. What can I wear?**

A: Students who are cold may wear their outdoor coats (plain, navy or black) in class, over their school or PE uniform. If you want to wear a toque, it must be the Alcuin toque, which is available at Cambridge Uniforms.

**Q: It is my birthday and I want to bring treats to share with my class. What should I do?**

A: Contact Liana first to discuss arrangements (604.716.0621).

**Q: If a student or a staff member tests positive, will families be notified?**

A: The local health authority will direct us in our communications.

More questions?

About: Ask:

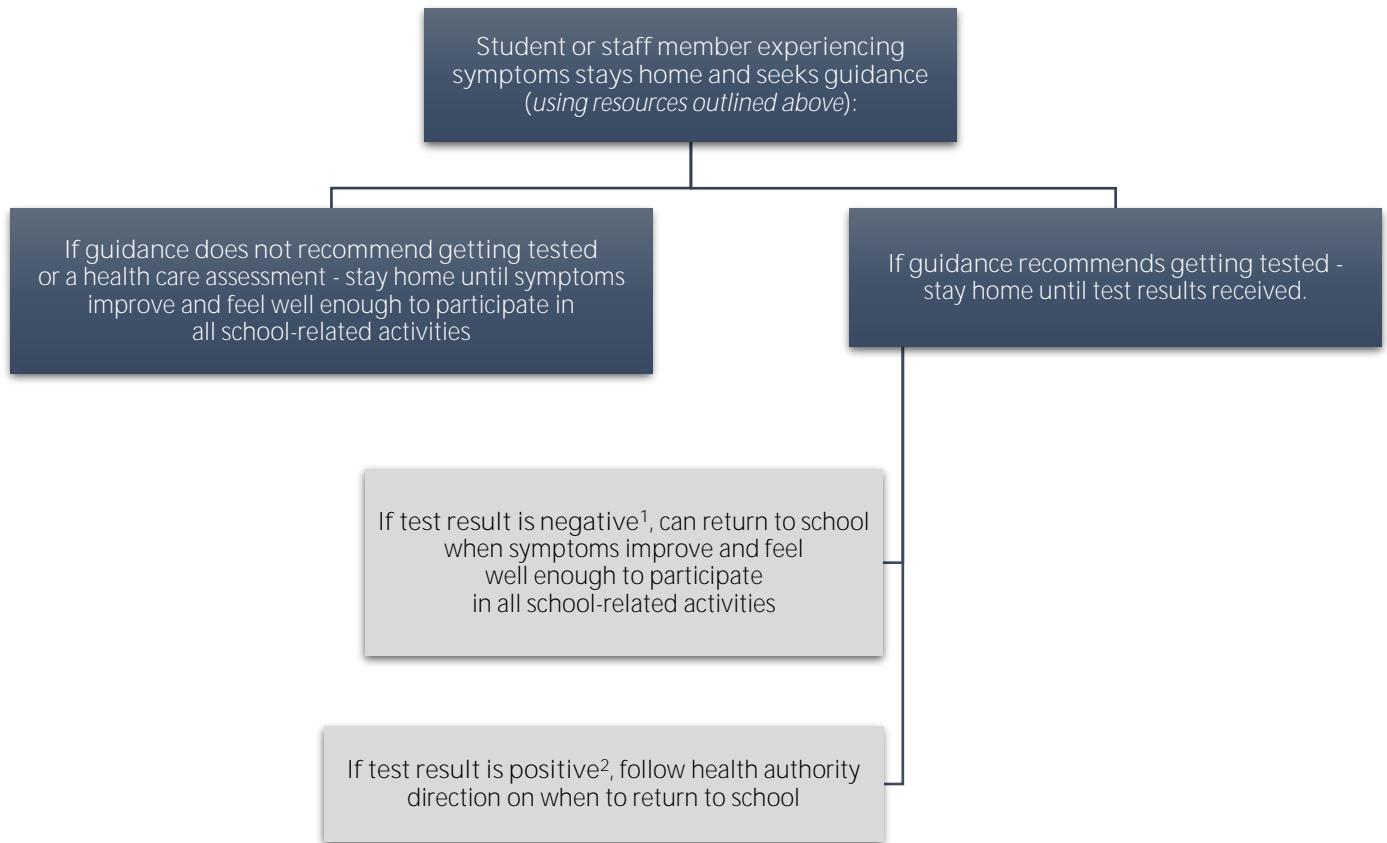
Health and Safety, Attendance	Liana Cox (604.716.0621 or <a href="mailto:lcox@stalcuincollege.com">lcox@stalcuincollege.com</a> )
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Learning Programme	Tish Jolley (604.312.0709 or <a href="mailto:tjolley@stalcuincollege.com">tjolley@stalcuincollege.com</a> )
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Everything Else	Stella Ablett (604.360.8656 or <a href="mailto:sablett@stalcuincollege.com">sablett@stalcuincollege.com</a> )
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# Appendix A: COVID-19 Symptoms, Testing & Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC "[When to get tested for COVID-19](#)" resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



1. *Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.*
2. *Public health will contact everyone with a positive test. Visit the BCCDC website for more information on [positive test results](#).*