



Pacific Academy COVID-19 Health and Safety Plan September 2020

[COVID-19: Return to School MoE](#)

[BC's Restart Plan](#) is a series of steps that we will take together with the Ministry of Education to protect students and staff to ensure our community can return from COVID-19 stronger than before making Pacific Academy a [safe and healthy learning environment](#) for all involved.

Guidelines from the Provincial Health Officer, Ministry of Education, BCCDC and WorkSafeBC are being rigorously applied to our school's health and safety plans to ensure a safe return to in-class instruction:

Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time.

Know when NOT to come to school

- The [student](#) must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.
- Anyone who has travelled internationally. In these cases, they must remain away from the school for at least 14 days.
- Anyone living in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
 - Students and staff who have been exposed to a confirmed COVID-19 case, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

Parent and school interaction

- Parents have restricted access to any school buildings and should remain in cars for drop off and pick up. Please notify your school office if you or your child requires access out of regular drop off/pick up time.

Reducing the Risk

Protocols that offer the highest level of protection while on campus.

- Mask use:
 - Masks are required in common areas
 - Masks are required outside your learning group
 - Masks are required while in a bus
- Physical Distancing:
 - When possible maintain a safe physical distance from one another (at least 2 metres)
 - Limit the number of people occupying classrooms or large spaces to your Learning Group
 - Limit the movement of people inside the school (reduce person to person interactions)
 - Control traffic flow through doors and walkways (one way traffic flow)

- Hygiene:
 - Practice good hygiene (frequent hand washing with soap and water; avoid touching one's face; respiratory etiquette for sneezing, coughing)
 - Maintain established rules and guidelines for cleaning protocols
 - Equipment, books, papers, pens, pencils, technology, food ... will not be shared
- Respect others:
 - In common areas or when physical distancing cannot be maintained outside of your Learning Group wear a mask
 - Be diligent to keep your distance from others
 - Understand the importance of self-hygiene
 - Know the symptoms of Covid-19 and stay home if you have these symptoms
 - Stay informed - know what must be done and how you should do it

Implement Safe Practices for in-class instruction

Learning Groups

- Learning groups will be assigned by school principals to reduce the number of interactions.
- Learning group maximum sizes:
 - K to 8: 60
 - 9 to 12: 120

Campus Access:

- Gate open at 7:55am to all parents
- Teachers may use Barnston access with their fob
- Pick up and drop off locations
- All pick up and drop off will be at the youngest child's school as per attached map ([HYPER LINK](#))
- School Start Times
 - High School: 8:10am
 - Middle School: 8:20am
 - Intermediate School: 8:20am
 - Primary School: 8:20am
- School End Times:
 - High School (D block): 2:15pm
 - Middle School: 2:40pm
 - Intermediate School: 2:50pm
 - Primary School: 3:00pm
 - High School (E block) 3:15pm
- Friday End Times:
 - High School 2:05pm
 - Middle School 1:55pm
 - Intermediate School 2:05pm
 - Primary School 2:15pm
- Pick up/Drop off procedures:
 - All students must be dropped off in time for school and picked up at the end of school. All doors will be locked at 3 pm. Parents need to ensure alternate arrangements for pick up if they are running late as school building will be closed.
 - Student morning drop off to occur for each family's youngest child at designated areas only
 - Parents and guardians will remain in their car while on campus for drop off/pick up of their children.
 - Pick up will occur for each family at one location based on the youngest child's school pick up location

- Please refer to the campus map for specific school entrances and drop off/pick up locations
- The Chapel parking lot is the holding area is available for families who are picking up students at staggered times

New Guidelines with restricted access:

- Restricted access is part of the Covid Health and Safety guidelines. Signage is posted at the entrance of all buildings designating access protocol and entry points.
- Parents or guardians will not have access to buildings or outdoor areas on campus.
- Late student arrivals will require the parent to coordinate with the office for drop off
- Early dismissal for students will require the parent to coordinate with the office for pick up
- School buildings and outside areas are closed when school is not in session

Staff

- Staff parking is available in designated areas as per campus map.
- Staff room access for eating, food storage, and preparation and coffee/tea services is limited with careful attention to sanitizing all surfaces after use. Please note, no food prep will be permitted.
- Staff Photocopy use:
 - Please wash your hands before and after you use the photocopier
 - Sanitize the touched surfaces after use
- All staff personal items are to be stored in your classroom or office area.

Student Access to school buildings

- High School teachers are to be in their classroom to receive students at 8:00am
- K to 8 teachers are to be in their classroom to receive students at 8:00am
- Students can only access their school and must proceed directly to their assigned class and report to their teacher. (students are not to group in common areas)
- To begin each school day students are to wash/sanitize their hands when they first enter their classroom/school.
- Students are to prepare for the day at their desk.
- Cafeteria service will be available at lunchtime only.
 - Grades 9 to 12 will have access to the cafeteria as assigned by their learning Group
 - Grades K to 8 can pre-ordered lunches which will be delivered to their school

Outbreak Management

- Parents or guardians are responsible to assess their children daily for [symptoms of COVID-19](#) before sending them to school.
- All students and staff who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and [self-isolate](#) in accordance with guidance from the [BC Centre for Disease Control](#).
- If a student or staff member is found to be a confirmed case of COVID-19, **immediately contact the school office**. Specific public health measures will be implemented to prevent further transmission of COVID-19 and keep others safe.
- If a student develops symptoms while at school:
 - The student will be distanced from other children in a supervised area.
 - If the student does not have a personal mask, the school will provide a mask for the student's use.
 - The parent or guardian will be contacted to pick up their child within 30 minutes.
 - The parent or guardian is responsible to contact 811 or the local public health unit to notify a potential case and seek further input.
 - The office will notify Janitorial services to initiate cleaning and disinfect protocol.

- If a staff member develops symptoms while at school:
 - the staff member will be asked to put on a mask.
 - the staff member will contact their principal or manager of your illness and immediately leave the school.
 - Coverage for your class will be arranged by the school principal
 - If you are sick contact 811 or the local public health unit to notify a potential case and seek further input.
 - The office will notify Janitorial services to initiate cleaning and disinfect protocol.

Hygiene

- Wash your hands when:
 - you arrive at school and when you leave to go home
 - Before eating and drinking
 - After using the washroom
 - After sneezing or coughing into hands or tissue
 - After contact of any shared items
 - When moving between different learning environments (e.g., outdoor-indoor transitions)
 - Handwashing signage will be located by all washing stations to communicate good handwashing practices
 - It is recommended to wash your hands with soap and water.
 - After removing gloves
 - After cleaning tasks (staff only)
- Staff will assist younger students with hand hygiene as needed.
- Strict protocols will be in place to avoid sharing items such as books, pen, pencils, crayons, technology or food.

Physical distancing

- Close greetings like hugs, handshakes, and High-fives are not permitted.
- Practice physical distancing of 2 metres when outside of your learning group.
- Teacher movement between students and classes will be kept to a minimum.
- Students: all food must be self-contained – pack in/pack out (no access to microwaves)
- Eating areas are limited to the classrooms or outside
- Staggering recess/snack, lunch, and other breaks will occur to allow for physical distancing outside of the classroom.

Cleaning and Sanitizing

- Cleaning and sanitizing protocols will follow the BC Centre for [Disease Control and BC Ministry of Health guidelines](#)
- A daily cleaning schedule is set up to disinfecting high touch surfaces at least twice a day.
- General cleaning and disinfecting of all areas in the school will occur at least once a day.
- Teachers are to follow cleaning protocol by using their sanitizing classroom kit to clean student desks and surfaces in your classroom or learning area. Cleaning should occur between different student use of the same desk/table and at the end of each day. Please dispose of the paper towel and gloves in your classroom garbage.

Summary of School-Based Control Measures



1. STAY HOME WHEN SICK

All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should wash their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread children out to different areas.

Take them outside more often.

Stagger lunch times. Incorporate individual activities.

Remind children, "Hands to Yourself!"



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice a day.

General cleaning of the centre should occur at least once a day.

Use common cleaning and disinfectant products.

Daily Health Check

1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
2. International Travel	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO
3. Confirmed Contact			

*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should NOT come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.

What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<p>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</p> <p>Parents or caregivers must keep their child at home.</p> <p>The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Contact 811 or the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>IF STAFF DEVELOPS SYMPTOMS AT HOME:</p> <p>Staff must be excluded from work and stay home.</p> <p>Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. 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). 5. If concerned, contact 8-1-1 or the local public health unit to seek further input.
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	

When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none">• When they arrive at school and before they go home.• Before and after any breaks (e.g., recess, lunch).• Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).• Before and after eating and drinking.• After using the toilet.• After handling common resources/equipment/supplies or pets.• After sneezing or coughing into hands.• Whenever hands are visibly dirty.	<ul style="list-style-type: none">• When they arrive at school and before they go home.• Before and after any breaks (e.g. recess, lunch).• Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom).• Before and after eating and drinking.• Before and after handling food or assisting students with eating.• Before and after giving medication to a student or self.• After using the toilet.• After contact with body fluids (i.e., runny noses, spit, vomit, blood).• After cleaning tasks.• After removing gloves.• After handling garbage.• Whenever hands are visibly dirty.