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PURPOSE

In compliance with WorkSafe BC requirements, this COVID-19 safety plan outlines the policies, guidelines and procedures that have been put in place to reduce the risk of COVID-19 transmission so that The Fernie Academy (TFA) can return to safe operation.

SCOPE

All employees must comply with the guidelines and protocols set out in this plan.

Ministry of Health COVID-19 Public Health Guidance for K-12 School Settings UPDATED: July 29, 2020 recommends:

Schools should implement as many public health and infection prevention and exposure control measures as possible

Further:

Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19.

Infection Prevention and Exposure Control Measures:

Are more effective in controlled environments where multiple measures of various effectiveness can be routinely and consistently implemented.

BC MINISTRY K-12 EDUCATION RESTART PLAN – UPDATED AUGUST 17, 2020

- *Maintain a healthy and safe environment for all students, families, teachers and staff*
- *Provide the services needed to support the children of our essential workers (ESWs)*
 - *Support vulnerable students who may need special assistance*
 - *Provide continuity of educational opportunity for all students*

Further:

Safety Measures On September 8, 2020, all schools in B.C. will begin the new school year with the goal to maximize in-class learning for all students. To support the return to school, a



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comprehensive suite of COVID-19 safety measures are being implemented in B.C. schools to help protect students and staff:



Students and staff will be required to clean their hands frequently, cover their faces when they cough/sneeze and not share food, school supplies or equipment. They will also be required to stay home when sick.

DEFINITIONS

COVID-19 – The novel coronavirus SARS-CoV-2 first identified in late 2019 that causes a respiratory infection. It was declared a pandemic on 11 March 2020 by the World Health Organization.

COHORT – a group of students and staff who remain together throughout a school term. Size is determined due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness. Cohorts will have consistent seating arrangements and keep all personal belonging in a backpack at their desk (including sealable personal garbage container).

PHYSICAL DISTANCING – maintaining a distance of 2 metres between 2 or more people.

ROLES AND RESPONSIBILITIES

Employer (The Fernie Academy Society)

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.



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- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

Supervisors (Head of School, COVID Vice Principal/Safety Officer)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

Workers (Faculty: teachers, education assistants, support staff and outside contractors)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

Service operations managers (Administration/Safety Officer)

- Maintaining an inventory of PPE for custodians, [cleaning and disinfectant products](#), and well-maintained equipment used for cleaning and disinfecting.
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.



COMING TO WORK /SCHOOL

1. You should not come to work/school if:
 - i. You display symptoms related to COVID-19. In this case, you must self-isolate for a minimum of 10 days from the onset of symptoms, or until your symptoms are completely resolved. Common symptoms are fever, dry cough, sneezing, and a sore throat.
 - ii. You have returned from traveling to an international destination. In this situation, you must self-isolate for 14 days.
 - iii. You live in the same household as a person who is self-isolating because they either have a confirmed COVID-19 diagnosis, or are manifesting symptoms related to COVID-19.
2. You should consult with your health care provider or HealthLink BC (8-1-1) to determine if it is safe for you to come to work if: You should not come to work if:
 - i. You display symptoms related to COVID-19. In this case, you must self-isolate for a minimum of 10 days from the onset of symptoms, or until your symptoms are completely resolved. Common symptoms are fever, dry cough, sneezing, and a sore throat.
 - ii. You have returned from traveling to an international destination. In this situation, you must self-isolate for 14 days.
 - iii. You live in the same household as a person who is self-isolating because they either have a confirmed COVID-19 diagnosis, or are manifesting symptoms related to COVID-19.
3. You should consult with your health care provider or HealthLink BC (8-1-1) to determine if it is safe for you to come to work if:
 - i. You have been exposed to anyone confirmed to have COVID-19, or who displays possible symptoms of COVID-19.
 - ii. You are part of a vulnerable population that is at increased risk of more severe outcomes: 65 or older, compromised immune system, underlying medical conditions.
 - iii. You live in the same household as a person who is part of a vulnerable population.
4. If you feel unsafe coming to work but do not fit the descriptions in paragraphs 1 or 2, and your work duties have not been suspended, you can choose to not come to work by:
 - i. Taking paid leave by using your available sick leave bank, or
 - ii. Taking unpaid leave.
5. If you become sick while at work:
 - i. Inform the office, or most senior person present, and
 - ii. Leave the school.
 - iii. If you cannot leave immediately:
 - ◆ Do not remove mask or put on a mask if not already wearing one,
 - ◆ Wash/sanitize your hands, and
 - ◆ Isolate yourself until you are able leave.
6. Shifts or hours of work may be modified or reduced to support physical distancing measures, to reduce the risk of transmission, and to accommodate modified workloads.
7. If regular work duties have been suspended due to the COVID-19 provincial state of emergency, staff can request that a record of employment be issued so they can apply for federal and/or provincial relief benefits if the school is unable to secure funds for Sept-June pay periods.



MANAGING THE RISK OF TRANSMISSION

Mode of Transmission

The virus that causes COVID-19 spreads in several ways, including:

- i. Through droplets when a person coughs or sneezes,
- ii. From touching a contaminated surface before touching the face.

Reducing Risk of Transmission

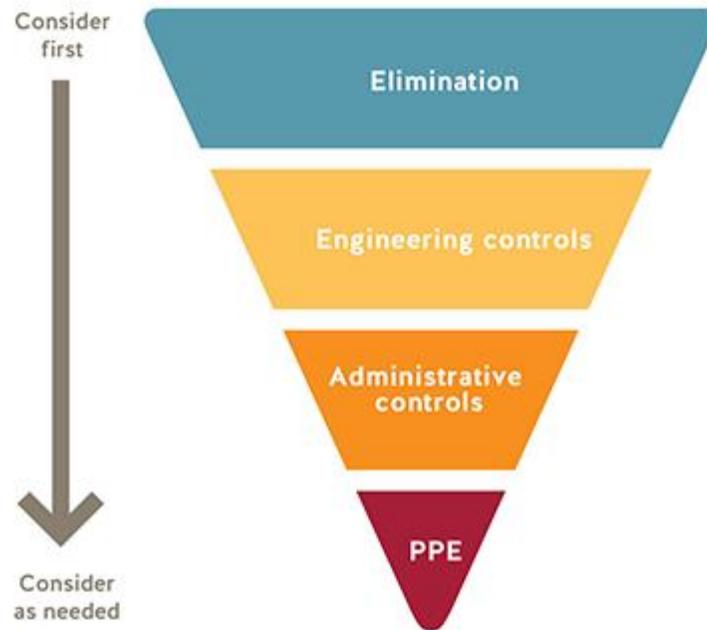
You can reduce the risk of transmission of COVID-19 in any situation you encounter in the workplace by following the general guidelines recommended by WorkSafe BC, the BC Centre for Disease Control, and Health Canada:

- iii. Wash hands often, or sanitize them with an isopropyl alcohol-based sanitizer;
- iv. Sneeze or cough into your elbow;
- v. Avoid touching your face;
- vi. Practice social distancing of at least 2 metres between individuals.

Levels of Protection

The school will put in place protocols that offer the highest level of protection possible for different situations.

- vii. *Elimination* – Policies and procedures to keep people at a safe physical distance from one another.
- viii. *Engineering Controls* – Installation of barriers to separate people in situations where one cannot maintain physical distancing.
- ix. *Administrative Controls* – Rules and guidelines for workplace operations and the delivery of different types of service for employees to follow to reduce the risk of transmission.
- x. *Personal Protective Equipment (PPE)* – The use of non-medical masks and gloves if the first three levels of protection cannot adequately control the risk.



Control Type	Key Measures	Actions
Elimination	Limit the number of people at the workplace	<ul style="list-style-type: none"> • Remote work for employees not required to be on site (faculty planning/marketing) • Reduced in-class time to full academics and alternating fine arts • More outdoor class time • All students are escorted in hallways • Alternating start/finish times No assemblies/gatherings/large meetings
	Physical Distancing	<p>All non-administrative persons in the building must respect and adhere to physical distancing at all times. Physical distancing may not be adhered to in the school office due to establishment of previous cohort.</p> <p>Physical Distancing Aids</p> <ul style="list-style-type: none"> • Visual aids for physical distancing <ul style="list-style-type: none"> ○ Physical distancing decals <ul style="list-style-type: none"> ▪ 2m separation line-up markers outside of school/office/Student Services ▪ One-way foot traffic floor markers ▪ 2m apart meeting/classroom table stickers ○ Taping off seats at tables, unused desks ○ Removing extra chairs at tables, carpets and centers with manipulatives



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		<p>Other</p> <ul style="list-style-type: none"> • Reducing or eliminating in-person meetings and other large gatherings <ul style="list-style-type: none"> ○ Meetings being conducted via technology (Zoom, FaceTime) • Restricted access to high traffic areas. Offices restricted to essential employees only • Restricting cohort transfers to ensure isolation. 14-day period to transfer (end of term is preferred) <p>Identifying and providing additional segregation for people with significant underlying health issues</p>
Engineering Controls	Barriers/Partitions	<p>Plexiglass installed at main office. Mask required to enter office if visitor (not in cohort) is approved.</p>
Administrative Controls	Screening and Monitoring	<ul style="list-style-type: none"> • Employees who show symptoms or are in close contact with someone with symptoms are required to stay home from work • Employees returning from international travel are required to self-isolate • Sick leave coverage for affected employees expanded • Pre-screening for symptoms of COVID-19 <ul style="list-style-type: none"> ○ Completion of the COVID-19 Limit the Spread for employees prior to coming to work ○ Completion of the Mandatory Self Declaration Form for contractors and visitors ○ Checklist for families before sending student to school • No touch thermometers at door, all persons are required to be recorded • Protocol for symptomatic employees/visitors both calling in from home and on site (includes cleaning and decontamination of the worker areas) • Completion of the COVID-19 Contact Tracing Form if symptomatic or in close contact with symptomatic individual <p>Tracking and record keeping of symptomatic workers and contact tracing forms by Administration</p> <p>School administrators to keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.</p>



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	<p>Cleaning and Disinfecting</p>	<ul style="list-style-type: none"> • Enhanced cleaning and disinfecting practices of premises (once every 24 hours) • Increased cleaning and disinfecting practices for high touch points <ul style="list-style-type: none"> ○ Clean and disinfect high touch points between each cohort (twice every 24 hours) ○ Facilities, shared workstations, and other common high touch points must be cleaned and disinfected between each cohort ○ Clean and disinfect any surface that is visibly dirty ○ Empty garbage containers between each cohort • Increased professional cleaning staff, trained on high-touch surfaces (doorknobs, light switches, toilet handles, tables, keyboards, manipulatives, desks and chairs) • Frequently touched items (toys, centers, carpets) removed • Cleaning and disinfecting agent stock increased at site • Disinfectant supplies provided to employees to clean their classrooms and personal workspaces at the start and end of shift • Fogging high traffic areas • Eliminating handled items in common areas • Minimization of high touch areas by using an open-door policy and reducing the handling of paper <p>Cleaning logs completed by facility cleaning personnel</p>
<p>Administrative Controls</p>	<p>Hygiene Practices</p>	<ul style="list-style-type: none"> • Promoting personal preventative measures <ul style="list-style-type: none"> ○ Handwashing using soap and water for at least 20 seconds OR ○ Use of alcohol-based hand sanitizer (at least 60% alcohol) when soap and water not readily available ○ Respiratory etiquette when coughing or sneezing (into elbow or disposable tissue) • Increased availability of hand sanitizer • Hand sanitizer fill station where cleaning personnel can fill personal sanitizer bottles for employees
	<p>Safe Work Practices</p>	<ul style="list-style-type: none"> • All persons in the building to respect physical distancing • All persons in the building to wear a mask or face shield unless behind protective barrier in office • No alterations to any cohort • Modified schedules for faculty/students



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		<ul style="list-style-type: none"> • First aid requirements for responding to calls during COVID-19 and non-COVID-19 related events
	Education and Training	<ul style="list-style-type: none"> • COVID-19 response team training sessions with Administration • Training on cleaning and disinfecting procedures for COVID-19 • Employee communication on COVID-19 protocols • Training of students by faculty
PPE (protect people with personal equipment)	PPE Requirements	<p>Use and reuse of washable, reusable masks or one time use of disposable masks</p> <p>Use and reuse of face shields for any faculty working with students in a classroom</p> <ul style="list-style-type: none"> • COVID-19 Response Team PPE requirements (mask, face shield, gloves) • Cleaning and decontamination PPE requirements
Personal Measures		<ul style="list-style-type: none"> • Maintain physical distancing • Minimize physical contact • Hand wash/sanitize frequently (every time entering or exiting classroom) • Coughing into elbow • Sneeze into elbow or disposable tissue to be thrown out immediately and followed by hand hygiene • Stay home if sick/symptomatic • No shared food or beverages, unwashed utensils, cigarettes, or vaping devices • Avoid close greetings • Do not touch face • Follow assigned enter/exit times allocated for the building • No social gatherings within the building • Use virtual alternatives for meetings of more than 2 persons

CLEANING AND DISINFECTION

1. Definitions

- i. *Cleaning* – The physical removal of visible soiling through the use a cleaning cloth, and water and detergent. This removes, rather than kills, viruses, and bacteria.
 - ii. *Disinfection* – The killing of viruses and bacteria by applying a chemical disinfectant to an object. Objects can also be disinfected by quarantining them for up to 72 hours.
2. General cleaning and disinfection of highly touched surfaces is done by the cleaners on a regular basis. Frequency is once per 24 hours and between cohorts.



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3. Enhanced cleaning and disinfection of highly touched surfaces such as doorknobs, cupboard/drawer handles, book carts, telephones, and computer keyboards and mice should be done twice a day, and when visibly soiled, in addition to the general cleaning.
4. There are three types of disinfectants used at the school:
 - i. *1:100 Bleach Solution* (5 ml (1 teaspoon) bleach to 495 ml (2 cups) water) – used to disinfect collections material, counters, handles and furniture.
 - ii. *60% + Isopropyl Alcohol* – used to disinfect electronics and screens, and hands between washings.
 - iii. *Disinfectant Wipes* (such as Lysol or Clorox) – can be used as an alternative method to wipe down surfaces and electronics.
5. Staff need to refer to the safety data sheets for the chemical disinfectants before they first use them.
6. Staff should use rubber or latex gloves when using a bleach solution.
7. Under no circumstances shall anyone mix chemical disinfectants, either in a container or on a surface. Dangerous fumes or chemical reactions may result.

USE OF FACILITIES

Washrooms

K, Gr 2, Gr 11 and Gr 12 to have exclusive use the washroom located inside their classroom. Gr 10 to have exclusive use of washroom beside the High School water fountain. Gr 9 to have exclusive use of the washroom between the German/Spanish Rooms. Gr 6-8 to use the downstairs washrooms. Gr 1, 3-5 and AP to use the main washrooms. All students needing to use a washroom located outside of their classroom to be escorted to do so. Escort to ensure that students use hand sanitizer before and after using the washroom.

Water Fountain

Water Fountain usage will be discontinued at this time. Students are required to bring their own personal and labelled bottles.

Staff Lunchroom

Use of this room is limited to one person at a time. Faculty is encouraged to eat at their instructional station or before/after their time at the school. Only one person permitted in the Staff room at a time, the door must remain open at all times. One person in the washroom at a time.

ADMINISTRATION AREAS – OFFICE/STUDENT SERVICES

- Public will be limited in their visits to the school office. Parents/caregivers and others are asked to call/text or email office@thefernieacademy.ca instead of visiting the school.
- 2 metre area in front of the office window/door is designated. Floor markers designate where people can stand and line up (if required).
- Plexiglass will separate administrative workers from the public.



COMMUNICATIONS

1. Details about access to the school and this safety plan will be posted on the school's website. Changes/updates will be sent to all members of the TFA community (families and faculty) via email.
2. The safety plan will be posted in the Faculty Room and at both entrances of the school.
3. Faculty will greet all visitors when they enter the school and will be asked what business they need to do in the school. To enter the building, temperatures will be taken with names and date/time, Visitors must complete screening form and will be directed to put on a mask, use the disinfectant spray on their hands before proceeding when the hallways have been cleared to safely do so.
4. Teachers will be staggered to enter the building to access their classrooms.
5. Students will be assigned a cohort load/unload time and will be escorted to/from their classrooms.

TRAINING AND MONITORING

1. Staff will develop protocols, practice scenarios where those protocols are 'put to use' to gain direct experience, and then refine the protocols based on that experience.
2. Daily briefings will occur for at least one week after the move to a new phase of the restoration plan so that staff can address any issues that arise. After the first week, briefings will take place weekly to ensure staff are aware of, and follow, all policies and protocols.

PUBLIC ACCESS TO THE SCHOOL

1. The school will take a phased approach to restore services and public access to its physical location in alignment with the provincial restart plan, and in consultation with provincial and regional health authorities, and local governments. At this time, no services other than those provided by the school to be permitted on premises Monday -Thursday. Friday from 5pm to Sunday at 8pm the Multi-Purpose Room will be made available to Motion Dance Academy who are responsible for maintaining measures as per lease agreement.
2. Restrictions to limit access to the school's spaces and services will be implemented to manage risk and will change over time. The timing of the restoration of service levels, and easing of restrictions, will vary depending on the nature of the service.
3. Hours that the physical location of the school is open to the public will be limited so staff can focus on assisting students and implementing risk mitigation strategies during these hours. Over time, the hours of operation will be extended in a phased approach.



4. There will be no available seating for visitors to promote physical distancing. Students shall be escorted in hallways at all times. Students will be assigned specific individual learning centers within classrooms.

RESTRICTING ACCESS TO THE SCHOOL

- All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days must stay home and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#). Self-isolation is also advised for those who are considered a close contact of a confirmed case.
- Parents and caregivers must complete daily check as it is their responsibility to assess their children daily before sending them to school. Additionally, a daily health check will be conducted at drop-off by asking parents and caregivers to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. Temperature checks will be conducted at the door and recorded. When students have properly donned masks and sanitized hands, they will be escorted with all belongings to their classroom. Hooks and locker areas will not be utilized at this time.
- If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Student must be picked up by their parent or caregiver as soon as possible, should they develop symptoms associated with COVID-19 infection while in care. Students with symptoms will be immediately escorted to the SICK ROOM where physical distancing, respiratory etiquette, and hand hygiene principles will continue while waiting for pick up. 811 or the local public health unit to be notified of a potential case and seek further input.
- Elevated staff and student absenteeism due to influenza-like illness will be reported to the public health officer.
- TFA is not permitted to provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.
- Visitors entering the school will be prioritized to those picking up sick children followed by those supporting activities that are of benefit to student learning and wellbeing. All visitors should confirm they have completed the requirements of a daily health check before entering.
- TFA to keep a list of the date, names, and contact information for all visitors who enter the school.



INTERACTING WITH COHORTS

- The number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy, and safe environment will be limited.
- Those outside of a cohort must practice physical distance when interacting with the cohort. Any faculty teaching multiple cohorts must remain in the designated lecturing spot and maintain physical distance from students and other staff as much as possible.
- Staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.
 - Staff are reminded that all health and safety measures in place prior to the pandemic are still in place.
 - To mitigate staff confusion and concerns, essential health and safety information will be provided in writing before they return to the workplace.
 - Upon first return to the workplace, hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
 - Meetings to be held with workers to provide them with new information and review any concerns as they arise.
 - Parents and caregivers demonstrate their understanding of school policy that students must stay home if they are sick by calling in absences, completing daily checklist and marking in the daily agenda.
 - Number of non-essential people coming into the school such as parents and caregivers and contractors will be monitored and limited.
 - Weekly newsletter to keep parents and caregivers informed about what is being done at TFA regarding taking extra precautions.
 - Ensure that workers know how to raise safety concerns – through administration or Safety Officer.
 - New information is posted at the two doors and Staff Room - relating to COVID-19 at TFA.
 - Workers to be trained on:
 - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.



HYGIENE

Hygiene for Students

- Students should wash/sanitize their hands:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (outdoor-indoor transitions or to a different classroom).
- K-3 students assisted with hand hygiene as needed.
- If a sink is not available use alcohol-based hand sanitizer. Antiseptic agents are to be used as a last line of defense only.
- Food/drink/supplies/garbage should not be shared by students.
- Encourage students and staff to not touch their faces.
- Distribution or sharing of books or paper based educational resources to students is not limited. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.

Hygiene General

- Workers and students are encouraged to remain on site and not to leave during lunch or at break times.
- Hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer).
- Handwashing policies and procedures to be followed by all staff and others at the school. WorkSafeBC [handwashing signage](#) is provided to communicate good handwashing practices. Handwashing signs posted near all sinks. Workers, including teachers, administrators and support workers should wash/sanitize their hands frequently to reduce the risk of transmission.
- Supplies and facilities with soap and water are provided. If soap and water are not available, use hand sanitizer and disinfectant wipes. Hand hygiene stations should be set up at the school entrance and other locations.



PHYSICAL DISTANCING

- Parents and caregivers remain outside of the school to drop off their children. Physical distancing and mask wearing is required.
- Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
- Teaching classes outside when practicable.
- Individual activities or activities that encourage more space between students and staff to be incorporated.
- Number of different teacher(s) and educational assistant(s) that interact with groups of students minimized throughout the day.
- Load/unload different classroom to maintain distance between students.
- Stagger recess/snack and class transition times to provide a greater amount of space for everyone.
- Ensure appropriate hand hygiene practices before and after outdoor time.

Students from different cohorts may be required to be together to receive beneficial social supports and programming due to parents/caregivers providing essential services to the community. Within these supports or services, it is expected that cohorts and physical distance are maintained as much possible while still ensuring the support, program, or service continues.

USE OF PPE

- Non-medical masks are to be worn in the building at all times (excluding cohorts in the office).
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

STUDENTS WITH MEDICAL CONCERNS

- Students with medical complexities, immune suppression, or who are receiving delegated care may require those providing health services (e.g., staff providing delegated care or other health care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. The same guidance is applicable to those providing health services in schools.
- If a person providing health services determines the need for additional PPE following a point-of-care risk assessment, it should be worn. Those providing health services must wear a mask and face shield when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g., children with immune suppression).
- No health services should be provided to a student in school who is exhibiting any symptoms of COVID-19 (beyond those detailed if a student develops symptoms at school in [BC CDC guidelines](#)).
- Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk.



APPENDICES

APPENDIX A – CONTACT TRACING

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