

ST. FRANCIS DE SALES COMMUNICABLE DISEASE PREVENTION PLAN

School supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, as part of a student's education, provides the opportunity for peer engagement, which supports social and emotional development, as well as overall wellness. It also provides many students access to programs and services that are integral to their overall health and well-being.

Based on guidance from the BC Centre for Disease Control and experience to date within B.C. and other jurisdictions showing schools as low-risk sites for COVID-19 transmission, even with increased risk of COVID-19 in some communities, K-12 students can participate in full-time, in-class instruction in accordance with current public health guidelines for schools.

This Communicable Disease Plan for St. Francis de Sales School was created in consultation with the CISVA Superintendent's Office and SFDS administration and staff. The guidelines contained herein are intended to support St. Francis de Sales School staff, students, parents, caregivers, administrators, and community members to:

- be informed about communicable disease measures at St. Francis de Sales School and how they support a safe school environment;
- understand their roles and responsibilities in maintaining and promoting a safe and healthy school.

This document was created with guidance from the following documents and has been updated effective September 1, 2023.

- The Deputy Minister's COVID-19 Update: December 2022.

• http://www.bccdc.ca/Health-Info-Site/Documents/communicable_disease/Guidance-k-12-schools.pdf

UNDERSTAND THE RISK

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in school. Additional measures will be implemented when advised to do so by Public Health during periods of elevated risk. The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis.

The school principal is responsible for regularly monitoring and reviewing the communicable disease-related information that is provided by our Regional Medical Health Officer (Fraser Health) and the Provincial Health Officer. This includes all of the orders, guidelines, notices, and recommendations that are issued by them. In addition, we follow the guidelines that are

provided by our CISVA Superintendent. This information is regularly communicated to staff to understand and minimize risk for communicable disease transmission in our school.

The school office and school principal receive emails from FISA, CISVA and Fraser Health.

To this end:

- Emails are checked multiple times/day, as well as during breaks: long weekends, Christmas, Spring Break, summer.
- Student attendance is monitored daily; if absences due to illness reach unusual levels, Fraser Health is contacted. Parents may be advised.
- Our school policies are reviewed at monthly Parish Education Committee meetings; reports from the plant manager and school principal are included.

IMPLEMENT MEASURES, PRACTICES AND POLICIES TO REDUCE THE RISK

Ongoing measures – maintain at all times: Implement policies to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick.

- All students, staff and visitors to the school must perform a daily health check prior to entering the school building.
- Policies are implemented to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick. This includes policy 310, *Employee Leaves of Absence* which provides a number of options for staff members who may require to take a leave due to illness.
- A student absentee policy is available as are reminders of procedures for “when your child is sick...”
- Additional considerations may be implemented by the principal, PEC, Joint Occupational Health & Safety Committee and pastor, if applicable.
- Policies are reviewed regularly in staff meetings and documented in the minutes.
- Staff, students, and parents are trained in school policies and procedures.
- The decision to wear a mask or face covering is a personal choice for everyone. This choice is supported and treated with respect.
- Visitors are permitted in the school. Visitors are made aware of communicable disease protocols and requirements, and will ensure they have completed a daily health check, prior to entering the school. Routine sign in/sign out practices for visitors and staff not typically onsite are followed.
- Parents are welcome to attend school events in person.
- Field Trips continue with appropriate safety measures in place.
- Extra-curricular activities, including sports, continue according to the guidelines set from CISVA Elementary Athletic Commission.

Provide hand-hygiene facilities and appropriate supplies. Use policies and signage to remind students and staff to wash their hands and to cover coughs and sneezes.

Hand Hygiene

- The school provides hand-hygiene facilities with appropriate supplies.
- Classrooms have sinks and soap dispensers. Grade 4 uses the main washrooms.
- Spray bottles with sanitizer are provided for each class.
- Hand sanitizers can be provided in the school hallways and at the entrance to the gym and activity room.
- Cloths and sanitizing solution is available for use by staff other than the janitorial staff.
- Staff and students are expected to wash their hands regularly (before/after eating, after using the washroom, after playing outside, after using shared equipment) and to cover coughs and sneezes should these symptoms develop while they are at school.
- Signage is in place in classrooms and washrooms as a reminder.

Respiratory Etiquette - Students and staff should:

- ↳ Cough or 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.
- ↳ Refrain from sharing any food, drinks, unwashed utensils.

Staff are encouraged to teach and reinforce both handwashing and respiratory etiquette regularly throughout the day. Classrooms and public areas have posters for handwashing, and respiratory etiquette.

Maintain a clean environment through routine cleaning processes that are appropriate for school practices.

Cleaning Practices:

- Cleaning supplies are provided for every classroom and common room.
- Our school has enough handwashing/sanitizing stations on site for all staff and students.
- We have policies that specify when staff and students must wash their hands and we have communicated good hygiene practices to parents, students and staff. Instructional posters are posted in each classroom, washroom, and common room.
- Hygiene posters are posted in classrooms and common areas.
- Cleaning staff are provided with substances for cleaning and disinfecting and with gloves.
- Classroom teachers are responsible for disinfecting visibly dirty surfaces in their classrooms such as desks, tables and sinks during the course of the day.
- We use commercial-grade cleaning products and follow the label.
- Classroom teachers are provided with cleaning products for their classrooms.
- Regular cleaning by the custodian occurs before students arrive at school in the morning.

- The plant manager ensures all supplies are available and is on hand should unexpected challenges occur during the day when the custodian is not present.
- Thorough cleaning of the building (including carpets) occurs during school breaks, supervised by the plant manager and with the assistance of the custodian and parent volunteers.
- The custodian will empty the garbage once a day.
- Staff will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). They wash hands before wearing and after removing gloves.
- Staff clean and disinfect any areas where a student was present who has been identified as unwell or sick.
- Students are encouraged to bring labeled water bottles to school.

Ventilation and Air Circulation

- Windows and doors are kept open when suitable. This includes hallway windows and doors to improve ventilation.
- Air quality is enhanced by air purifiers in all classrooms. These are turned on when staff arrive in the morning.
- Air conditioning filters are cleaned/replaced on a regular basis.
- Custodians are familiar with the document 'Prevent the spread of communicable disease: ventilation and circulation'.
- The principal or designate does a walk-through regularly to ensure standards are being met.

Masks

- We understand the limitations of masks to protect the wearer from respiratory droplets.
- Masks are optional. The decision to wear a mask or face covering is a personal choice both for students and staff. A person's personal choice is to be supported and respected.
- We will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or for those who become ill at school.

Additional measures — Implement as advised by Public Health

During a period of elevated risk, the medical health officer or provincial health officer will provide information and guidance about the risk and how we can reduce it. The measures that we will need to implement will depend on the type of disease and the methods of transmission. We will:

- Follow all directions from medical health officers and your regional health authority.
- Follow all orders, guidance, recommendations, and notices issued by the provincial health officer that are relevant to your industry, region, or workplace.
- Depending on the guidance that public health officials provide, we may need to assess the workplace to identify areas, activities, and processes that may pose a risk to

workers. We may also need to implement appropriate control measures to reduce the risk, following the direction of Public Health.

Vaccinations

Employees are supported in receiving vaccinations by understanding these may need to be obtained during the workday.

We invite a medical practitioner to provide flu shots.

Parents are reminded in school news bulletins of the value of obtaining vaccines for their children.

COMMUNICATE MEASURES, PRACTICES, POLICIES

To ensure everyone that enters St. Francis de Sales School receives information about our measures, practices, and policies, we have instituted the following:

- Provided all employees with information about staying home when sick.
- Posted signage on entry doors and throughout the interior of the school to support the measures we have in place.
- Provide information to make sure all stakeholders are knowledgeable about the practices that are in place at our school. (parent meetings at the beginning of the year, email communication, school newsletters, for example)
- We have posted signage in the school, including effective hygiene practices.
- Administrators have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Communication with staff is conducted through in person or virtual meetings and emails.
- Staff are trained on workplace policies and procedures:
 - ↳ Administration will field questions and concerns about the Communicable Disease Plan and adjust if needed.
 - ↳ Changes/adjustments to the Communicable Disease Plan will be updated accordingly and communicated to all stakeholders.
 - ↳ Communicable Disease Plan is posted on the school website.
- All workers received information about staying home when sick.
- All staff are required to complete a daily health check to assess for symptoms of communicable disease.
- Administration will monitor safety measures in the school.
- Administration will send staff regular emails regarding updates to policies, procedures, ministry documents or developments from Fraser Health Authority.
- Measures, practices and policies are provided at staff meetings at the start of the year and reviewed upon return from breaks: Christmas, Spring Break.

- Updates/changes are provided as needed at morning prayer before students arrive and in weekly staff meetings. (The staffroom whiteboard is utilized if needed.)
- Students are closely supervised to ensure compliance.
- Our school policies are reviewed at monthly Parish Education Committee meetings; reports from the plant manager and school principal are included. The minutes of these meetings are on our school website.

MONITOR YOUR WORKPLACE AND UPDATE PLANS AS NECESSARY

- Things may change as the school year progresses. New areas of concern will be monitored and identified, and adjusted as necessary.
- Procedures and policies will be updated as necessary.
- When resolving safety issues, proper authorities (Ministry of Education and Childcare, Provincial Health Officer, WorkSafe) will be consulted.
- Joint Occupational Health & Safety Committee meet regularly and are involved in identifying and resolving worker health and safety issues. (May include walk-throughs as needed).
- Administration will review the Communicable Disease Plan regularly and update as needed.
- The mechanism at our school for staff to escalate health and safety concerns is to share them with the vice principal, plant manager or school secretary. They are then brought to the attention of the school principal and to the Parish Education Committee if needed.
- Minutes of monthly meetings are provided to staff; minutes of monthly Parish Education Committee meetings are available to parents on our school website.
- SFDS School is audited by the Inspector of the Office of Independent Schools every second year, and formally evaluated by this office and the CISVA Superintendent's Office every 6 years.