



UPDATED FEBRUARY 2021

The Langley School District health and safety staff have been working diligently with WorkSafe B.C. and the Ministry of Education to create and implement a safety plan to ensure staff and students are as safe as possible. Vanguard’s staff and students will work together to help maintain a positive and safe place to be.

Below, please find some pertinent information and specific guidelines to ensure everyone’s health and safety.

Trauma-Informed

Vanguard will strive to be a community that is trauma-informed. Trauma-informed practice includes: Providing inclusive and compassionate learning environments, understanding coping strategies, supporting independence and helping to minimize additional stress or trauma by addressing individual student needs. **This needs to be done while ensuring the safety of all.**

Therapeutic & Resource Support

Therapeutic and Resource support staff will communicate with each student and/or their parents/guardians, in regards to their specific academic and emotional needs to ensure students are able to follow the protocols put in place at this time.

Introduction: BC Ministry of Education Priorities

In-class instruction was suspended in response to a COVID-19 pandemic being declared in BC, the BC Ministry of Education discontinued in-school instruction in March 2020. The priorities identified when in-class instruction was suspended in March remain the current priorities as in-class instruction is re-introduced. These priorities are:

1. Maintain a healthy and safe environment for all students, families, and employees.
2. Provide the services needed to support children of our essential workers.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students.

From March to June 2020, BC and the CISVA operated in Stage 4 of the BC Restart Plan for K-12. This included remote learning and limited in-class learning opportunities for students with diverse needs and the children of essential service workers (ESW). In June 2020, BC and the CISVA shifted to Stage 3 of the Plan, which included a combination of some in-class and remote learning at all grade levels, with limits set based on reduced student numbers/school density.

Stage 2 of the BC Restart Plan for K-12 begins in September 2020. In Stage 2, 100% of students from K- 12 will attend in- class instruction in Learning Groups/cohorts. Although the structure of school at this time may not look like it did before, schools will operate based on public health advice, risk assessments, and strategies and will continue to be a safe and healthy place to connect with others, learn, and work.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
Learning Group Size <ul style="list-style-type: none"> Elementary: N/A Middle: N/A Secondary: N/A 	Learning Group Size <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 	Learning Group Size <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 	Learning Group Size <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 	Learning Group Size <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0
DENSITY TARGETS: <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> 50% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> 25% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> 0% for all schools
IN-CLASS INSTRUCTION: Full-time all students, all grades	IN-CLASS INSTRUCTION: Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> children of essential service workers¹ students with disabilities/diverse abilities students who require additional supports in-class instruction for all other students for the maximum time possible within cohort limits. Self-directed and remote learning supplements in-class instruction.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> children of essential service workers² students with disabilities/diverse abilities students who require additional supports Remote learning for all other students	IN-CLASS INSTRUCTION: Suspend in-class for all students

Note: as Stage 1 is a return to regular operating procedures, and Stage 5 means that all in-class instruction is suspended, the following health and safety guidelines apply to Stages 2 to 4, unless specified otherwise.

WorkSafeBC

WorkSafeBC and the Occupational Health and Safety Act and Regulations continue to apply during the COVID-19 pandemic. The CISVA has considered WorkSafeBC's 6-step "Guide to Reducing the Risk of COVID-19" and WorkSafeBC "K-12 Protocols for Returning to Operation" (August 2020). This District Safety Plan will serve as a compliance guide for COVID-19 and for ease of reference the steps are included below:

- Step 1: Assess the risk at your workplace
 - Risk assessment for COVID-19 is provided by public health
 - Identifying areas of risk requiring controls by the site supervisor in consult with the Joint Health and Safety Committee
- Step 2: Implement measures to reduce the risk
- Step 3: Develop policies/procedures/practices
- Step 4: Develop communication plans and training
- Step 5: Monitor your workplace and update your plans as needed
- Step 6: Assess and address risks related to resuming operations

Understanding COVID-19

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. The SARS-CoV-2 virus, is a new strain of virus which first emerged in humans in 2019 and results in COVID-19 disease. COVID-19 resulted in a pandemic being declared globally, it can cause mild to serious illness and even death.

Signs and Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. BCCDC advises that the most common symptoms include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Less common symptoms also include:
 - Stuffy nose
 - Conjunctivitis (pink eye)
 - Dizziness, confusion
 - Headache
 - Fatigue
 - Diarrhea
 - Loss of appetite
 - Nausea and vomiting
 - Muscle ache
 - Abdominal pain
 - Skin rashes or discoloration of fingers or toes.

NOTE: Children have similar symptoms to adults, but are less likely to have fever, shortness of breath or cough. COVID-19 causes mild illness in the majority of cases in children.

COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. For a complete and current list of symptoms refer to: www.bccdc.ca

Transmission Routes

COVID-19 is transmitted via liquid droplets that are dispersed when a person coughs or sneezes. Infected droplets can enter the body through the:

- Eyes
- Nose
- Throat/mouth

Transmission through infected droplets can occur via the following means:

1. Being in close contact with someone with COVID-19 when they cough or sneeze. Living in a household with someone with COVID-19 or having household-like contact with a COVID-19 case is the most common route of community transmitted COVID-19.
2. Touching a surface that is contaminated with COVID-19 and then touching your face and transferring the virus to the mucous membranes of your eyes, nose, throat. This is why public health recommends frequent and diligent hand hygiene to everyone

Transmission Update from BCCDC

“Experiences of COVID-19 in hospital settings around the world, including in B.C., suggest at COVID- 19 is primarily spread by droplet contact. While there is some discussion that COVID-19 can spread by staying in the air (by aerosols), there is no convincing scientific evidence to support this. An exception is aerosols produced by aerosol-generating medical procedures.”

Risk Assessment for K-12

Different protocols offer different levels of protection. The following outlines controls from various levels to address the risk at Vanguard Secondary School

The assessment of risk with respect to COVID-19 pandemic is the jurisdiction of public health, specifically for the CISVA this includes the Provincial Health Officer (PHO), BC Communicable Disease Control, and Vancouver Coastal Health. The overall assessment of risk remains low for K-12. BC school districts are at Stage 2 in the K-12 Education Restart Plan developed by the Ministry of Education.

Added Note: The following excerpts from the [BCCDC Guidelines for Families of Immunocompromised Children in School and Group Gatherings](#) (Updated: July 10, 2020) are provided for ease of reference and clarity for staff and families who care for children who are immunocompromised. Please visit the above link for more complete information. For children who are immunocompromised:

The current recommendations are:

- Maintain physical distancing and good handwashing.
- Most children with immune compromise can return to school and other group gatherings, when safety measures are in place.

Protective self-isolation is only recommended for children with severe immune compromise, on a case-by-case basis.

“Children who are at higher risk of severe illness from COVID-19 can still receive in-person instruction. Parents and caregivers are encouraged to consult with their health-care provider to determine their child’s level of risk.”

“At the present time here in BC, all parents and children are advised to take precautions to avoid infection with COVID 19. Extra precautions to keep children at home and away from all others (protective self-isolation) are no longer recommended in most cases.”

“This may be different for children with severe immune compromise, such as those who have had a recent organ transplant, who are on intensive chemotherapy, those receiving high doses of steroids, those with severe immune deficiency diseases.” Refer to the above link for more information.

COVID-19 and Adults (Staff and Parents)

While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:

- Aged 65 and over;
 - With compromised immune systems; or,
 - With underlying medical conditions.
- Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home.
 - **Added Note: There is no public health restriction on staff with asthma, diabetes, heart disease, compromised immune systems, or are age 65 or older (or who live with somebody who has any of these conditions) from working in the school environment in the context of the COVID-19 pandemic.** (Source: Vancouver Coastal Health). It is, however, known that such pre-existing conditions may increase the risk of severity of illness should you acquire it. If an employee is at greater risk of more severe illness, they should consult with and follow the advice of their personal physicians or medical practitioners. They may consider extra precautions at work such as more frequent hand hygiene and maintaining physical distance within a Learning Group/Cohort.

COVID-19 and Schools

- Children do not appear to be the primary drivers of COVID-19 spread in schools or in community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children.
- o NOTE: Prevention measures and strategies involving schools are based on risk.

The above section was a reproduction of information provided by BCCDC. It will be updated as new information becomes available. For up-to-date information on COVID-19, visit www.bccdc.ca.

Creating a Safe Physical and Emotional Environment

As Stage 2 of the K-12 Restart Plan begins and students return to in-class instruction, staff will have a vital role in creating a safe physical and emotional environment. To this end, staff are encouraged to practice the 3 Rs: Reassurance, Routines, and Regulation.

Reassurance: Social emotional learning is always an important focus for educators. When needed, reassure students about their safety and their family's safety. It is the role of adults to keep them safe.

Routines: Establish and maintain routines to provide students with a sense of safety and predictability.

Regulation: Support self-regulation. When students are stressed, their bodies respond by activating stress response systems. To help them manage these reactions, it is important to both validate their feelings (e.g., "I understand how this might feel overwhelming ...") and encourage them to engage in activities that help them self-regulate (e.g., exercise, deep breathing, mindfulness, regular eating and sleeping routines). Decreasing student anxiety and stress is an important role of the school at this time.

Trauma-Informed Practice

Trauma-informed practice is an informed way of approaching your practice through a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events.

Trauma-informed practice includes:

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

Regular 'check-ins' with others can assist in gathering important information to inform the level of trauma response and recovery necessary to support the school community.

The North American Centre for Threat Assessment and Trauma Response has released a resource to assist the education sector in supporting the transition back to school called [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#). To support educators to develop compassionate learning communities through trauma-informed practice, the Ministry has created [trauma-informed practice resources](#) that are available on the [erase website](#).

School district and school staff should practice awareness and sensitivity regarding the complex and devastating history that pandemics have had on many Indigenous communities.

Administrators have been provided with resources and tools to share with school site staff related to trauma informed practice and emotional wellness.

The 2020/2021 school year began in Stage 2 of the K-12 Restart Plan with the goal of

maximizing in-class instruction for all students within the revised public health guidelines.
<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>;
https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring_orderly/k-12-covid-19-health-safety-guidelines.pdf;
https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe_operation/education

LEARNING GROUPS AND PHYSICAL DISTANCING

FIRST LEVEL PROTECTION -- ELIMINATION

CONTROL MEASURES FOR MAINTAINING PHYSICAL DISTANCE AT VSS

Reducing the number of close, prolonged, face-to-face interactions an individual has in a day continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: learning groups (cohorts) and physical distancing.

Learning Groups

A learning group is a group of students and staff who remain together throughout a school term and who primarily interact with each other. A learning group could be made up of a single class of students with their teacher, multiple classes that sometimes join for additional learning activities, or a group of secondary schools' students with the same courses. In Stage 2, members of the same learning group must minimize physical contact.

At VSS:

- Learning groups will be organized into a junior and senior cohort. Teachers, assigned Special Education Assistants (SEAs), and Primary Support Workers (PSWs) will remain with their cohort for instructional and therapeutic purposes. Any staff, including TTOCs, that travel amongst different learning groups MUST maintain physical distance and wear a mask.
- In situations where staff outside a learning group cannot practice physical distancing, other measures such as securing an alternate space to allow for physical distancing and/or providing virtual services will be considered.
- To support physical distancing requirements, the following strategies will be implemented where possible:
 - o Avoid close greetings (e.g. hugs, handshakes).
 - o Regularly remind students about keeping hands to themselves. Use visual supports, signage, prompts, video modelling, etc. as necessary.
- To increase safety, the following strategies will be implemented:

- o Consideration of different classroom and learning environment configurations to ensure more distance between students and adults
- o Arrange desks/tables so students are not facing each other and using consistent or assigned seating arrangements
- o Storing excess equipment in order to open more space in classrooms and school
- o Ensure that no equipment, furniture or teaching resources will be moved from the classroom to the hallway or to another classroom.
- o Take students outside more often and where and when possible:
 - By organizing learning activities outside including place-based learning and unstructured times
 - Providing activities that involve movement outside. Sports Field to be used by Teachers when weather is appropriate to take classes outside.
 - Adapt group activities to minimize physical contact and reduce shared items
- Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.
- In order to reduce the number of people at the worksite, we have considered virtual meetings, rescheduling work tasks, and limiting the number of visitors in the workplace.
- As students arrive at school, they will be supervised by PSWs/SEAs and access the classroom upon arrival in order to minimize contact between students in different learning groups. Students will be expected to arrive at school wearing their mask. A mask will be provided for any student without one before they are permitted to enter their classroom.
- We have established and posted occupancy limits for common areas such as the staff room and library.
- We have implemented measures to keep workers and others at least 2 meters apart, wherever possible.
- Supervision at lunch will be provided by assigned PSWs/admin within the learning groups.
- In the classroom, excess furniture will be removed from the room to assist with physical distancing. Windows will be opened for additional ventilation and all desks will be facing the same way with appropriate distance between desks.
- Hand washing and sanitizing stations will be in each classroom. Students will be encouraged not to share supplies.

- **Only staff and students will have access to the school except for some exceptions and by appointment.** Approved visitors must complete a self-health check prior to entering the school.
- In order to limit the number of people accessing the office, only students who require medical attention for more serious injuries will be admitted to the school office.

Physical Distancing

Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.

- Within learning groups, physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the available space.
- Outside of learning groups, physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the available space, and ensuring there is 2 meters of space available between people from different learning groups.
- In situations where members of different learning groups interact, the space will be sufficiently large and/or will have limits on the number of people so that 2m of space is available between people from different learning groups
- Lunch times will be staggered, and learning groups will be maintained and contained to specific areas around the school to avoid crowding (seniors in the Main Building and juniors in the Heritage Building).

SECOND LEVEL PROTECTION -- ENGINEERING BARRIERS

- Plexi-glass has been installed in the office.
- We have included barrier cleaning in our cleaning protocols.

THIRD LEVEL PROTECTIONS -- ADMINISTRATIVE PREVENTION MEASURES AND CONTROLS

- We have identified rules and guidelines for how workers should conduct themselves
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- Parents of children with complex medical conditions or underlying risk factors should consult with their health care provider to determine their child's level of risk regarding return to school. Protective self-isolation is only recommended for children with severe immune compromise, on a case-by-case basis. Only parents who have had a doctor complete the

'Immunocompromised Student/Family Member Form' will be permitted to access remote learning from the school.

- Parents who do not want to have their child attend in-person classes at a public or independent school have the option to register their child for online and distributed learning (based on program availability) or home-schooling.

Parent Responsibilities

- Monitor your child daily for symptoms. See school student checklist on Page 17.
- Don't send your child to school if they are sick. Anyone who is sick will not be allowed in school.
- Encourage your child to minimize physical contact with their friends.
- Parents/Guardians may not enter the school without specific permission and must enter wearing a mask.
- Ensure that you pick up your child at the end of the day on-time to reduce contact between learning groups outside of school.

Student Responsibilities

- Wash your hands frequently, including before coming to school and before and after eating and breaks.
- You will have access to hand sanitizer when hand washing is not available.
- Label your personal items and do not share them.

Student & Staff Health Assessments

Stay Home When Required to Self-Isolate

The following students, staff or other personas must stay home and self-isolate:

- o A person confirmed by public health as a case of COVID-19; or
- o A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- o A person who has travelled outside of Canada in the last 14 days.

Anyone required to self-isolate will be supported by public health. Additional information is available from BCCDC.

Stay Home When Sick

Staying home when sick is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. When COVID-19 is present in the community, the risk of introducing COVID-19 into schools is reduced if staff, students and parents/caregivers:

- o Perform a daily health check.
- o Stay at home when sick.
- o Get a health assessment and/or COVID-19 test when sick

These steps do not replace usual health care. Health questions can be directed to 8-1-1 or your health care provider.

Daily Health Check

A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to

school when they are infectious.

School administrators should ensure parents, caregivers, school staff and other adults routinely entering the school are aware of their responsibility to assess themselves daily for key symptoms of illness prior to entering the school.

Parents must evaluate their child's health each day prior to coming to school. Children who display any symptoms of a common cold, influenza, COVID-19, or other respiratory diseases, may not attend school. Students who have travelled outside Canada in the last 14 days, or who have been in contact with someone who travelled outside of Canada in the last 14 days, or have been in contact with someone who has been diagnosed with Covid-19 must stay home and self-isolate.

Staff and other adults should assess themselves daily for key symptoms of illness prior to entering the school.

Staff (including TTOCs and itinerant staff) must complete the online Daily Health Check each morning upon arrival. See the last page of this document.

There is no need for schools to verify that the health check has occurred every day, nor to require that parents submit a daily health check form to the school.

Students will be required to wash their hands prior to eating and drinking, after using the washroom, when moving between learning environments (inside to outside) and whenever requested to do so by staff. They will also be required to use hand sanitizer when appropriate and whenever requested to do so by staff. Students will be required to wash their hands upon entering the school and prior to departing at the end of the day.

Stay Home When New Symptoms of Illness Develop

Students and staff should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

- If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.
- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner or going to a COVID-19 testing center.

When a **COVID-19 test is recommended** by the health assessment:

- If the COVID-19 test is **positive**, the person should stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms.

Public health will contact everyone with a positive test.

- If the COVID-19 test is **negative**, the person can return to school once symptoms have improved and they feel well enough. 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.
- If a **COVID-19 test is recommended but is not done** because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then may return if feeling well enough.
- If a **COVID-19 test is not recommended** by the health assessment, the person can return to school when symptoms have improved, and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).
- **The school does not require 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.
- The BCCDC guidelines for schools are firm. If a student, staff member or any other adult has any symptoms of a cold, influenza, COVID-19, or any other infectious respiratory disease, they must not enter the school.
 - o Students, staff members and any other adult must stay home and self-isolate if they have:
 - Symptoms of COVID-19
 - Travelled outside Canada in the last 14 days
 - Identified as a close contact of a confirmed case or outbreak (this includes the children of essential service workers)
- Students and staff who experience seasonal allergies, or other COVID-19-like symptom that are related to an existing condition, can continue to attend school when they are experiencing these symptoms as normal
- If you notice a sudden change in the severity or type of symptoms, students and/or staff must remain at home and seek advice from a health-care provider

School Routines

- Staff and students will enter using the front entrance doors. All staff must complete the online Daily Health Check.
- Hallways are marked with "footprints" that remind staff and students of one-way movement through the school and physical distancing (see map near the end of this document). Signage will also be posted throughout the hallways as a reminder to maintain 2m of physical distance.

- Itinerant Staff and TTOCs must sign in at the office (in photocopy room) after completing the Daily Health Check.
- Students will be required to practice physical distancing as much as possible throughout the day. Learning groups will be organized into a junior cohort and a senior cohort. Teachers and assigned SEAs will remain with their cohort for instructional and recreational purposes. Staff travelling between learning groups MUST maintain physical distancing and wear a mask.
- Supervision at lunchtime will be provided by PSWs and administration.
- The Music Teacher will abide by all the policies and protocols outlined in the Guidance for Music Classes in British Columbia During COVID-19 document
- In the classroom, excess furniture will be removed from the room to assist with physical distancing. Windows will be opened for additional ventilation and all desks will be facing the same way with appropriate distance between desks.
- Hand Washing and/or Sanitizing Stations will be in each classroom. Students will be encouraged not to share supplies.
- Students are required to bring a full water bottle to school each day as the hallway water fountain will not be available for use. Students can use the hallway filling station to refill water bottles. They will not be allowed to drink directly from the water fountains.
- Students may not touch any other student's food. All containers and student items must be taken home each day as per the mandate from the Ministry of Education, we will try and have students outdoors as much as possible. Therefore, students should come to school with appropriate outside wear.
- Students will be taken outside to learn when appropriate, always ensuring they are maintaining physical distancing.
- Students must be spaced apart from each other on breaks and when outside. Students may not play contact sports such as tag, soccer or basketball with other students.
- Students who display any symptoms of a common cold, influenza, COVID-19, or other respiratory diseases while in attendance at school will be separated from all students and school staff and placed in a supervised area. Parents will be contacted and asked to pick up their child as soon as possible. Staff and students will be required to wear a mask while waiting to leave the school.
- When accessing the photocopy room, staff must wash their hands prior to using the room, remove items, and then use hand sanitizer. The photocopier must also be wiped down with disinfectant (located in the photocopy room) after each use.
- Staff accessing common areas as designated above are asked to wash their hands upon entering the room or use hand sanitizer where appropriate.

Student Drop Off/Outside

- All persons when entering the school must use hand-sanitizer. Students will be required to wash their hands upon entering the school/portable
- Lunches are staggered between cohorts with 30-minute intervals in two designated areas.

Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread

of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents and staff can teach and reinforce these practices amongst students.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.

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, cigarettes, or vaping devices.
- In the staffroom, any appliance utilized needs to be wiped down with a disinfecting wipe after use. Also, staff must wipe down their eating area with a disinfecting wipe prior to leaving. All common dishes must be cleaned using the dishwasher. All common appliances must be wiped down after each use.
- Each classroom will have disinfecting spray/wipes to clean surfaces twice a day. Students will be asked to clean their surfaces using paper towels or disinfecting wipes. Supervisors will spray onto surfaces.
- School devices used by students must not to be shared. At the end of each day, prior to charging, the device must be wiped down using a disinfecting wipe by the supervisor. Staff can also instruct students to wipe down their devices after each use.
- Students are not to share school supplies.

Water Stations and Fountains

Students and staff are encouraged to bring an individual, filled water bottle or other beverage container to school each day for their personal use to support hydration needs.

The re-filling water station can be used to re-fill personal containers, however water fountains where a person drinks directly from the spout have been closed.

Limit Use of Shared Items

To ensure the number of items exchanged between multiple individuals are limited staff are asked to:

- Limit the use of items shared by multiple staff and students
- Limit the use of shared items that are not easily cleaned
- Note that shared items must be cleaned by the staff who introduced the item(s) for use
- Limit the use of shared electronics and keyboards
- Limit the sharing of pens, pencils and other school supplies including electronic devices
- Assign students a set of school supplies such as pens, pencils, etc. for their individual use
- Limit the use of shared manipulatives
- Limit the use of plush or porous toys/equipment
- Enforce 'no food sharing' policies
- No staff or students are to share water bottles and are encouraged to bring their own utensils and dishes
- Advise parents/guardians to only send essential objects to school. Items sent from home are not to be shared and will not be cleaned or disinfected at school.

Manipulatives and Equipment

The following control measures should be applied to the use of manipulatives and equipment:

- Shared manipulatives are to be minimized
- Consider assigning sets of individual manipulatives where feasible
- If shared manipulatives are used by multiple users, staff overseeing the activity will be responsible for cleaning and disinfecting the used manipulatives twice a day. This will include washing with soap and water if soiled and then applying disinfecting products and letting dry.
- Itinerant Staff and TTOCs should use the designated desk and chair in their workspace. These should be disinfected at the end of their day.

Visitor Access

- Visitor access during school hours will be prioritized to students, staff and support staff including Drug and Alcohol Counselors, Occupational Therapists, School Psychologists, Community Health Nurse, etc., that benefit student learning and well-being.
- All visitors will be required to complete a self-health check prior to entering the building and complete a sign in sheet that keeps track of dates, names, and contact information of any visitor who entered the facility.
- All visitors are required to wear a face mask.
- Visitors needing access to the office will be required to contact the school prior to visiting and make an appointment.
- Parents/Guardians dropping off lunches or forgotten supplies will be required to leave them in clearly labelled containers outside the office.
- There will be no after hours community use of facilities.
- All visitors will be reminded to maintain:
 - o Diligent hand hygiene
 - o Respiratory etiquette

- o Physical distancing among older youth and adults
- o Ensuring participants stay home if they are feeling ill
- o Where possible, limiting building access to only those areas required for the purpose of the activity
- o Cleaning protocols to be completed prior to students and staff re-entering the space.

FOURTH LEVEL PROTECTIONS: PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wearing Masks

Although personal protective equipment (including masks) is the lowest level on the hierarchy of infection prevention and exposure control measures, it can provide an additional layer of protect when more effective measures are not feasible. Non-medical masks and face coverings have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. Where physical distancing in not possible, we will reduce the risk of transmission by examining the following:

- Proximity
- Duration
- Number of people interacting

Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn. Masks should not be used in place of other safety measures detailed in this document.

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) in schools – both within and outside their learning groups, except when:

- o Sitting in or standing at their seat or desk/workstation in a classroom or learning space
- o There is a barrier in place
- o Eating or drinking.

Exceptions will also be made for staff who cannot tolerate masks (e.g. health or behavioral reasons.) Schools must NOT require a health-care provider note (i.e. doctor’s note) to confirm if staff cannot wear a mask.

All Grade 8 and 9 students are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools – both within and outside their learning groups, except when:

- o Sitting in or standing at their seat or desk/workstation in a classroom or learning space
- o There is a barrier in place
- o Eating or drinking.

Exceptions will also be made for students who cannot tolerate masks (e.g. health or behavioral reasons.) Schools must NOT require a health-care provider note (i.e. doctor’s note) to confirm if student cannot wear a mask.

If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home.

Face Shields

Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer. Face shields should not be worn in places of masks. A mask must be worn in addition to the face shield. Face shields have been purchased and are available for use by staff, if so desired

FIFTH LEVEL: CLEANING PROTOCOLS

REDUCE THE RISK OF SURFACE TRANSMISSION THROUGH EFFECTIVE CLEANING AND HYGIENE PRACTICES

Definitions

Cleaning: the physical removal of visible soiling. Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents and steady friction from a cleaning cloth. All visibly soiled surfaces should be cleaned before being disinfected.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We have implemented cleaning protocols for all common areas and surfaces - e.g. washrooms, tools, equipment, shared tables, desks, light switches and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use)
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process.

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document.

This includes:

- General cleaning and disinfecting of the premises should occur at least once a day. This will happen at the end of the school day.

- At the end of each week, the custodian will perform bio-misting to facilitate a disinfecting of surfaces.
- Frequently-touched surfaces should be cleaned and disinfected at least twice a day (one taking place after school hours). These include door knobs, light switches, toilet handles, tables, desks, and chairs. This will happen at by the custodian.
- Shared equipment/ manipulatives must be cleaned/disinfected by the staff using them prior to returning to them to where they are stored.
- When utilizing common areas such as the library, gym, sensory room, etc., upon leaving, the supervising staff must wipe down all used equipment and surfaces with disinfectant wipes. These rooms will be thoroughly cleaned and sanitized at the end of each day.
- When at all possible, the PE teacher will alternate the use of PE equipment to allow for sufficient time to disinfect equipment between learning groups. All PE equipment will be cleaned and sanitized after each use—students can assist in this process.
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned (e.g., fabric or soft items). All shared manipulatives and toys will be cleaned once every 24 hours.
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

Curriculum, Programs and Activities

All curriculum, programs and activities will operate in alignment with provincial K-12 health and safety guidelines.

Field Trips – Stage 2

- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan.
- The use of parent volunteers for supervising students is NOT permitted during stages 2 to 4
- Field trips to outdoor locations are preferable
- No overnight field trips at this time.

Music Programs

- Staff and students must wear masks while singing
- Physical contact is minimized for those within the same learning group, and students and staff are spaced as far apart as possible

- Physical distance (2m) must be maintained for staff and students when interacting outside of their learning groups
- No in-person inter-school competitions/performance/events will occur at this time
- Shared equipment will be cleaned and disinfected as per the guidelines
- Music education will be delivered in line with the [Guidance for Music Classes in BC During COVID- 19](#)

Physical and Health Education (PHE)

- We will create space between students and staff and encourage outdoor activities and programs as much as possible.
- Staff are required to wear masks during PHE classes when they are indoors
- For high-intensity exercise activities (that significantly increase respiration rates), students and/or equipment will be spaced 2 meters apart.
- Wearing masks during high intensity exercise is left to personal choice, however masks cannot replace the need for 2 meters between students and/or equipment
- For low intensity exercise activities, students are required to wear masks when they are indoors.
- Shared equipment will be cleaned and disinfected between cohorts as per the cleaning and disinfecting guidelines.
- PE teacher will utilize outdoor spaces as whenever possible

Library Use/Access

At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing/return of books or paper-based educational resources to students because of COVID-19.

- The school learning commons will be open and book exchange will occur during Stages 1 to 4
- Students will hand-sanitize upon entering the library and leaving the library
- Students will remain in their learning groups, including during lunch breaks
- Students will bring their personal school supplies for classes
- Hand sanitizer must be used before and after using the book check in/out ipad/sheet in the library.
- Tables will be cleaned/sanitized between cohorts.
- Windows are to be opened to allow for additional circulation
- Grade 8 and 9 students are to wear masks while in the library

School Sports

- School sports, programs and activities (e.g. intramurals and games) will occur if the activities do not involve prolonged physical contact (i.e. physical contact beyond a brief moment).
- Sports/activities will be adapted as needed to reduce physical contact.

- No spectators will be in attendance – aside from the participants.
- Masks will be worn by staff and other adults when indoors
- For high-intensity exercise activities (that significantly increase respiration rates), students and/or equipment will be spaced 2 meters apart.
- Wearing masks during high intensity exercise is left to personal choice, however masks cannot replace the need for 2 meters between students and/or equipment
- For low intensity exercise activities, students are required to wear masks when they are indoors.
- Shared equipment will be cleaned and disinfected between cohorts as per the cleaning and disinfecting guidelines.
- Sports activities will be held outside whenever possible
- No in-person inter-school competitions/events will occur at this time

Protecting Mental Health

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID- 19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

[COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.

[COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak. [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

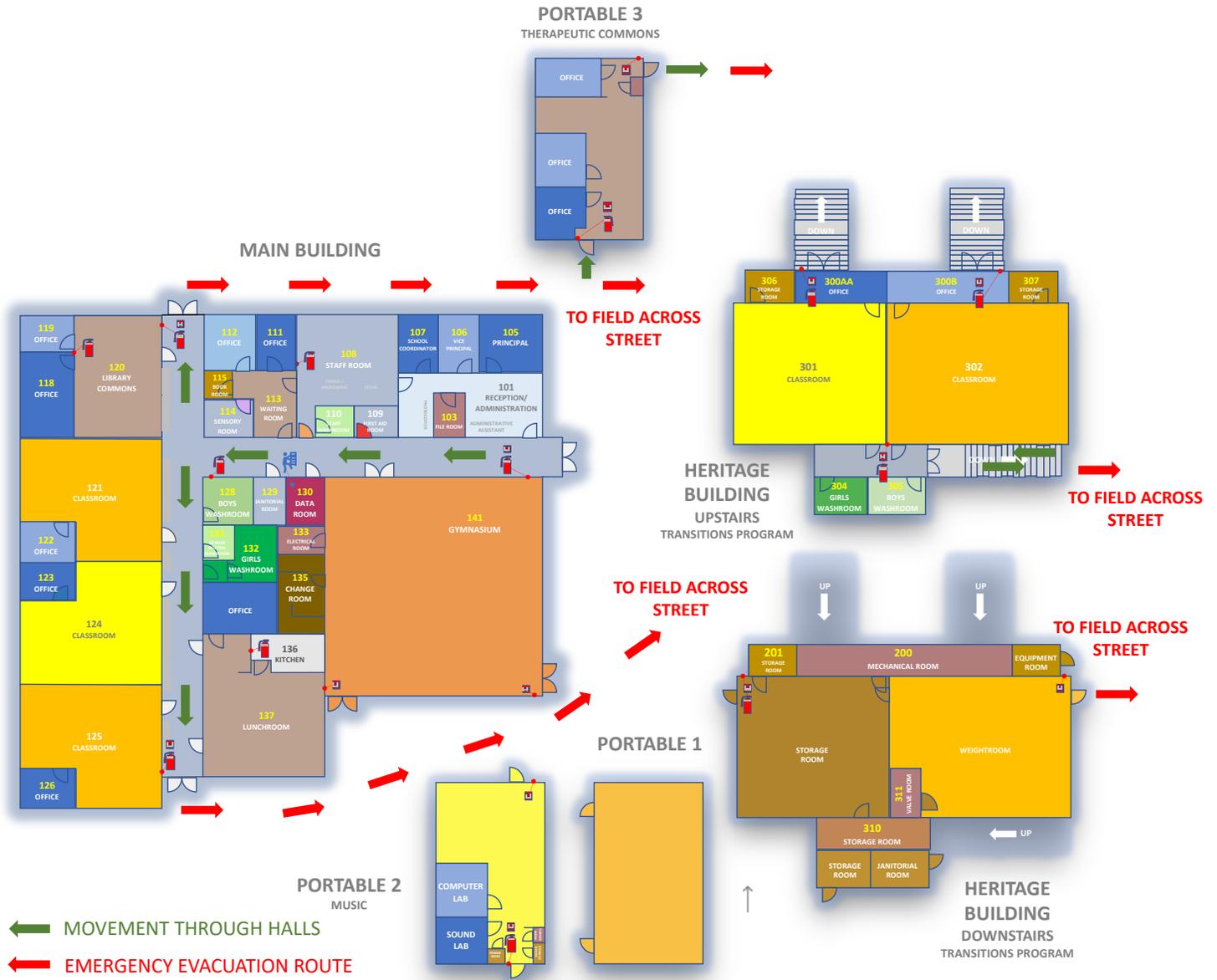
[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

[Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.

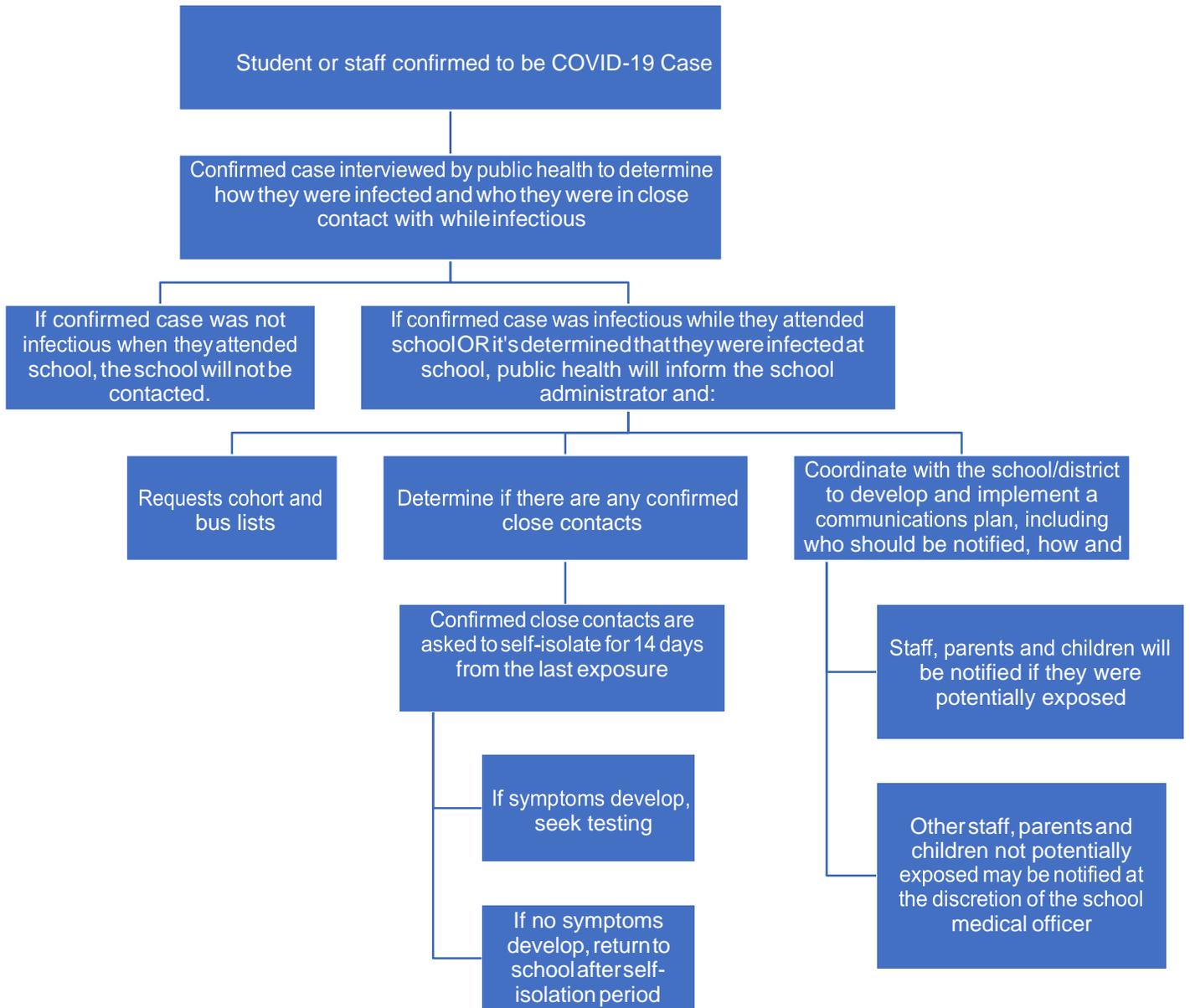
[Taking Care of Your Mental Health \(COVID-19\)](#) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

VANGUARD SECONDARY SCHOOL

FEBRUARY 2021



Public Health Actions if a Staff, Student or Other Person Who Has Been in the School is a Confirmed COVID-19 Case



Confirmed close contacts are determined based on the length of time of exposure and nature of the interaction. Only public health can determine who is a close contact.

Daily Health Check Example (For students and visitors)

The following is an example of a daily health check to determine if you should attend school that day.

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Loss of sense of smell or taste	Yes	No
	Diarrhea	Yes	No
	Nausea and vomiting	Yes	No
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	Yes	No
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	Yes	No

If you answered “YES” to one of the questions included under ‘Key Symptoms of Illness’ (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered “YES” to two or more of the questions included under ‘Symptoms of Illness’ or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a COVID-19 test is recommended by the health assessment:

If the COVID-19 test is positive, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.

If the COVID-19 test is negative, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.

If a COVID-19 test is recommended but is not done because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19). If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should seek testing for COVID- 19. A health-care providers’ note (i.e. a doctor’s note) should not be required to confirm the health status of any individual

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

<i>Develops Any New Symptoms of Illness At School</i>	<i>If a Staff Member Develops Any New Symptoms of Illness At School</i>
<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 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or 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 recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</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 meters 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).
<p>Students and staff should return to school according to the guidance under the 'Stay Home When Sick' and Appendix C sections of this document.</p> <p>A health-care provider note should not be required for students or staff to return.</p>	

When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<p>When they arrive at school.</p> <p>Before and after any breaks (e.g., recess, lunch).</p> <p>Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</p> <p>Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</p> <p>After using the toilet.</p> <p>After sneezing or coughing into hands.</p> <p>Whenever hands are visibly dirty.</p>	<p>When they arrive at school.</p> <p>Before and after any breaks (e.g. recess, lunch).</p> <p>Before and after eating and drinking.</p> <p>Before and after handling food or assisting students with eating.</p> <p>Before and after giving medication to a student or self.</p> <p>After using the toilet.</p> <p>After contact with body fluids (i.e., runny noses, spit, vomit, blood).</p> <p>After cleaning tasks.</p> <p>After removing gloves.</p> <p>After handling garbage.</p> <p>Whenever hands are visibly dirty.</p>

HandWashing



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?



Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

HOW TO HAND WASH



1
Wet hands with warm (not hot or cold) running water



2
Apply liquid or foam soap



3
Lather soap covering all surfaces of hands for 20-30 seconds



4
Rinse thoroughly under running water



5
Pat hands dry thoroughly with paper towel



6
Use paper towel to turn off the tap

HOW TO USE HAND RUB



1
Ensure hands are visibly clean (if soiled, follow hand washing steps)



2
Apply about a loonie-sized amount to your hands



3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Donning and Doffing Gloves Procedure

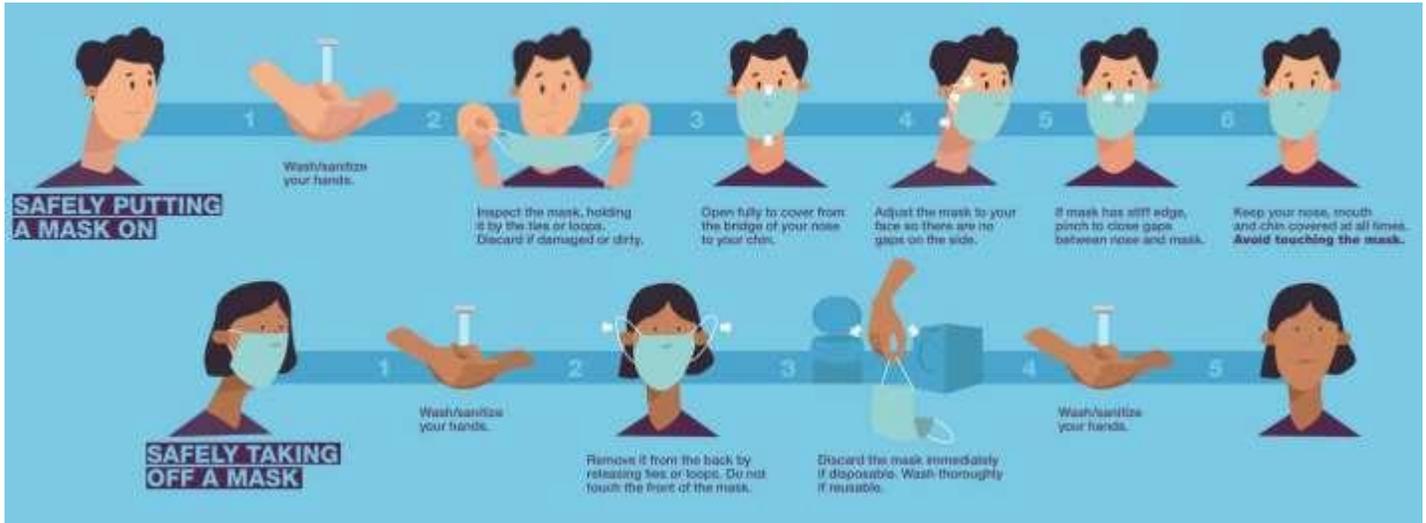
For First Aid attendants, personal care, or custodial/maintenance work.



How to Wear a Face Mask

Procedure for Donning, Doffing and Caring for a Non-Medical Mask (if required or you choose to wear one)

- 6 Steps to Putting on a Mask
- 5 Steps to Taking Off a Mask



IMPORTANT:

Additional Protocols for Safely Wearing and Caring for a Face Mask

DO:

- Make sure your mask isn't damaged, and it's clean and dry before wearing
- Replace your mask whenever it becomes damp or dirty
- Wash your hands for 20 seconds or use hand sanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Make sure your nose and mouth are fully covered, it fits securely, and there are no gaps on the sides
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

DON'T:

- Wear masks that are damaged, dirty, or moist
- Touch the mask while wearing it
- Wear a loose mask
- Hang the mask from your neck or ears
- Remove the mask to talk to someone
- Share your mask with anyone