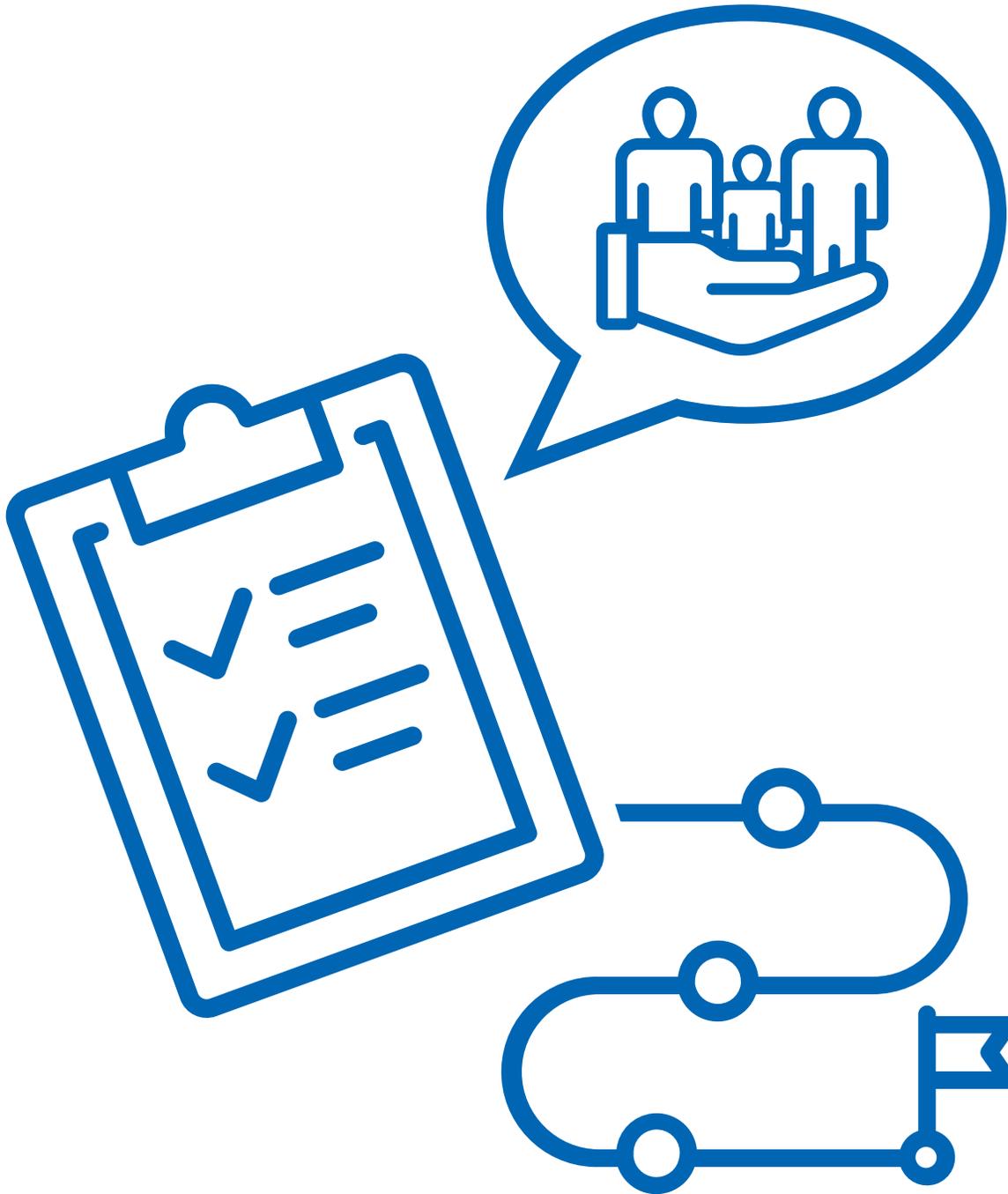


COVID-19 Safety Plan

Junior School



St. Michaels
University School

Stage 2 - Return to School
September 8, 2020

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SMUS Guiding Principles

Junior School Return to School September 8, 2020

- The health and well-being of all participants, including students, faculty, staff, parents and campus visitors will be placed above all other considerations.
- Decisions for immediate needs will be grounded in and informed through the extensive gathering of knowledge from a wide variety of sources.
- Decisions for Junior School supervision will consider location, developmental stages, and will be transparent and timely to provide confidence and certainty for both internal participants and external communities.

General Expectations

Expectations for Parents

- Parents must keep their child(ren) at home and away from others if they are unwell.
- Parents are expected to maintain the physical distancing protocols and must not drop off their child(ren) if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19.
- Parents must drop off their child(ren) at assigned times and locations (information will be sent to you).
- Parents must collect their child(ren) at assigned times and locations.

Expectations for Students

- Students are expected to stay away from the school if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19.
- While at school, students must respect the requirements to remain in their pods and minimize exposure to students, staff and faculty from other pods. Circulating around the campus during these times will require a commitment to maintaining physical distancing, minimizing physical contact and adherence to the [SMUS Mask/Face Shield Policy](#).
- Students must tell a staff member if they are feeling unwell through the day.
- Students will enter the building, without parents, at their assigned entrance door.
- Students should bring the minimal number of items that are needed for the day.
- Students must wash or sanitize hands before entering any learning space.

Expectations for Faculty and Staff

- Faculty and staff are expected to read through the [SMUS COVID-19 Return to Work Safety Plan for Staff](#) before their return to campus.
- Faculty and staff are expected to maintain physical distancing and follow the SMUS Mask/Face Shield Policy. They must not enter the school if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19.
- Faculty and staff are expected to enforce the guidelines outlined in this SMUS COVID-19 Safety Plan – Junior School Campus.

Expectations for Visitors or Third-Party Staff

- Visitors are expected to maintain physical distancing and follow the [SMUS Mask/Face Shield Policy](#) and must not enter the school if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19.
- To reduce the number of people on-site, client business will be conducted remotely whenever possible (i.e. via email, phone, video).
- On-site meetings will be kept to a minimum. Masks and sanitizer will be available for use.

- Clients and other visitors may be requested to complete a [safety questionnaire](#) before arrival on campus.
- All visitors will agree to adhere to all published guidelines for physical health, safety and hygiene.
- Visitors must contact the reception area by phone and will only be admitted if they can follow the physical distancing, health, and safety protocols of the school.
- Tracking of visitors will take place to ensure that protocols are followed.

General Information

As informed by the research data and advice from public health authorities, the Ministry of Education, school support associations (ISABC and CAIS) and our local context with schools on Vancouver Island, the following general information will be used to guide decisions and inform actions (specifically measures that will be taken to **reduce the duration and intensity of interaction** between individuals):

- All individuals will undergo a self-**screening process** before entering the Junior School facilities and will agree to adhere to all published guidelines for health, safety and hygiene.
- Where applicable and realistic, outdoor spaces will be used instead of indoor ones. All areas, especially high contact surfaces, will be deep cleaned regularly during the day and at the end of each day.
- The SMUS transportation system will be operating and all students will be required to wear a mask and physically distance on the bus when possible.
- The physical distancing guidelines will be expected and encouraged through communication, physical symbols (demarcation and signs), verbal reinforcement, and modeling behaviour. Physical distancing guidelines will also inform the maximum capacity of any room/space within the facility. Engineered controls such as Plexiglass barriers may be provided, as required, to high contact areas like the front office reception.
- For younger children, maintaining physical distance is less practical and the focus will be instead on minimizing physical contact.
- Scheduling and workplace requirements will minimize the density of individuals within the facility, within specific rooms, and during common unstructured times, such as recess and lunch.
- Individuals must not come to school if they are unwell. Individuals will work from home if possible, follow the staggered schedule to minimize 'gathering potential', adhere to the physical distancing/minimizing physical contact protocols and practice the outlined personal hygiene, handwashing/sanitizing guidelines and the [SMUS Mask/Face Shield Policy](#).
- At this time, personal protective equipment (PPE), such as masks and gloves will be expected in the case of an individual providing care to someone who is injured or ill, based on the likelihood of increased contact and/or increased duration of contact with the participant.

General – Screening Process

Screening Protocol

- Before entering the facilities each day, all students, faculty and staff will self-assess and confirm that they are free of new symptoms, have not been in contact with symptomatic individuals, have not taken any medication or product that may artificially lower a fever, understand the risks of contracting COVID-19 and agree to follow the general distance, health and safety protocols and procedures outlined in this plan.
- Temperature checks may be performed during the day if triggered by symptomatic signs, which will then initiate existing first aid protocols.

General – Cleaning Information

As informed by WorkSafeBC, the BC Centre for Disease Control, Sodexo Custodial Services, and SMUS expectations, the normal cleaning practice will be enhanced to include the following:

WorkSafeBC: Schools should be cleaned and disinfected in accordance with the BC CDC's *Cleaning and Disinfectants for Public Settings*. Cleaning practices should be in line with the provincial health officer's *COVID-19 Public Health Guidance for Childcare Settings*.

Specific Cleaning Protocols

- SMUS Junior School COVID-19 cleaning details are available in a separate document.
- All spaces will be cleaned and disinfected at regular intervals by the school maintenance staff at a minimum of two times per day under typical situations. Should there be identified illness or symptoms in a space, the school will deep clean and increase the frequency of the cleaning protocol.
- Special focus and attention will be placed on high-traffic areas and high-contact surfaces such as door and cabinet handles, railings, washrooms, toilet handles, shared office spaces, desks, keyboards, light switches, and communication devices. These areas will be cleaned and disinfected at a minimum of three times per day.
 - This cleaning will also be concentrated around times after increased traffic, such as breaks, activities and lunchtime. Approximate 'sweep' times are:
 - 7-8 am – first sweep (check before student arrival)
 - 11:45 am - 12:30 pm – second sweep (as students are outside for lunch)
 - 3:30-10 pm – third sweep (deep clean at end of the school day; prep for the next day)
- Approved, commercially available detergents and disinfectant products will be used following the manufacturer's label instructions for effective use.
- Garbage containers will be emptied daily.
- Faculty and staff are to wear disposable gloves when cleaning up any body fluids (e.g., runny nose, vomit, blood, stool, urine). They must wash hands before wearing and after removing gloves.
- 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 of books or paper-based educational resources to students.
- Students will be given a specific list of items to bring for each day at school. Items that are not easily cleaned (e.g. fabric or soft items) will not be permitted at school.

General – Staffing, Supervision, Facilities & Space Summary

Staffing

- Agreement to protocols
 - Faculty and staff are expected to agree to and adhere to all protocols as outlined in this plan.
 - Faculty and staff are expected to read the [SMUS COVID-19 Staff Safety Plan](#).
- Safety

- Faculty and staff are expected to follow all of the guidelines above which minimize contact duration and intensity, as will be expected by all participants as outlined in this plan.
- Screening
 - Faculty and staff are expected to screen for COVID-19 type symptoms before, during and post attendance at school. Any indication of illness or symptoms, they are to stay home (or go to the Health Centre if at the school) and follow the Health, Safety & Hygiene procedures as outlined in this plan.
- Personal Protective Equipment (PPE)
 - Faculty and staff who are attending to someone who is injured or ill will be provided with and instructed to wear PPE (based on the likelihood of increased contact and/or increased duration of contact with the participant).
 - A mask/face shield may be given to a person who is experiencing respiratory symptoms, such as a sneeze or cough, on the advice of a healthcare provider.
- Physical Distancing
 - Faculty and staff are expected to abide by occupancy limits in common areas such as lunchrooms, washrooms, classrooms and common spaces.
 - Faculty and staff will follow staggered start and end times that may be in place to enter the building.
 - Faculty and staff meetings may be online or in person with staff 6 ft (2 m) apart, preferably outdoors, when on campus.
 - Faculty and staff must follow protocols on greeting others including not shaking hands or hugging.
 - Messaging signs and arrows may be used to support the flow of students and staff through public spaces in the school.
- Hygiene
 - All faculty, staff and students are to remain on-site for the duration of their school day.
 - Handwashing supplies and sanitizer are available at all times, and regular and frequent handwashing will be mandated.
 - All individuals need to follow proper handwashing protocols, which are posted at each handwashing station.

Supervision

- Specific supervision routines and expectations are outlined in the procedures section of this plan.
- Faculty and staff will be provided with a specific Junior School support document outlining the details for each day.

Facilities & Building Maintenance

- All buildings have been checked by our Maintenance Department and are in good working order – ready for restart.
- HVAC systems have been tested and all rooms have been assessed to ensure adequate ventilation needs are met.

Space

- Outdoor spaces will be identified and set up to ensure physical distancing.
- Every room/office/space has been assessed for the maximum preferred capacity of people per space (including teacher or staff). The capacity of each space (assuming typical regular sedentary use) will be posted at the entrance and in other room locations in larger spaces.

Procedures

Health, Safety & Hygiene

Health & Wellness

- Anyone who shows any COVID-19 symptoms must not attend school.
- If any member of the household has symptoms of COVID-19, do NOT send your child(ren) to school.
- If an individual is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.
- Anyone who shows signs of illness or has a temperature of 37.8 C (100 F) or higher while at school will be isolated and then sent home from school.
- If an individual develops COVID-19 type symptoms while at school, the staff or school administrator will:
 - Immediately separate the symptomatic individual from others and isolate them in the designated health space;
 - Contact the individual's parents or emergency contact to arrange for them to be picked up as soon as possible;
 - Contact 811 or Island Health to notify them of a potential case and seek further input;
 - Where possible, maintain a distance of 6 ft (2 m) from the ill individual. If not possible, faculty and staff will be provided with and instructed to wear PPE, or will be instructed to use a mask/face shield to cover their nose and mouth;
 - Provide a symptomatic individual with a mask to cover their coughs or sneezes. Used masks will be disposed of as soon as possible and hand hygiene will be performed;
 - Avoid touching the individual's body fluids (e.g., mucous, saliva). If there is contact, faculty and staff will immediately practice diligent hand hygiene;
 - Practice diligent hand hygiene once the individual is picked up and before returning to student supervision;
 - Instruct staff responsible for facility cleaning to clean and disinfect the space where the individual was separated and any areas used by them during the day (e.g., classroom, bathroom, common areas, Health Centre);
 - Follow BC Provincial Health Services Authority protocols for informing the community of positive cases.

General Safety & COVID-19 Protocols

- Students in pods will be able to circulate freely in classrooms.
- 6 ft (2 m) spacing markers will be placed before doors, as required.
- Individuals, outside of their pods, should intend to be separated by 6 ft (2 m) throughout the school day when transitioning to and from recess, outdoor time, washroom use and while in any other common space.
- The maximum preferred capacity (based on typical sedentary activity) will be posted on each space (classroom/offices/common areas).
- Directional one-way arrows may be placed in hallways and larger spaces (and classrooms as required).

- Student seating plans will be used in classrooms.
- Signage for COVID-19 protocols will be posted strategically throughout the school.
- Some areas will be designated as 'No Go' with signs; students are not to enter these spaces.

Specific – Hygiene & Cleaning

- Individuals may be given 'hygiene packs' and they are expected to wash/sanitize their hands as outlined on their checklist, as well as every time before entering and exiting the classroom following the daily handwashing checklist provided.
- Students will be shown the correct method and duration for proper handwashing.
- Junior School handwashing/sanitization is required by all individuals:
 - Upon arrival at school and before departing for home;
 - Before and after any breaks (e.g. recess, lunch, activities);
 - Between different learning environments (e.g., outdoor-indoor transitions, activities);
 - Before and after eating and drinking;
 - After using the toilet;
 - After handling common resources/equipment/supplies;
 - After sneezing or coughing;
 - Whenever hands are visibly dirty.
- Junior School Individual Hygiene:
 - Individuals will keep their things to themselves (do not borrow materials).
 - Individuals will limit (or eliminate) the amount of face touching.
 - Individuals will cough into the crook of their elbows.
- Cleaning of student and staff work space
 - Faculty will have disinfectant spray bottles, wipes and gloves. Faculty will maintain the minor sanitizing of the classroom and materials or seek assistance from the maintenance staff if required.
 - Cleaning and sanitizing of the building will follow protocols provided through Sodexo guidelines.
 - Hand sanitizer will be placed inside each building entry door and at regular intersection points of the building.
 - High touch/contact points such as railings, door handles, light switches, buttons, whiteboards and markers will be sanitized continuously throughout the day by the maintenance staff.
 - Toilets and sinks will be sanitized regularly throughout the day by the maintenance staff.

First Aid Protocols

- Staff who are attending to someone who is injured or ill will be provided with and instructed to wear PPE (based on the likelihood of increased contact and/or increased duration of contact with the participant).
- Individuals who are displaying COVID-19 type symptoms will be isolated in the designated health space.

- Parents or emergency contacts are required to pick up unwell or injured students as soon as possible after being notified by the school. Individual students will be escorted out to the parents by a staff member. Parents are to remain outside the buildings.

Health Centre Protocols

- Temperature checks may be performed on symptomatic students.
- The designated health space will only be available for students who are injured or those who need to be isolated before being sent home due to illness.
- There will be two areas designated in the health space: one area for general issues and triage, and a separate area for isolation.
- Cleaning of the spaces will be completed before any new students are admitted.

Resources

- WorkSafeBC K-12 Protocols (May 15, 2020):
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- WorkSafeBC COVID-19 Safety Plan template:
<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- From the BC Centre for Disease Control/BC Ministry of Health (May 15, 2020):
[COVID-19 Public Health Guidance for K-12 School Settings](#)
- From the BC Ministry of Education - Safe Caring & Orderly Schools:
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools>

General Information on COVID-19

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

Source: BC Centre for Disease Control.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>

What are the symptoms of COVID-19?

A coronavirus infection can cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness

COVID-19 is most likely to spread from person-to-person through:

- Close contact with an infected person.
- Touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

If you develop a fever, cough, sore throat, tiredness and shortness of breath, you should seek urgent medical care. Your doctor will liaise with public health authorities to manage your care. You must remain isolated in your home or in a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

For more information about the transmission and symptoms of COVID-19, see the BC Centre for Disease Control's website at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>.

COVID-19, and Students and Youth

Source: BC Centre for Disease Control – COVID-19 Public Health Guidance for K-12 Schools – May 15, 2020

- COVID-19 virus has a very low infection rate in students and youth. In BC, less than 1% of students and youth tested have been COVID-19 positive. Most students and youth are not at high risk for COVID-19 infection.
- Students and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. Gastrointestinal symptoms are more common during the course of disease, while skin changes and lesions are less common.
- Students can be asymptomatic. However, there is no conclusive evidence that students who are asymptomatic pose a risk to other students or adults.
- Evidence indicates transmission involving students is primarily limited to household settings, and from COVID-19 positive adults to students. Most cases in students have been linked to a symptomatic household member.

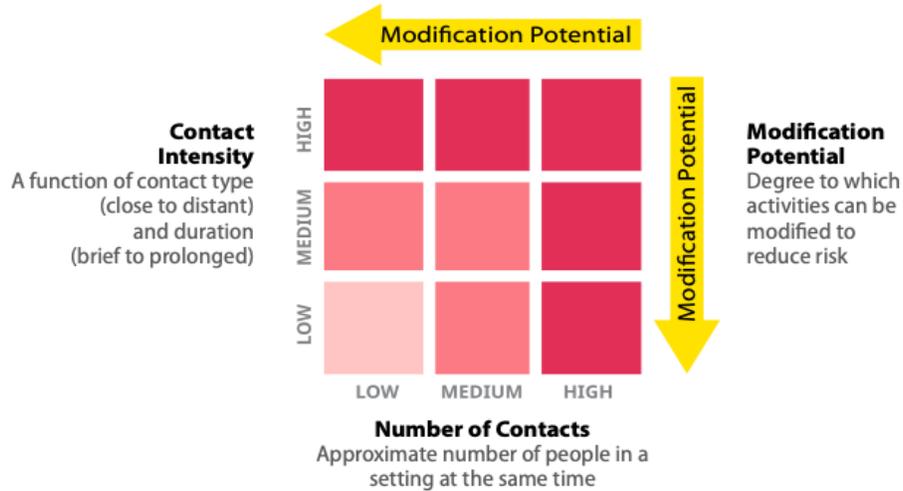
- Clusters and outbreaks involving students and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Students are not the primary drivers of COVID-19 spread in schools or community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable students and youth.
- Prevention measures and mitigation strategies involving students and youth must be commensurate with risk.
- Adolescent students should physically distance themselves where possible when outside the family unit or household.
- For younger students maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

Essential Keys to Minimize Possible Transmission

General distance, health and safety protocols, which minimize contact duration and intensity, will be expected by all participants. See the visuals below.



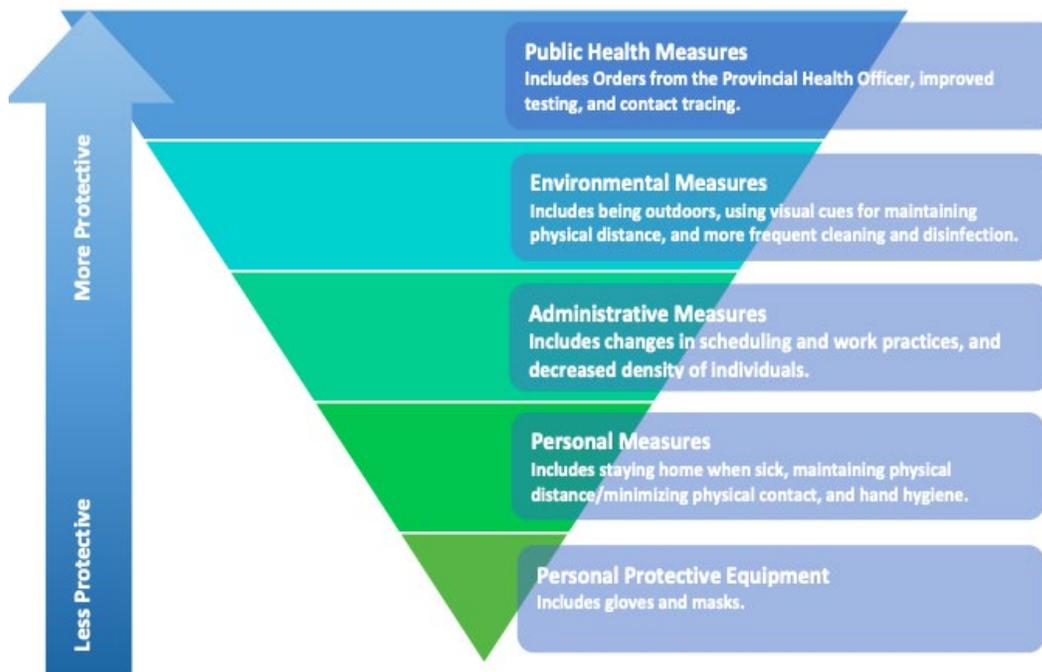
By completing these ratings, you can position your organizational setting on the risk matrix below:



However, the medium and high categories are also subject to potential modification or controls which can help you move to a lower risk category by taking a combination of actions:

- Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting
- Engineering controls – physical barriers (e.g. plexiglass barriers; one-way systems for customer flow; physical space between seating)
- Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay away if sick; hours of operation)
- PPE – use of non-medical masks

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



As informed by the research data and advice from public health authorities, the Ministry of Education, school support associations (ISABC and CAIS) and our local context with schools on Vancouver Island, the following general information will be used to guide decisions and inform actions (specifically measures that will be taken to **reduce the duration and intensity of interaction** between individuals):

- All individuals will undergo a **screening process** before entry to school facilities and will agree to adhere to all published guidelines for health, safety and hygiene. Tracking of the screening process will take place at entry/exit points to the facilities.
- Where applicable and realistic, outdoor spaces will be used instead of indoor ones. All areas, especially high contact surfaces, will be deep cleaned regularly during the day and at the end of each day.
- The physical distancing guidelines will be expected and encouraged through communication, physical symbols (demarcation and signs), verbal reinforcement, and modeling behaviour. Physical distancing guidelines will also inform the maximum capacity of any room/space within the facility. Engineering controls such as Plexiglass barriers will be provided, as required, to high contact areas like the front office reception.
- For younger students, maintaining physical distance is less practical and the focus will be instead on minimizing physical contact.
- Scheduling and workplace requirements will minimize the density of individuals within the facility, within specific rooms, and during common unstructured times such as recess and lunch.
- Individuals must not come to school if they are unwell. Individuals are expected to work from home if possible, follow the staggered schedule to minimize 'gathering potential,' adhere to the physical distancing/minimizing physical contact protocols and practice the outlined personal hygiene and handwashing/sanitizing guidelines.
- Personal protective equipment (PPE), such as masks and gloves, should be used as outlined in the [SMUS Mask/Face Shield Policy](#).