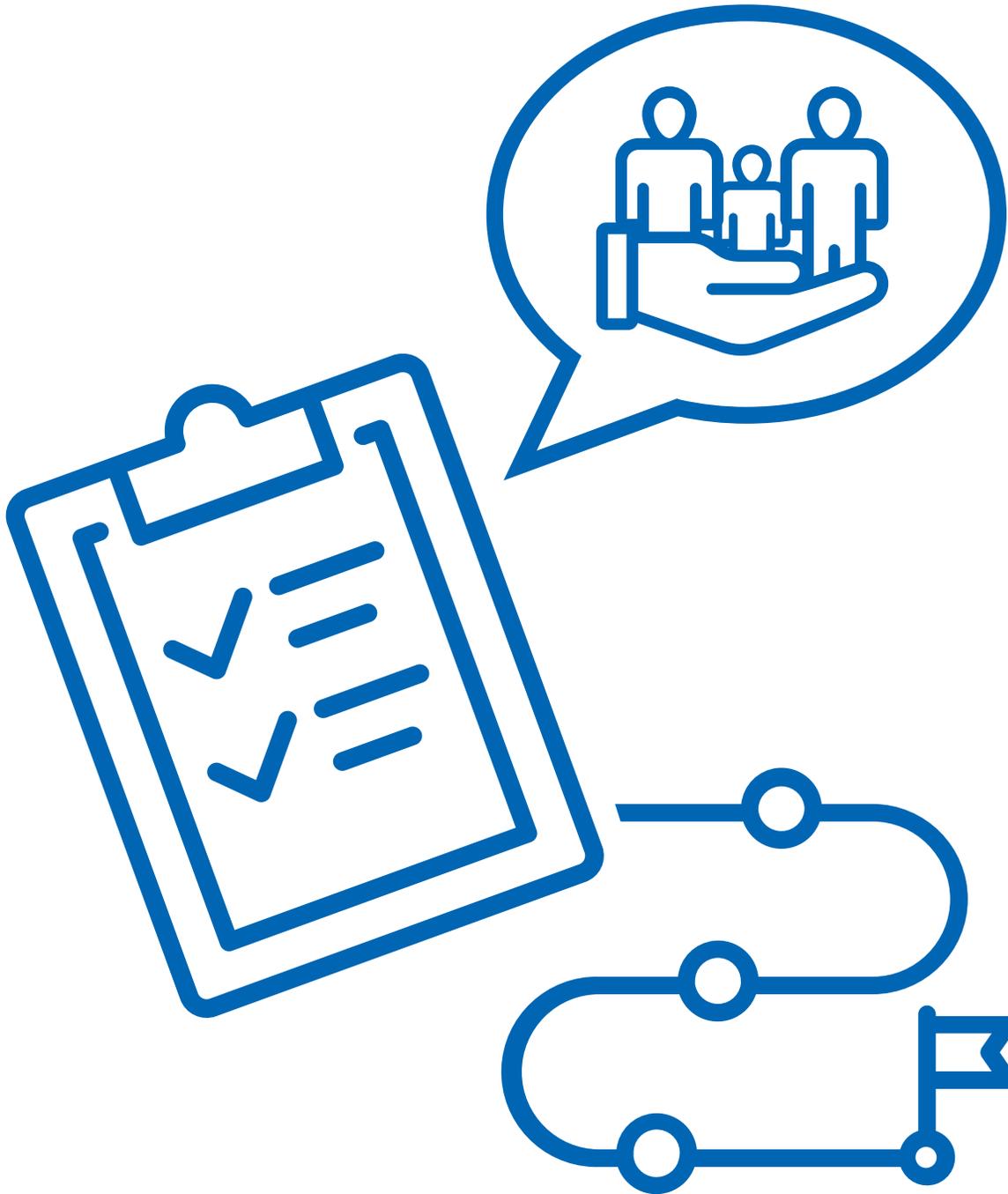


COVID-19 Safety Plan

Richmond Road Campus



St. Michaels
University School

Stage 2 - Return to School
September 8, 2020

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SMUS Guiding Principles

- 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 the Richmond Road campus 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

All non-essential travel should be avoided at this time.

Expectations for Parents

- Parents must keep their child(ren) at home and away from others if they are unwell.
- Parents are expected to maintain 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 locations.
- Parents must collect their child(ren) at assigned times and locations.

Expectations for Students

- Students 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.
- During non-class or community times, students must respect the expectation to remain in their cohort group whenever possible or minimize exposure to students, staff and faculty from other cohorts. Circulating the campus during these times will require adherence to the physical distancing and the [SMUS Mask/Face Shield Policy](#).
- Students must tell a faculty or staff member if they are feeling unwell through the day.
- Students will only be allowed in learning spaces at assigned start times.
- Middle School students will enter the building without parents. Senior School students will arrive at the defined start of school times and should go directly to their learning spaces.
- Students must adhere to physical distancing and the [SMUS Mask/Face Shield Policy](#) when entering and exiting buildings.
- Students should bring the minimal number of items that are needed for the day.
- Students must wash or sanitize hands before entering buildings and where applicable, all learning spaces and locker areas.
- Students must stay with their cohort or maintain physical distancing until the student leaves the academic program areas for home or to their boarding houses.

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 the 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 – Richmond Road campus.

Expectations for Visitors or Third-Party Staff

- Visitors are expected to maintain the 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.
- 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.

Health, Safety & Hygiene

General Expectations

- Anyone who shows any COVID-19 symptoms must not attend school.
- Students, faculty or staff members may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms provided the student, faculty or staff member is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- 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.

Personal Hygiene & Cleaning

- Handwashing/sanitization is required by all individuals:
 - Upon arrival and before departing for home;
 - Before and after any breaks;
 - 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.
- Everyone is expected to maintain the 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 who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
 - Individuals will keep their personal items 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.

First Aid Protocols

- At this time, personal protective equipment (PPE), such as masks/face shields and gloves, will follow the [SMUS Mask/Face Shield Policy](#), except in the case of an individual providing care to someone who is injured or ill, where the support person 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 a designated health space, before being sent home in the case of a day student or back to a designated isolation room for a boarder.

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

Designated Health Space Protocols

- Temperature checks may be performed on symptomatic individuals.
- The designated Middle School and Senior School health spaces will only be available for individuals who are injured or those who need to be isolated prior to being sent home or back to the boarding house due to illness.
- Cleaning of the spaces will be completed before any new individuals are admitted.

What If an individual develops COVID-19 type symptoms while at school?

A supervisor 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 in the case of a day student, or the Senior Houseparent or Health Centre Staff in the case of a boarder to arrange for them to be sent home or to a boarding isolation room 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, 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 the symptomatic individual with a mask/face shield to cover their coughs or sneezes. Used masks will be disposed of appropriately 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, staff will immediately practice diligent hand hygiene;
- Practice diligent hand hygiene once the individual is picked up and before returning to 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.

Overview of the Day

Arrival & Departure Process

- Individuals must not enter the school if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
- No parents or guardians will be permitted in any of the buildings.
- Staggered start times in the Senior School will be necessary for arrival. This information will be communicated ahead of time. Middle School students will arrive together at the defined start to the day.
- Drop off may take place at a specific location identified for each group.
- During academic classes, students in cohorts will not need to physically distance or wear masks/face shields, but are welcome to do so as a matter of choice.
- Students may not enter any learning areas before their defined arrival time.
- Students should bring the minimal number of personal items that are needed for the day.

What Can Students Bring?

- Students should only bring items needed for the day. Students will be given a specific list of items to bring for their academic and extracurricular days. Items that are not easily cleaned (e.g. fabric or soft items) will not be permitted at school.
- Water fountains will be out of bounds except for the automatic touchless bottle filling stations. Therefore, students should bring water bottles with enough water for the duration of their time on campus.
- Snacks if required. Sufficient food should be brought by Middle and Senior School day students for the duration of their time on campus, as the Sun Centre dining hall will only be available to boarders and house staff. The Howard Café will be available to Senior School day students and staff, and Middle School students will have their own optional lunch program (information will be forthcoming regarding the process of ordering food). Boarders and house staff will receive their meals and snacks in the Sun Centre dining hall at specific cohort times.

Groupings (Cohorts)

- Cohorts have been established so that the number of students and staff interacting is minimized.
- Students must stay with their cohorts or maintain physical distancing for the duration of their time on campus.
- In some cases, cohorts may be split or combined as long as the minimum physical spacing is maintained.

Pick-up / Drop-off Locations

Students may receive specific pick-up or drop-off instructions (information will be forthcoming from school directors).

Screening Process

- Before attending school each day, individuals will self-assess that they are free of COVID-19 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 physical distancing, mask/face shield, health and safety protocols and procedures outlined in this plan.
- Temperature checks will only be performed during the day if triggered by symptomatic signs, which will then initiate existing first aid protocols.

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

- 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.
- 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.
- Staff members are to wear disposable gloves when cleaning up any body fluids (e.g. runny nose, vomit, blood, stool, urine). Staff 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 their academic and extracurricular days. Items that are not easily cleaned (e.g. fabric or soft items) will not be permitted at school.
- Staff will have wipes and gloves and will maintain the minor sanitizing of the indoor spaces and materials or seek assistance from the maintenance staff if required.

Facilities & Building Maintenance

General Information

- All buildings have been checked by our Maintenance Department and are in good working order.
- HVAC systems have been tested and upgraded where necessary. All rooms were assessed to ensure adequate ventilation needs are met.
- To support 6 ft (2 m) distance and flow in hallways and classrooms:
 - Students in cohorts will be able to circulate freely in classrooms.
 - 6 ft (2 m) spacing markers will be placed before doors, as required.
 - Individuals will physically distance as much as possible throughout the day, both in buildings and when transitioning to and from break times, outdoor time, washroom use and while in any other common spaces. For most children, maintaining physical distance is less practical, so the focus will be instead on minimizing physical contact.
 - Every room/office/space has been assessed for the maximum number of people per space (including faculty 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. In the case where no capacity sign is posted, the room will be locked and should not be used.
 - Directional one-way arrows may be placed in hallways, staircases, larger spaces and classrooms as required.
 - 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.

Classrooms

- Desk spacing has been maximized to increase physical distancing in times when mixed cohorts are together.
- Student movement within buildings will be outlined (including entry, flow, exit).
- Windows adjusted for maximum ventilation and HVAC systems have been enhanced to maximize refresh rates.

Common Spaces

- Water fountains are out of bounds, except for the automatic touchless bottle fillers. Students should bring water bottles with enough water for the duration of their time on campus.
- Stop signs will be posted on doors leading into spaces not to be used; these doors will be locked.
- Engineered barriers (such as glass, Plexiglass or dutch-doors) will be used for high traffic spaces such as reception/office areas

Bathroom use

- Students are permitted to use dedicated bathrooms with posted capacity limits.
- Bathrooms will be cleaned three times per day.

- Bathrooms are well-stocked with soap, hand sanitizer and loose paper towels.
- Signage for proper handwashing technique is posted in many areas of the school, including at all handwashing stations.

Outdoor Space

- During non-class or community times, students must respect the expectation to remain in their cohort group whenever possible or minimize exposure to students, staff and faculty from other cohorts. Circulating the campus during these times will require adherence to physical distancing and the [SMUS Mask/Face Shield Policy](#).
- General signs about physical distancing and health and safety protocols will be posted in strategic areas around the campus.
- Middle School playground equipment will be open for use as per the local municipal guidelines. For younger children maintaining physical distance is less practical so the focus will be instead on minimizing physical contact.
- Outdoor activities will follow physical distancing and health and safety protocols, which minimize the intensity and duration of interactions.
- Canopy tents will be added to facilitate the use of outdoor spaces.

Staffing and Supervision

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 Return to Work Safety Plan for Staff](#) before their return to campus.
- 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 self-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 are expected to maintain the physical distancing and the [SMUS Mask/Face Shield Policy](#). 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 buildings.
 - 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 on the campus.
- Hygiene
 - All faculty, staff and students are to remain on-site for the duration of their school day. They are also expected to depart as soon as their day is completed; please no loitering.
 - 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

- Supervision routines and expectations are outlined by the school directors and they are particular to the grades and planned activities. Please see the Middle and Senior School duty schedules for specific supervision responsibilities.

Boarding Preparations and Mitigations

Pre-Arrival, Quarantine

- There has been frequent communication with families regarding eligibility to enter Canada.
- Families have been asked to ensure proper documentation is in hand, including valid study permit, quarantine plan and school letter.
- All international travelers are required to quarantine/isolate for 14 days upon their arrival. Boarding families have been notified and provided the Federal guidelines and expectations regarding 14-day quarantine.
- Quarantine is conducted off-campus. Families could choose to make their own arrangements or utilize a SMUS-organized quarantine at the Double Tree by Hilton Hotel and Suites.

Health Centre – Operations and Protocol

- Nursing staffing has increased.
- An Electronic Medical Records system has been implemented.
- A process for virtual health care for initial assessment, triage, and non-emergency care has been implemented.
- All visits to the Health Centre must be scheduled after a virtual health assessment.
- The Health Centre facility, waiting area and exam rooms have been reorganized.
- An Isolation Protocol for persons displaying COVID-19 symptoms has been developed, which includes:
 - PPE requirements, supplies and locations of supplies;
 - Designated isolation spaces on campus separate from main living areas for isolating and caring for students with infectious illness;
 - Testing protocol in accordance with Public Health;
 - Post assessment care including -check-in, dining and mental health checks.

Boarding Cohorting

Boarding students will be allocated to boarding houses to best align with school learning cohorts to minimize cross learning cohort interactions. This will allow for more efficient scheduling, activity planning and target priorities for each specific cohort involving the fewest adults possible.

Boarding Residences

- We have increased frequency and enhanced cleaning of common and high traffic areas.
- Common computers in the office and common rooms have been removed.
- Foyer furniture has been removed.
- Plexiglass has been installed around duty desks.
- Sanitization stations have been installed at boarding house entrances.

- Signage for social distance and COVID-19 hygiene signage has been placed throughout boarding houses.
- PPE has been added to first aid kits.

Dorm Rooms

Each dorm room has a self-contained washroom and shower. This creates significant mitigation within the boarding house as there is no communal usage of washroom facilities. It is for this reason that two students are deemed permissible to occupy a room.

Dining

- The dining hall will only be accessible for boarding students and boarding staff.
- The dining hall has been rearranged to reduce density, and create spacing for cohort areas.
- There will be staggered meal times and designated seating by boarding cohort.
- Plans have been developed for in-house and in-room meal service in the event of isolation requirements.

Laundry

- Campus laundry service has increased days of operation.
- There will be minimal use of in-house laundry and designated days for students to drop off laundry by cohort.

Staffing

We have reorganized boarding staff roles and boarding house assignments to decrease shift time, increase availability flexibility, remain open on long weekends, and have spouses/partners working in the same building.

Visitors

People outside of student and staff cohorts will not be allowed to enter the boarding house unless special circumstances exist. These need to be approved by the senior houseparent or the Director of Boarding. New students will be permitted to have a parent assist with their move into the boarding house.

Resources

External website links

- 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 the 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.

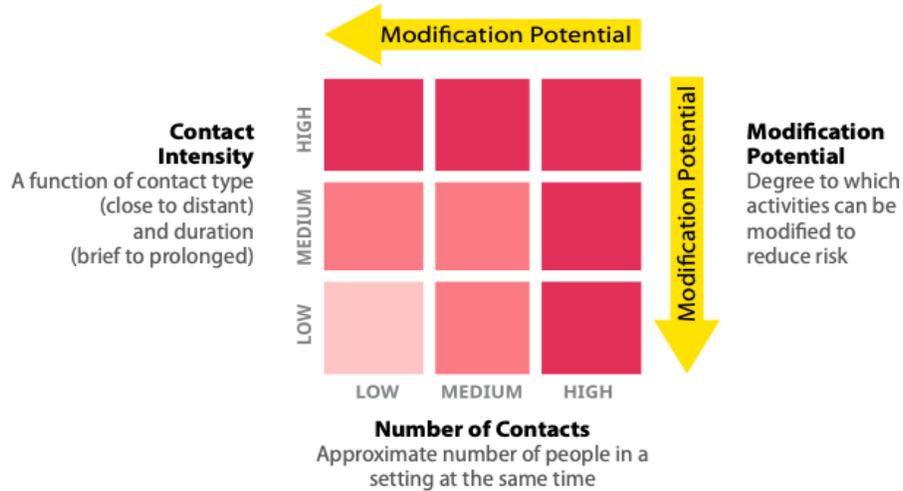
- Clusters and outbreaks involving students and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Students are not the primary drivers of COVID-19 spread in schools or community settings.
- Schools and childcare facility closures have significant negative 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.



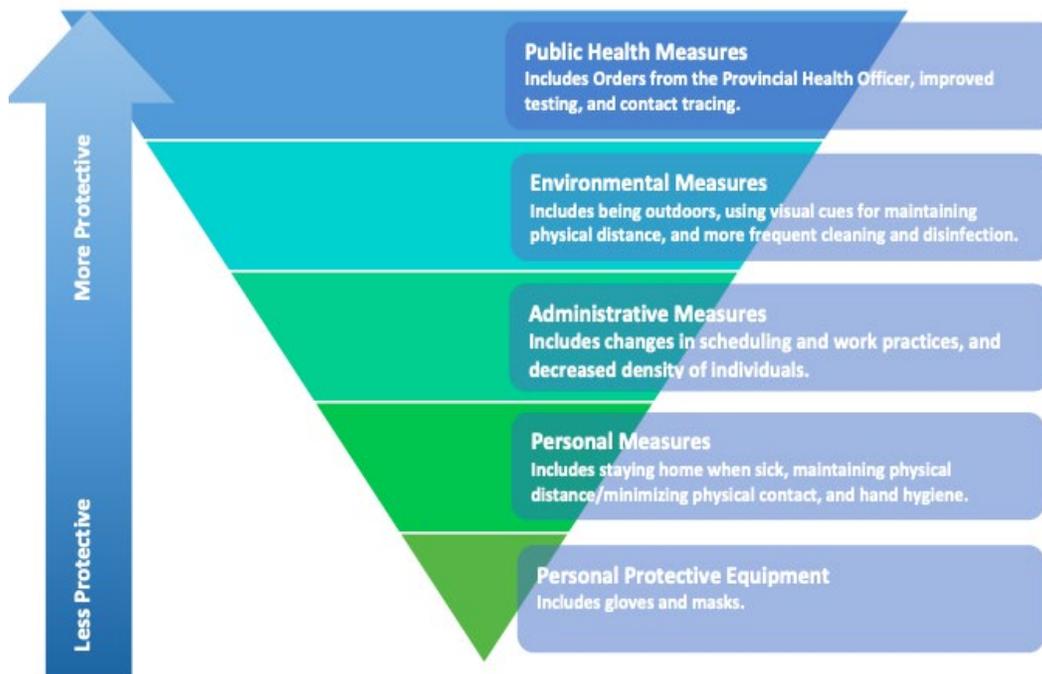
By completing these ratings, you can position your organizational setting on the risk matrix below:



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](#).