



**Penticton**  
CHRISTIAN SCHOOL

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## **COVID-19 Health and Safety Plan**

**Rationale:** to reduce the risk of exposure to COVID-19 at Penticton Christian School (PCS).

**Objectives - to reduce the risk of exposure by addressing how:**

1. The PCS learning and working environment is organized and arranged;
2. Some specific activities are carried out;
3. PCS cleans and sanitizes; and
4. Changes and precautions will be communicated to everyone at PCS

This health and safety plan will be subject to change as new information relating to the virus becomes available. The plan is to be shared widely with staff members and the entire school community as a whole; involvement of staff members in the planning process is of utmost importance to both the scope and successful implementation of this plan. This plan must be posted at Penticton Christian School as well as on the school website. Adherence to this COVID-19 Health and Safety Plan is mandatory, to keep all staff members and students safe.

1. **Assessment of Risk at PCS** - the virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face.
  - Identified risks: classrooms, staffroom, learning assistance rooms, office space, hallways; photocopiers; laptops; musical instruments; furniture; physical education equipment; water fountains; lockers; frequently touched surfaces such as doorknobs, drawer pulls, washroom doors, sinks/faucets, light switches, elevator buttons; fridge, microwaves, home economics room; cash monies, credit cards; people, lack of physical distancing, student drop-off; personal items such as writing utensils and electronic devices; school supplies, bags; etc.

## 2. Measures to Reduce the Risk at PCS – these are put in place to minimize the risk of transmission of the virus.

- Follow the orders, guidance, and notices issued by the provincial health officer as they pertain to the BC education system as a whole and to Group 1 independent schools specifically;
- Adhere to the standards, guidelines, and direction from WorkSafeBC;
- Follow additional health and safety requirements as implemented by the BC Ministry of Education;
- Follow the suggestions of both SCSBC and FISA as they pertain to COVID-19 related health and safety measures in member schools;
- Establish and post **maximum occupancy limits for both the entire school building as well as individual locations within the building, such as classrooms, staffroom, learning assistance rooms, home economics room, washrooms, elevator, etc.;**
- **Reduce class size, organize students into smaller groups to stay together during the school day, teach outside if and when possible, limit the number of different staff members interacting with different students, avoid close greetings such as hugs or handshakes, remind students to keep their hands to themselves when possible, use educational tools to teach about physical distancing, avoid activities that require physical contact;**
- Consider *working alone* arrangements (as per school policy), virtual meetings, reducing the number of individuals in the building overall, changes to work schedules (including COVID-19 related sick leave provisions);
- Implement strict physical distancing rules for staff members and others, including students, to **keep at least two meters or six feet apart;**
- Use **visual cues for maintaining physical distance, help younger students minimize physical contact as the concept of “maintaining physical distance” is difficult for them to understand;**
- **Ongoing communication outlining the strict physical distancing rules, including via emails, memos, staff meetings, newsletters, signage, etc.;**
- **Signage** that guides staff members’, students’, and other individuals’ behaviours, such as (one-way) walking direction and space they occupy while in the school

building;

- **The installation of a permanent glass or plexiglass barrier in the front office/reception area as well as behind the secretary's desk, in between the photocopier and the secretary's work space (once installed, the cleaning of such barriers has to be performed daily);**
- **Wipe down equipment** such as photocopier buttons after use;
- **If possible, do not share equipment – avoid sharing personal items such as electronic devices and writing instruments;**
- **Reduce the amount of unnecessary staff and student movement in the school building;**
- **Implementation of a “one-way system” of movement** within the school;
- **Reduce/limit the number of visitors and other professionals present in the school (on an “as needed” basis);**
- Encourage families to call the school, rather than coming by the school in person;
- **Controlled and staggered entrance to the school building through the main entrance door (north side of the building) – staff members and students;**
- **Parents and guardians remain outside of the school to drop off their children;**
- **Staggered recess, lunch, and departure times, utilizing other school building exit doors as well;**
- Staff members and students should remain on site during recess and lunch;
- **No sharing of food or drink between students – have parents label their students' beverage and food containers;**
- No food preparation in the home economics room, until further notice;
- **No access to water fountains – disable them;**
- **Establish protocols for bringing materials such as bags and school supplies into and out of the school building – *reduce the movement of such materials into and out of the school* (label them and leave them at the school for the**

duration of the COVID-19 crisis and until directed otherwise);

- **Chapels, awards ceremonies, assemblies, and other school-wide events should be held virtually;**
  - **Staff and students who have had symptom(s)\* of COVID-19, cold, and/or flu in the last ten days will not be admitted to the school building or other work-related site AND must self-isolate at home for a minimum of ten days (also refer to “PCS Daily Health Assessment” – attached);**
  - **Staff members must assess themselves daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to entering the school;**
  - **Utilize the BC Ministry of Health’s online COVID-19 self-assessment tool at [covid19.thrive.health](https://covid19.thrive.health), if unsure of the need to self-isolate;**
  - **Any staff member or student who falls ill with any such symptoms during the school day will be asked to remove himself/herself to an isolation area (supervised) until his/her departure from the school building;**
- 
- Follow the information as contained in the document “COVID-19 health and safety Cleaning and disinfecting” (WorkSafe BC, 2020 – attached);
  - Sufficient hand washing and hand sanitizer facilities/stations are available – **staff members and students must wash their hands when first arriving in the building, before and after recess and lunch breaks, before they go home, after using the washroom, after sneezing or coughing into hands or tissue, whenever hands are visibly dirty, when moving between different learning environments, after handling materials (such as cash, enrolment papers, etc.), before and after handling common tools and equipment such as a pair of scissors, a sticky tape dispenser, a hole punch, or other items commonly found in classrooms;**
  - **Staff members and students are encouraged to use the hand sanitizer stations and disinfectant wipes frequently, to support good hygiene practices;**
  - Staff members are asked to assist younger students with hand hygiene as needed;
  - **The school’s janitor cleans the entire school thoroughly at least once per day, usually after the regular school day is over (this includes the emptying of garbage containers on a daily basis);**

- **In addition**, the janitor is required to be at the school between 11:45 am and 12:45 pm to disinfect frequently used items such as all school door handles, cabinet handles, stair railings, light switches, telephones, keyboards, remote controls, whiteboard markers, and washrooms (at least twice per day);
  - **The janitor also is required** to clean desks and chairs and other items that may come into contact with students, especially in between groups of students (at least twice per day);
  - **In the case of toys, the homeroom teacher and/or special education assistant** is required to clean and disinfect them at least twice per day;
  - There is no need to limit the distribution or sharing of books or paper-based educational resources to students;
  - Adequate cleaning training and materials are available at all times;
  - Effective cleaning, sanitizing, and hygiene practices help reduce the risk of COVID-19 exposure and transmission;
  - First aid room – pillow cases and blankets must be laundered between each student – consider purchasing single use only pillow cases and blankets;
  - Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine) and wash hands before wearing and after removing gloves;
  - During COVID-19, the use of private vehicles is encouraged – keep family units intact;
  - Masks are deemed unnecessary in the school setting unless required by the provincial health officer;
- 3. PCS Policies – necessary to manage the PCS workplace during COVID-19<sup>^</sup>.**
- Staff and students who have had symptom(s)\* of COVID-19, cold, and/or flu in the last ten days will not be admitted to the school building or other work-related site AND must self-isolate at home for a minimum of ten days (also refer to “PCS Daily Health Assessment” – attached);
  - Anyone under the direction of the provincial health officer to self-isolate must follow those instructions;

- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case MUST self-isolate for 14 days and monitor for symptoms;
- Any staff member or student who falls ill with any such symptoms during the school day will be asked to report to the school's first aid attendant, then remove himself/herself to an isolation area until his/her departure from the school building (a mask may be provided in the meantime);
- If necessary, the staff member or student may be picked up by the staff member's/student's emergency contact (e.g. spouse, parent);
- If the staff member or student is severely ill (such as difficulty breathing or chest pain), call 9-1-1;
- First aid attendants will continue to provide treatment to staff members and students as necessary [see the WorkSafeBC document, "OFAA protocols during the COVID-19 pandemic A guide for employers and occupational first aid attendants" (2020), for additional precautions – posted in the school's first aid room];
- Clean and disinfect any surfaces that the ill staff member or student has come into contact with;
- The school is cleaned and disinfected in accordance with the BC Centre for Disease Control's "COVID-19 Cleaning and Disinfectants for Public Settings" (2020) - attached;
- Anyone who may have come into contact with the sick staff member or student must perform hand hygiene;
- Contact 8-1-1 or the local public health unit to notify them of a potential case and seek further input, if COVID-19 is suspected;
- "*PCS Working Alone Policy*" (dated April 16, 2020);
- ^The items listed under "*3. PCS Policies – necessary to manage the PCS workplace during COVID-19.*" are deemed to be PCS policies approved by the Board of Directors of Penticton Christian School, by virtue of the same PCS Board approving this *PCS COVID-19 Health and Safety Plan* (with the exception of the "*PCS Working Alone Policy*", which was approved previously).

\*fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headache (also refer to "PCS Daily Health Assessment" – attached)

#### **4. Communication and Training – knowing how to stay safe at PCS during COVID-19.**

- The principal will regularly communicate health and safety plan protocol related to COVID-19, cold, and flu – via staff meetings, memos, emails, phone calls, etc.;
- Staff members, students, and school families will continue to receive training and information in the area of COVID-19 related workplace and learning environment safety;
- Communicate frequently the need to stay home when sick;
- Mandatory completion of the “PCS Daily Health Assessment” on behalf of students – students are not permitted to attend the school if a parent refuses to provide the required information to the admitting staff member or if the student exhibits symptoms of COVID-19, cold, flu, or any other infectious respiratory disease;
- Post signage, including maximum occupancy limits and effective hygiene practices;
- Establish a central location in the school where new information is posted relating to COVID-19;
- Keep records of all COVID-19 related meetings, including instruction, training, COVID-19 reports, etc.;
- The school principal will enforce this plan and support all staff members and students in adhering to this plan;
- Staff members will follow established work procedures and instructions as directed by the principal or the Board of Directors of PCS Society;
- The school principal will continue to receive training in the area of COVID-19 related workplace safety;

#### **5. Workplace Monitoring and Plan Updating – staying up-to-date in COVID-19 prevention.**

- PCS will update this plan as new information, risks, and challenges are identified, involving staff members’ input;
- Health and safety concerns are to be reported to the school principal and to a staff member/worker representative (Mrs. Crystal Molitowsky – Special Education Assistant);

- These concerns will be resolved together.
- 6. **Risks from Resuming Operations – staff returning, new staff, new roles and responsibilities.**
  - PCS will train new staff with respect to this plan;
  - Staff returning from “working alone” arrangements may need a re-introduction to workplace health and safety at Penticton Christian School;
  - **Staff members are to only perform essential tasks to maintain the student’s education and well-being** – non-essential tasks are to be put “on hold” until directed otherwise by the provincial health officer, via the principal;
  - New role(s) may mean new responsibilities with regard to the *PCS COVID-19 Health and Safety Plan*.

**Note – Resolving Concerns about Unsafe Work; Questions and Concerns; Protecting Mental Health:**

- a. Staff members have the right to refuse work if they believe it presents an “undue hazard”.

In the context of COVID-19, an “undue hazard” is defined as follows:

“For COVID-19, an “undue hazard” would be one where a staff member’s job role places him/her at increased risk of exposure and adequate controls are not in place to protect them from that exposure.” (“COVID-19 and returning to safe operation”, WorkSafeBC, 2020)

If the matter is not resolved, the staff member and the principal or Board of Directors of PCS Society must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

- b. Staff members, administration, and the Board of Directors of PCS Society with questions or concerns about workplace exposure to the COVID-19 virus can contact WorkSafeBC at 1.888.621.SAFE.
- c. Mental health is as important as physical health; anxiety and uncertainty are realities created by COVID-19. PCS is committed to supporting the mental well-being of its staff members and other members of the community. An impact assessment of the students (and staff members) is crucial as part of a trauma-informed transition back into classrooms; the use of surveys and check-ins is



encouraged in order to gather important data to inform what level of trauma response and recovery will be necessary to support the PCS community.

### **Resources Consulted:**

- WorkSafeBC – *Education (K-12): Protocols for returning to operation* (2020);
- WorkSafeBC – *COVID-19 and returning to safe operation* (2020);
- WorkSafeBC – *COVID-19 Safety Plan* (2020);
- WorkSafeBC – *COVID-19 health and safety Cleaning and disinfecting* (2020);
- WorkSafeBC – *OFAA protocols during the COVID-19 pandemic A guide for employers and occupational first aid attendants* (2020);
- WorkSafeBC – posters “Help prevent the spread of COVID-19” – *handwashing, cover coughs and sneezes, occupancy limit, workplace, visitor, how to use a mask*;
- WorkSafeBC – poster “Wash your hands Don’t take your work home with you.”
- WorkSafeBC – *COVID-19 health and safety Designing effective barriers* (2020);
- WorkSafeBC – *Preventing exposure to COVID-19 in the workplace A guide for employers* (2020);
- BC Centre for Disease Control – *COVID-19 Cleaning and Disinfectants for Public Settings* (2020);
- BC Centre for Disease Control – *COVID-19 Public Health Guidance for K-12 School Settings* (May 19, 2020) – see Appendices A, B, and C;
- BC Ministry of Education – *Provincial COVID-19 Health & Safety Guidelines for K-12 Settings* (2020);
- BC Ministry of Education – *Supporting the K-12 Education Response to COVID-19 in B.C.: Operational Guidelines for School Districts and Independent School Authorities* (May 15, 2020);
- SCSBC – *School Readiness Essentials* (2020);
- PCS Daily Health Assessment (2020); and
- Dr. Marleen Wong, North American Center for Threat Assessment and Trauma Response – *Psychological First Aid (PFA) for Schools, Teachers, and Students During the World-Wide Pandemic* (April 2020)

**Draft created: May 21 and 22, 2020 - For immediate implementation, but no later than June 1, 2020;**

Approved by the Board of Directors of PCS Society: June 18, 2020



# Daily Health Assessment for Child

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Completed by Staff with Information **Provided by the Parent during drop-off.**

Does your child have any of the following symptoms:	Date	Name of child and parent
Fever (body temp > 37.5°C)	(Y/N)	(comments)
Cough		
Sneezing		
Sore Throat		
Loss of appetite		
Abdominal pain		
Shortness of breath/ Difficulty breathing		
Disorientation		
Feeling unwell/ Fatigue/Exhaustion		
Nasal Congestion		
Chills		
Diarrhea		
Vomiting		
Other		

**If any of these signs and symptoms are present your child is not able to attend school.**

Please call HealthLink BC at 8-1-1 or visit a health care professional.

Staff Name – Please print

Staff Signature

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# COVID-19 health and safety

## Cleaning and disinfecting

The virus that causes COVID-19 is easily destroyed by mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

### How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

### Cleaning and disinfecting

Effective cleaning and disinfection involves a two-stage process.

#### Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.

#### Disinfection

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

### What surfaces you should clean and disinfect

Start by cleaning and disinfecting all the common surfaces that workers and customers touch. Examples include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets, gas pump handles, and ATM machines.

Conduct a survey of your workplace to determine if there are other surfaces that workers, customers, or children touch regularly. A workplace where the public can come and go will need a more thorough assessment and plan than a small shop where there are normally just a few workers.

Clean and disinfect common high-contact surfaces inside and outside to limit the chance of the virus spreading through touching contaminated surfaces.

## What you can use to clean and disinfect

For cleaning, you can use regular soap and water or another cleaning solution. Depending on how many people are in the space and how it's used, you may need to clean some spaces more frequently.

There are a number of products you can use for disinfection. Health Canada has a list of disinfectants for use against COVID-19. They all have an assigned drug identification number. These are consumer products that don't require a safety data sheet, like some controlled products you may be familiar with. However, it's still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid introducing other hazards into your workplace.

One of the most common disinfectant solutions is water and bleach. You can make a 500 ppm bleach solution by adding 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. For other quantities, use this bleach calculator. Never mix bleach with other disinfecting products. This this can result in dangerous fumes. For more information, visit the BC Centre for Disease Control's [Cleaning and Disinfecting webpage](#).

Some sanitizing solutions contain up to 70 percent alcohol and will release flammable vapours. Use these with caution, and don't use them if there are ignition sources nearby.

## Make a plan for cleaning and disinfecting your workplace

Ask the following questions when making your plan:

- What surfaces and objects are workers likely to touch? Do they share any tools or equipment?
- What cleaning materials and supplies will you need? Buy a reasonable supply.
- How often will you need to clean? Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Consider how many workers are in the space; whether customers, children, or other members of the public are in the space; how long they're in the space; and how they use the space.
- When is the best time to clean? Consider cleaning before or after shifts, or before opening or after closing. Allow enough time for a thorough cleaning. Time the cleaning so it limits worker and customer exposure to cleaning and disinfecting odours.
- Who will do the cleaning? You may need to limit the number of cleaners and ensure they have time to clean effectively. Make sure workers who are cleaning have been trained to use the cleaning products safely.
- What personal protective equipment (PPE) will the cleaners need to protect against the cleaning chemicals?

There may be some machinery or equipment in your workplace that isn't used often. To reduce the amount of cleaning you have to do, consider cleaning these items and then boxing them or covering them with plastic drop sheets or tarps until you need them.

## Handwashing

Regular handwashing is an important part of maintaining clean surfaces. Establish handwashing procedures and communicate them to workers. Establish policies to ensure that workers are washing their hands regularly: at a minimum, when they arrive, immediately before any breaks, and just before leaving. This may be the most important infection control for your workplace.

Ensure workers have access to handwashing facilities. If none are available, set up handwashing stations or provide alcohol-based hand sanitizer.

## Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit [worksafebc.com](https://worksafebc.com).





# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

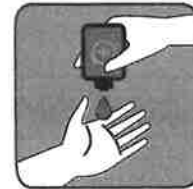
Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



**Cleaning:** the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

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

*All visibly soiled surfaces should be cleaned before disinfection.*

**Cleaning for the COVID-19 virus is the same as for other common viruses.**

Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

### Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

### Cleaning .....

For cleaning, water and detergent (e.g., liquid dishwashing soap), or common household cleaning wipes should be used, along with good physical cleaning practices (i.e., using strong action on surfaces).

### Disinfection .....

For disinfection, common household disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.

IPC v2.0



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

### Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

### Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl ammonium chlorides

DIN  
12345678

Check label and directions for use

### IMPORTANT NOTES:

- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned **BEFORE** disinfecting (unless otherwise stated on the product).

### List of disinfecting agents and their working concentrations known to be effective against coronaviruses<sup>1,2</sup>:

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5%	Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl ammonium chlorides' on the product label	Used for disinfecting surfaces (e.g., floors, walls, furnishings).

Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014).

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products. IPC v2.0

# School Readiness Essentials

The COVID-19 global pandemic has seriously disrupted the daily lives of children and adults all over the world, increasing the level of stress and fear for many people. The pandemic's impact on our school systems continues to be evident and affect us in multiple ways. As BC anticipates the return to in-class instruction, a profound focus on mission, clear communication, a strong understanding of risk and comprehensive health-safety protocols will allow schools to return to our new normal with manageable levels of anxiety and increased confidence and resiliency.

Our mission calls us to educate and disciple children and adolescents in a context that proclaims that our world belongs to God and in a manner that encourages them to

follow Jesus in all that they do. We re-engage in face-to-face instruction to support our students, the stars of our school community, who may deeply feel the impact of this crisis. We offer them a safe place to learn as we prioritize supporting their social and emotional needs. We re-align their notion of safe relationships with adults and we celebrate their re-connection with peers, acknowledging the need for appropriate hygiene and limiting physical contact. We welcome them back to school – a safe, friendly, creative, energetic place of learning and connecting to allow them to celebrate the gifts of scholarship and relationship as they bring closure to this school year and look forward with hope and eager anticipation to the beginning of the next.



1



## COMMUNICATE FOR CONFIDENCE

- ✓ Recognize the anxiety in returning, communicate transparently, listen/survey regularly
- ✓ Consistent ongoing messaging by admin/leadership teams
- ✓ Establish a procedure for soliciting feedback from staff / parent / students
- ✓ Clearly set staff, parents, student and visitor expectations with an emphasis on making them feel secure
- ✓ Be gentle with yourself, generous with others
- ✓ Establish HR policies regarding who can be at the workplace, addressing illness, and safety in adjusted working conditions, etc. (WorkSafeBC Covid-19 and returning to safe operation #3)

2



## PREPARE THE BUILDING

- ✓ Initiate cleaning plans and complete pre-return inspections
- ✓ Ensure safety of all returning staff
- ✓ Clean with products from approved lists from governing authorities (Health Canada approved)
- ✓ Review and prepare plans regarding changes to cleaning scope or any additional services
- ✓ Establish a janitorial plan for scope and frequency of cleaning and if need be ensuring that contracts and criminal record checks are in place to allow for daytime cleaning to occur

3



## PREPARE THE STAFF

- ✓ Establish procedures for deciding who returns and when; communicate with staff
- ✓ Mitigate anxiety of returning to school through change management planning and communications (see SCSBC Leadership Continuity ppt)
- ✓ Consider why people can benefit from returning to work
- ✓ Consider why people may need to continue work from home (WFH) based on health and family priorities
- ✓ Appropriately allocate staff into 4 groups: those who work at school; those who WFH; those on COVID leave; those on (voluntary) lay-off
- ✓ Develop and execute a detailed plan on returning to work
- ✓ Provide training on safe work procedures
- ✓ Prepare and post reminders of physical distancing and cleaning protocols (see WorkSafeBC posters)

4



## CONTROL ACCESS

- ✓ Develop protocols for safety and health checks, building reception, deliveries, elevators, visitor policies
- ✓ Control the entry and exit points for staff, students, parents and deliveries
- ✓ Reconfigure gathering and lobby areas for physical distancing
- ✓ Clearly communicate building protocols through signage and floor markings
- ✓ Provide sanitizer and wipes as appropriate; carefully consider any usage of PPE
- ✓ Create a plan for student arrival and dismissal
- ✓ Encourage reduced density for transportation of students to and from school

5



## CREATE A PHYSICAL DISTANCE PLAN

- ✓ Decrease density, manage schedule and consider traffic patterns and density
- ✓ Consider phasing based on roles and priorities
- ✓ Introduce planning to support physical distancing of 2M between adults
- ✓ Redesign spaces, alternate desk/chair use, etc., for distancing; post maximum capacity signage per room (e.g. WorkSafeBC poster)
- ✓ Consider designating the direction of foot-traffic in main circulation paths (with appropriate signage)

6



## REDUCE TOUCH POINTS AND INCREASE CLEANING

- ✓ Maintain enhanced cleaning and disinfecting practices
- ✓ Supply disinfectants near or on early those that are shared
- ✓ Consider protocols for shared food and beverage areas
- ✓ Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
- ✓ Consider keeping the main doors open for arrival and exit with someone greeting staff and students
- ✓ Sanitize all workspace areas, including office, conference room, breakroom, cafeteria, restroom, and other areas prior to opening
- ✓ On high touch surfaces cleaning will be required a minimum of 2x per day
- ✓ Have cleaning protocols in place for high-touch shared tools such as whiteboard markers, remote controls, etc.

7



## LEARNING CONTINUITY

- ✓ Be aware of staff capacity for managing both on and off-site learning
- ✓ Look at the return through a crisis response lens (Considerations for Recovery)
- ✓ Emphasize the priority of social emotional learning (i.e. joy-filled greetings, hopeful openings and closings, collective prayer)
- ✓ Maintain the remote learning plan and support this plan during on site learning
- ✓ Create ways to foster connection, community, belonging, and joy
- ✓ Look to create glimpses of "back to normal" through consistent routines and pedagogical best practices
- ✓ Engage in age appropriate spiritual discipline practices such as prayer, praise, lament, and service

