



Penticton CHRISTIAN SCHOOL

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 (or cohorts – new) to stay together during the school day, teach outside if and when possible, limit the number of different staff members interacting with different students (staff members interact with one cohort, to a maximum of two cohorts if necessary for safety and student learning – new), 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 (but make allowances for younger students – new);**
- 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 (students and staff keep to their cohorts, with the exception of staff that may need to provide safety and learning opportunities to another cohort, if applicable – new);**
- **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);**
- **The school will maintain a list of contact information for visitors and other professionals in the school (new);**
- 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, unless the food prepared is for personal consumption only and not to be shared with others (new);**
- **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 UNTIL negative COVID-19 test and on advice of the PHO (also refer to “PCS Daily Health Assessment” – attached) (new);**
- **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, 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 foys, 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;
- **Mask wearing will be optional, with the following exceptions: All K-12 staff and students in grades 6 through 12 will be required to wear masks in common areas such as hallways AND all K-12 staff and students in grades 6 through 12 will be required to wear masks when physical distancing cannot**

be maintained and when they are outside their “normal” cohort (new);

3. **PCS Policies** – necessary to manage the PCS workplace during COVID-19^.

- **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 UNTIL negative COVID-19 test and on advice of the PHO (also refer to “PCS Daily Health Assessment” – attached) (new);**
- 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.
 - **The school principal and worker representative will meet together prior to any transition between education restart stages (new).**
- 6. Risks from Resuming Operations – staff returning, new staff, new roles and responsibilities.**
- **PCS will train all returning and new staff with respect to this plan (new);**
 - 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 Centre for Disease Control – COVID-19 Public Health Guidance for K-12 School Settings (July 29, 2020) - new;**
- 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);
- **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 (August 17, 2020) - new;

- 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)

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