



Communicable Disease Prevention Plan

Kitimat City High – April 2022

Step 1: Understand the risk

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.

Disease-related information issued by the regional medical health officer, or the provincial health office, is reviewed by the district leadership team, which includes the superintendent, secretary treasurer, directors, and principals/vice-principals. The team meets as often as required.

Information and direction on measures is emailed to school administrators, and staff.

Information is posted on the district's website in a timely fashion.

Step 2: Implement measures, practices, and policies to reduce the risk

Use existing policies, and collective agreements to support staff who have symptoms of communicable disease, so they can avoid being in the workplace when sick.

Overall

School Administrator will ensure that students/staff/visitors are aware and routinely reminded of their responsibility to practice health awareness. This will be supported by communications via email/facebook and website posts. There will also be signage at the door and all visitors must continue to sign in before proceeding to the office.

Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school.

Health care provider notes are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

The school district supports employees in receiving vaccinations.

School district personnel will ensure that all provincial health office, or ministry health office orders, guidance, recommendations, and notices, local or provincial, will be followed.

Work Safe BC protocols will be implemented as necessary

Community Use of Schools

We do not have any user groups at Kitimat City High.

Hand Hygiene

Hand sanitizer is available in all classrooms and at the entrance of the school.

The district will ensure that hand hygiene supplies are well stocked at all times, including soap, paper towels, and hand sanitizer.



The district promotes the importance of diligent hand hygiene to staff, and students regularly.

Posters are up to remind students and staff to wash their hands, and to cover coughs and sneezes (respiratory etiquette).

Masks

Masks will be available at the main entrance for anyone who wishes to use one.

Attendance and Record Keeping

Students attendance will be recorded daily by the secretary and entered into the MyEdBC computer system.

Staff attendance will be recorded in the Smartfind computer system.

Space Arrangement

The students will continue to enter and exit through the main doors.

Classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches will be used.

Visitors

Any visitors must sign in at the front entrance before proceeding to the office.

Food Services

Students will wash their hands using soap and water prior to being served lunch in the lunchroom.

Servers will wash their hands prior to serving food to students and staff. Students will eat lunch in the multi-purpose room.

Hot breakfasts will be served and eaten in the multi-purpose room.

Sharing of food and drink items are not permitted.

Curriculum, Programs and Activities

PE activities will be held outdoors whenever possible.

Staff and students entering the gymnasium will sanitize their hands before participating in any activities or accessing any equipment.

Staff and students will sanitize their hands upon leaving the gym.

Yoga mats will be disinfected prior to being used and cleaned after the yoga session has ended.

All sporting equipment that is used will be left on a trolley and disinfected each evening.

Students will keep distance between them and their classmates in every room to avoid any involuntary physical contact.

Students will wash their hands for 20 seconds using soap and water when entering the kitchen area to participate in Foods.

Water Fountains

Regular use of the filtered water fountain in the main hallway will resume with no restrictions for students and staff. Students and staff will be encouraged to fill their own personal water bottle.



Personal Prevention Practices

Students will receive ongoing reminders from staff to wash their hands, practice proper respiratory etiquette, not share any personal items, food or beverages and to maintain physical distance between themselves and others to avoid any involuntary physical contact. Reminders will be communicated during the morning and afternoon meetings.

Posters displayed throughout the site will remind staff and students to wash their hands, practice proper respiratory etiquette, not share any personal items, food or beverages and to stay home if they feel sick.

Personal Health Measures

Everyone at school should practice health awareness, including staying home when sick.

The decision to wear a mask or face covering is a personal choice for staff, students and visitors. A person's choice should be supported and respected.

Schools should continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school.

Staff and students should be encouraged to practice hand hygiene upon school entry and before/after breaks and eating, using the washroom and using frequently touched shared equipment.

Staff and students should:

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene.

Staff and students should be encouraged to respect others personal space (the distance from which a person feels comfortable being next to another person).

Staff and students should be encouraged to not share items that come in contact with the mouth (e.g. food, drinks, unwashed utensils).

Symptoms Develop at School

When any staff member develops symptoms of illness while at school they will report this to the principal and leave the site. The principal will contact Central Office dispatch to make arrangements for a replacement.

When any student develops symptoms of illness while at school they will report this to the principal or secretary who will contact parents to make arrangements for the students to be taken home. The student will wait in the office or outside the office while waiting for transportation home.

Returning to School After Illness

Parents / Guardians will contact the school daily and leave a message when a student is sick and indicate an anticipated date of return.

Staff will contact parents/guardians as per school procedures whenever a student is absent from school without any notification (reason) from a parent/guardian.

Cleaning

Frequently touched surfaces are cleaned and disinfected at least once a day. Surfaces touched by fewer people are cleaned once a day. Practices are in place to clean and disinfect frequently touched surfaces when they are visibly dirty. Other general cleaning occurs in line with regular practices.



Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.

Our school custodians are responsible for the cleaning.

All classrooms and offices also have Morning Mist to disinfect an area if necessary.

Building Ventilation

All HVAC systems are operated, and maintained as per standards and specifications. Buildings are monitored, and preventative maintenance systems are in place to ensure systems are working properly. HVAC programming has been modified to increase fresh air input prior to and during building occupancy whenever possible.

Portable air conditioners, and fans are not normally used, if required, portable appliances are situated to move air from high to low avoiding horizontal cross breezes. Windows may be open windows when weather permits, if it does not impact the functioning of ventilation systems.

Risk mitigation strategies are identified for excessive heat events or times of poor air quality.

Transportation

General cleaning occurs in line with regular practices. Practices are in place to encourage bus drivers, and passengers to practice respiratory etiquette, and hand hygiene before and after trips.

Step 3: Communicate measures, practices, and policies

Make sure everyone entering the workplace, including workers from other employers, receives information about your measures, practices, and policies for managing communicable disease.

Processes are in place to ensure itinerant staff, teachers on-call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times, including health awareness, and to stay home when sick.

Signage is up, and check in at the school office is required. Information is posted on the district and school websites.

Staff are kept abreast of changes through the start of year orientation session, email, and staff meetings.

Staff, adult volunteers, visitors, and students in Grade 4, and higher, in "bricks and mortar" schools wear a non-medical mask or face covering (a "mask") according to the guidelines or applicable public health orders/recommendations.

Masks are available for those who have forgotten theirs.

Step 4: Monitor your workplace and update your plan as necessary

Continually evaluate and update your plan to reflect changing risk levels and work practices.

Site joint health and safety committees are kept informed of ongoing evaluation of measures, practices, and policies through their school principal. The district joint health and safety committee works closely with the secretary treasurer, and are kept informed through them.

Workers escalate health and safety concerns through their site joint health and safety committee members.

Administrators constantly monitor that measures, policies, and practices are being followed through their site joint health and safety committees, staff meetings.



Workplace inspections and ongoing supervision, are used to ensure measures are functioning properly, and being followed, and maintained.

Individual employees are reminded to monitor their workplace, and risk level.

Plans will be updated to reflect changes as they occur.

Employees are made aware of the process required to raise health and safety concerns.

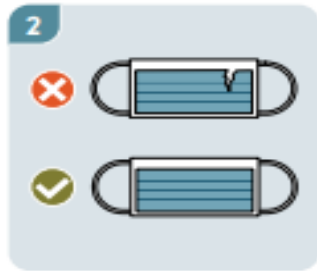


APPENDIX: A - How to Use a Mask

Prevent the spread of communicable disease: How to use a mask



1
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2
Inspect the mask to ensure it's not damaged.



3
Turn the mask so the coloured side is facing outward.



4
Put the mask over your face. If there is a metallic strip, press it to fit the bridge of your nose.



5
Put the loops around each of your ears, or tie the top and bottom straps.



6
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7
Press the metallic strip again so it moulds to the shape of your nose. Wash your hands again.




8
Don't touch the mask while you're wearing it. If you do, wash your hands.




9
Don't wear the mask if it gets wet or dirty. Don't reuse it. Follow the correct procedure for removing the mask.


Removing the mask




1
Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3
Dispose of the mask safely.



4
Wash your hands. If required, follow the procedure for putting on a new mask.



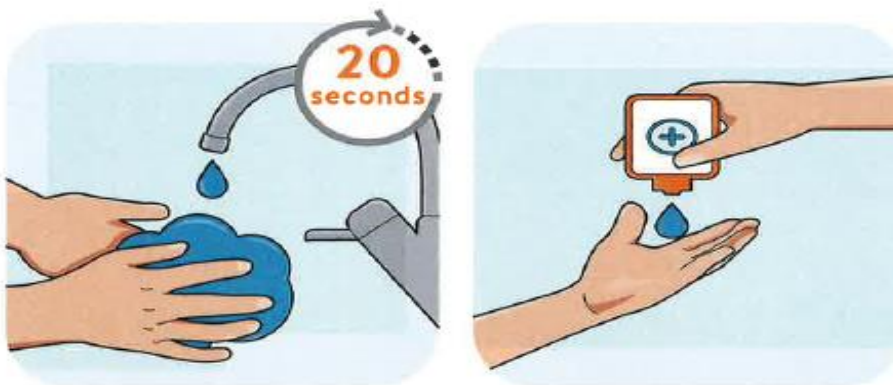
APPENDIX B – When to Perform Hand Hygiene

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none">• When they arrive at school.• Before and after any breaks (e.g., recess, lunch).• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).• Before and after using an indoor learning space used by multiple classes (e.g. the gym, music room, science lab, etc.).• After using the toilet.• After sneezing or coughing into hands.• Whenever hands are visibly dirty.	<ul style="list-style-type: none">• When they arrive at school.• Before and after any breaks (e.g. recess, lunch).• Before and after eating and drinking.• Before and after handling food or assisting students with eating.• Before and after giving medication to a student or self.• After using the toilet.• After contact with body fluids (i.e., runny noses, spit, vomit, blood).• After cleaning tasks.• After removing gloves.• After handling garbage.• Whenever hands are visibly dirty.



APPENDIX C – Hand Washing: When and How

Prevent the spread of communicable disease



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment



APPENDIX D - Coughs and Sneezes (Respiratory Etiquette)

Prevent the spread of communicable disease

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean your hands with alcohol-based hand sanitizer.



APPENDIX E - Room Occupancy

Prevent the spread of communicable disease


In order to reduce the spread of communicable disease, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: _____ **people**



APPENDIX F – Daily Health Check for KCH Staff, Students and Visitors

 DAILY HEALTH CHECK	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C) Chills Cough Difficulty breathing Loss of sense of smell or taste	If yes to 1 or more of these symptoms: Stay home and get a health assessment. Contact a health care provider or 8-1-1 about your symptoms and next steps.
OTHER SYMPTOMS	WHAT TO DO
Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea and vomiting Diarrhea	If yes to 1 symptom: Stay home until you feel better. If yes to 2 or more of these symptoms: Stay home for 24 hours. If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	If yes: All students and staff who have travelled outside of Canada are required to self-quarantine for 14 days after arrival under both provincial and federal orders. This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before they are scheduled to attend school to adhere to the self-quarantine orders. Additional information is available here .
CLOSE CONTACT	WHAT TO DO
Have you been contacted by public health and notified that you are a close contact of a person confirmed to have COVID-19?	If yes: Please follow the instructions provided by Public Health. You can call 8-1-1 anytime to get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.

If you have any questions, or the symptoms listed above get worse, contact your health provider, or call 8-1-1. For more information on COVID-19, please go to www.bccdc.ca. If you develop severe symptoms, such as difficulty breathing (struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.