

# ST. MATTHEW'S SAFETY PLAN



**Updated August 2020**

## **FIRST LEVEL OF PROTECTION: LIMITING THE NUMBER OF PEOPLE AT A WORKPLACE AND ENSURING PHYSICAL DISTANCING WHENEVER POSSIBLE**

- Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of people in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms and washrooms
- Change rooms will not be utilized by staff or students
- We have implemented measures to keep staff from different learning cohorts and others at least 2 metres apart, wherever possible.

## **SECOND LEVEL OF PROTECTION: BARRIERS AND PARTITIONS**

- We have installed barriers (*in the front office, library, Learning Support Teachers' room, particular classrooms*) where staff members can keep physically distant from visitors and students outside of their Learning Cohort
- We have included barrier cleaning in our cleaning protocols.

## **THIRD LEVEL OF PROTECTION: RULES AND GUIDELINES**

- We have identified rules and guidelines for how staff and students should conduct themselves. This includes: staff and students sanitizing their hands immediately upon entrance to the school and before they leave the school
- Staff will ensure areas they used are wiped down at least twice a day.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

## **FOURTH LEVEL OF PROTECTION: USING MASKS**

- We have reviewed the information on selecting and using masks and instructions on how to use a mask
- Masks will be worn by staff members according to the Provincial Health Officer guidelines; in particular staff members interacting with students/staff from different learning cohorts will wear a mask (and also have the option to use a face shield, too in addition to a mask)
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

## **REDUCING THE RISK OF SURFACE TRANSMISSION THROUGH EFFECTIVE CLEANING AND HYGIENE PRACTICES**

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (two times per day) as well as the timing (once during the school day and after school)
- Workers who are cleaning have adequate training and materials.
- We have removed/made off limits unnecessary tools and equipment to simplify the cleaning process

## COVID-19 SICK POLICY

From:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

As part of the infection prevention and exposure control measures to create a safe environment for staff and students, the following measures are in place to reduce the transmission of COVID-19.

- For the safety of all, the following conditions necessitate an individual remaining at home and self-isolating:
- all students and staff who have symptoms of COVID-19 in the last 10 days (symptoms include but are not limited to: fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)
- anyone who has travelled outside Canada in the last 14 days
- anyone identified as a close contact of a confirmed case or outbreak

1. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.

Parents and caregivers must pick up their child as soon as possible if they are notified their child is ill.

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.

- School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.

2. School Administrators must:

- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.

- Established procedures for students and staff who become sick while at school will be followed. This entails staff and students being sent home as soon as possible.

- Staff and students who are ill, including children of essential service workers, will not be permitted to attend school.



- Those unsure of if they or a student should self-isolate will be directed to use the BC COVID-19 Self-Assessment Tool.

- o If deemed warranted, they will be advised to contact 8-1-1 or the local public health unit to seek further input.

- o They may also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

Note: There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.