



Helen Dixon Centre: QDL/Aboriginal Education Health & Safety Site Plan
Stage 2 – September 2020

This plan is in addition to the direction provided within the following supporting documents:

- **SD28 Covid 19 Health and Safety Plan for Stage 2**
<https://bcsd28.civicweb.net/document/57793>
- **Provincial COVID 19 Health and Safety Guidelines for K-12 Settings – Updated Sep 3**
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
- **Up-to-date information on COVID-19, from the BC Centre for Disease Control (BCCDC) website**
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

ATTN: All QDL Families, ABED and SD28 District and Itinerant staff and students and guests are required to wear a non-medical mask upon entry to the building, in stairwells and hallways (these are locations where physical distancing cannot be maintained). Upon entering the building, individuals will hand sanitize sign in and proceed to their classroom. Within classrooms, individuals are expected to maintain physical distance from other staff members, adults and students. Individuals will mask when unable to remain physically distant from other staff, adults or students.

McNaughton, CNC and AbEd/QDL will operate as separate sites and staff and students will observe the Health and Safety plans posted at their designated entrances. Staff movement between sites will need to observe each H&S plan. Mingling of QDL and McNaughton students is discouraged as they are not in the same learning group.

- Exterior and Fire Doors separating sites will remained locked throughout the day.

Before Arrival:

- Staff, students and any parent /caregiver or guest attending or scheduled to meet at QDL, MyEd or Ab Ed must assess themselves daily for symptoms of COVID-19 or other infectious respiratory disease prior to entering the school. **See Appendix B, p9-10: Daily Health check example**
 - If staff or any adult has any symptoms, they must not enter the school.
 - If a student has any symptoms, they must not go to school.
 - Symptoms include:
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Shortness of breath
 - Loss of sense of smell or taste

- Diarrhea
- Nausea and Vomiting

SD28 Staff, parents, caregivers and visitors should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

All SD28 Staff, parents, caregivers and visitors are responsible for:

- To assess themselves daily for key symptoms of illness prior to entering the school. See Appendix B.
- If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.
- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1-, a primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.
- Staying home if they have travelled outside Canada in the last 14 days or are identified as a close contact of a confirmed case.
- Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition, can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms they should seek assessment by a healthcare provider.
- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider

Development of Symptoms While at School or in the building:

- Students and staff who become sick while at school will be sent home as soon as possible. When staff or students are not able to depart immediately, a socially distanced space will be made available where the student or staff member can wait comfortably.
- **Staff** will immediately distance themselves from others, report the concern to the principal, and remove themselves from the school without delay.
- **Students** will immediately distance themselves from others and report the concern to their parent and teacher. Parents will remove themselves and their child from the school without delay.

- In the rare case that a parent is not on site with their child and if parents or emergency contacts cannot be reached, students will be comfortably distanced from others, masked and a plan for transportation home will be developed.
- The student will be comfortably distanced from others
- The student will be instructed to wash their hands then sit at the table provided. Tissues will be provided to cover coughs or sneezes and the student will throw them away before performing hand hygiene.
- Teacher will supervise the student while maintaining physical distance as best as possible.
- The parent, who normally will be on site with their child, will be asked to remove their child from the school soon as possible.
- The student will exit the building via the main entrance.
- Staff will clean and disinfect the space where the student was separated and any areas used by them.

Personal Protective Equipment

Adults entering QDL and HDC will be expected to mask upon entry, in stairwells and hallways. In classrooms, staff and students are expected to maintain social distance, stagger entry and exit and mask if unable to physically distance from other individuals.

- **For Adults (Staff/Guests/Visitors/Parents):**
 - Parents, Guests, Visitors and Itinerant staff must wear a non-medical mask, upon entry, in stairwells and hallways and whenever they are unable to physically distance from others in the building.
 - Exceptions will be made for those who cannot wear masks for medical and/or disability-related reasons.
 - Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference. Refer to the Prioritizing Health and Safety – Flow Charts section for more information. http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf
- **For Students:**
 - Non-medical masks are not recommended for elementary school students due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff)
 - Middle and High School students will be expected to mask whenever they are interacting with individuals outside their learning group and are in common areas such as hallways and doorways.
- **Masks:**

- Schools and school districts will have non-medical masks available for staff and students, including anyone who becomes ill while at school. Information on cleaning and disinfecting instructions for face shields is available on the BCCDC website http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_EyeFacialProtectionDisinfection.pdf
- Students and SD school staffs will be provided two reusable masks at the beginning of the school year. Disposable masks will be made available at the entrance as necessary.

HDC Building Protocols between McNaughton Centre, Aboriginal Education, CNC, QDL and MyEd staff

- McNaughton Centre, Aboriginal Education, CNC, and QDL will
 - share direct line phone numbers with all staff – including admin cell phone numbers.
 - Email information to site admin and managers in advance of others being on site
 - District staff who wish to book room 303 must email christinekopetski@sd28.bc.ca
 - Conversations, consultations will occur via email or direct phone lines in the building.
 - McNaughton will use the McN kitchen and fridges for staff room and food storage.
 - Ab Ed/QDL will use the HDC staff room.

HDC Arrival and Departure Procedures:

- HDC is open to SD building staff from 7-10 daily
- It is closed to the public and/or drop in visits and all external doors will remain locked throughout the day.
- Floor markings and posters to address traffic flow and hygiene practices will be posted in classrooms and common areas.

SD28 District, Itinerant and Building Staff working at HDC, or attending meetings or small training sessions must

- have schedules or scheduled appointments/meetings
- follow the Health and Safety Protocols posted at the front entrance of the school
- maintain physical distance from other staff, adults or students and mask upon entry, in stairwells and hallways and upon departure

- Spots will be placed outside to support physical distancing from others waiting to enter the building
- stagger entry into the school,
- hand sanitize
- sign in and out on the **SD Employee sign in sheet** at the entrance
- proceed to designated location
- If building staff arrive earlier or leave later, they are required to sanitize all surfaces and common areas they touch.

QDL Parents and Students will

- have schedules or scheduled appointments/meetings
- follow the Health and Safety Protocols posted at the front entrance of the school
- maintain physical distance from other staff, adults or students and mask upon entry and departure and when in stairwells and hallways
- Spots will be placed outside to support physical distancing from others waiting to enter the building
- stagger entry into the school,
- hand sanitize
- sign in and out on the **QDL sign in sheet** at the entrance
- proceed to designated location
- be assigned appointment times in order to support a staggered approach to entering and exiting the building or picking up and dropping off packages
- arrive and depart at their assigned times.
- only one parent with child in QDL room at a time (only the parent and enrolled child should attend)

Cleaning and Disinfection of the school and learning materials:

- General cleaning and disinfecting of the school will occur once daily at the end of the day
 - This includes items that only a single student uses, like an individual desk or table
- Cleaning and disinfecting of frequently-touched surfaces will occur at least twice daily; midday and end of day.
 - These include door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- Phones and photocopiers will be disinfected before and after use.

- Students will be assigned computers/chrome books for use at school.
- The custodian will clean all electronics left on a designated ABED/MyEd/QDL table at the end of the day.
- The custodian will provide and monitor classroom and common area (staff room) spray bottles and disinfectant, changing cloths daily and replenishing disinfectant, hand towels and soap as necessary.
- Staff will use their desktops or sign out and use the same chrome book/laptop when and if they need to work from home or in other areas of the school.
- Paper hand towels will be provided rather than hand dryers.
- Water fountains will be disabled. Water bottles can be filled from school sinks. Students will be provided a water bottle for use at school.
- Hand sanitization stations are located at the entrance and top of the third floor stairwell. Sanitizer will also be in the staffroom and QDL classroom.
- Hand hygiene will be practiced at arrival and before departure, before and after breaks (i.e. recess, lunch), before and after eating and drinking, after using the washroom, after handling common resources/equipment/supplies, after sneezing or coughing into hands, and whenever hands are visibly dirty.
- The school w/c and staff room have a sink with soap and water available to staff and students.
- Teachers will limit frequently-touched items that are not easily cleaned. i.e., soft items, plushies

Physical Distancing:

- Adults will maintain a safe physical distance (2M) whenever possible.
 - There will be no face to face AB Ed or QDL group activities, gatherings or events
- Students will be reminded of the following:
 - To avoid close greetings, such as hugs and handshakes.
 - To keep their hands to themselves.
- QDL learning spaces, MyEd and ABED resource rooms and classrooms will be configured to allow distance between individuals (additional signage, floor markings).
- Individuals in the building will not be permitted to gather in hallways or common areas
- Fire doors between McNaughton Centre and Aboriginal Education will remain closed to AbEd/QDL/MyEd/CNC staff and students unless in case of fire or other evacuation emergency.

School Supplies:

- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, we will continue to distribute books and paper-based educational resources to students.
- Learning materials will be provided to QDL k-9 students by their teacher – students are not to share personal items.
- Staff have been assigned office materials (i.e. computer, stapler, scissors), which are not to be used by students or other staff at any time.
- Staff and students should not share personal items including electronic devices, writing instruments etc...
- Personal items will be kept in classrooms in designated spaces and labeled with students' name. No soft toys or stuffies to be brought to school.
- Shared school supplies, such as math manipulatives, will be cleaned between uses.

Teaching and Modelling:

- Students will be taught and supported to practice:
 - Proper hand hygiene
 - Respiratory etiquette
- Students will be taught and reminded to:
 - cough and sneeze into their elbow, sleeve, or a tissue
 - throw away used tissues
 - wash hands
 - not touch their eyes, nose or mouth with unwashed hands

Gatherings

- Helen Dixon Centre (Ab Ed/QDL/MyEd) will not be hosting large gatherings. We will reach out to our parent, student and staff communities electronically.

Food Preparation and Consumption

- Staff will take care of their own cups and dishes etc... Commonly used items: kettles, microwaves will be wiped down by staff before and after use.
- Students will wash their hands before and after eating.
- Students and staff are expected to bring their own lunch and/or snacks and water in containers clearly labeled with their names.
- All adults and students should bring their own water bottle and any food items with them
- There will be no shared food or shared food preparation on site.

Washroom Access:

- Students will have access to a washroom.
- Students are asked to wash their hands with soap and warm water for a minimum of 20 seconds before exiting the washroom and, under staff supervision, will hand sanitize upon re-entering their classroom.
- School staff will monitor washroom use and hallway movement
 - Staff will maintain social distance and wipe down any appliances/photocopiers/taps before and after use
 - Spray bottles with disinfectant and disposable toweling will be provided in common areas: staffroom, copier areas, QDL classroom and bookable labs (303, 204)
 - Staff will use their desktop
 - HDC/McNaughton will have a First Aid attendant on site as well as a designated backup

Appendix A: Summary of School-Based Control Measures



1. STAY HOME WHEN SICK

All students and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should clean their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread students and staff out to different areas when possible.

Take students outside more often.

*Stagger break and transition times.
Incorporate individual activities.*

Remind students to keep their hands to themselves.



0. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day).

General cleaning of the school should occur at least once a day.

Use common cleaning and disinfectant products.



Appendix B: Quesnel SD#28 Daily Health Check

Please complete this daily health check to determine if you should attend school each day.

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to one of the questions included under ‘Key Symptoms of Illness’ (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered “YES” to two or more of the questions included under ‘Symptoms of Illness’ or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a **COVID-19 test** is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end selfisolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Retesting is not needed unless you develop a new illness.

- If a COVID-19 **test is recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID-19.

A health-care provider note (i.e. a doctor’s note) should not be required to confirm the health status of any individual.

*Reference: COVID-19 Public Health Guidance for K-12 School Settings; UPDATED: September 11, 2020
BCCDC and Ministry of Health
Revised October 2020*