

# VSIE COVID-19 SAFETY PLAN for STAGE 2

## Learning Cohorts

The Victoria School for Ideal Education has 2 buildings:

- a primary building with Kindergarten, Grade 1 and Grade 2, with a total of 28 students, 3 teachers, 2 administrators and 1 teaching assistant. [34 humans]
- the main school building containing 4 classrooms, a total of 52 students, 4 teachers and 4 teaching assistants. [60 humans]

The students, teachers and teaching assistants in each building will constitute one learning cohort. Within each learning cohort, individual classes will only be combined outside in the school yard for possible common activities. For the morning and lunch recess times, there will only be one learning cohort in the school yard at a time. The other learning group will be off site at a neighborhood park, and will occupy a separate space in the park from any other groups who may be using the park at that time.

## Infection Prevention and Exposure Control Measures

### Personal Measures:

VSIE adaptation of Appendix C: Daily Health Check from  
COVID-19 Public Health Guidance for K-12 School Settings

- **Daily Health Check for Staff and Students**

COVID-19 Daily Health Check Website and Mobile App: The [COVID-19 Daily Health Check website](#) contains the most up-to-date B.C. health guidelines and is user-friendly for children to complete daily. This resource can assist in preventative measures for families and help with the decision on whether students should attend school that day. A mobile app is also available and can be downloaded on [iPhone/iPad iOS devices](#) or [Android devices](#).

### 1. Key Symptoms of Illness

If you have **1 or more** of these key symptoms, seek testing as soon as possible:

- Fever or chills
- Cough or worsening of chronic cough
- Difficulty breathing, shortness of breath

Loss of sense of smell or taste

If you have **2 or more** of the symptoms below for more than 24 hours, and they are not related to any other pre-existing conditions, seek testing.

These symptoms are:

Sore throat

Body aches

Loss of appetite

Nausea or vomiting

Extreme fatigue or tiredness

Diarrhea

Headache

**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

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.

**Procedures 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 self-isolation. 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. Re-testing 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 COVID19. A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.

## **Procedural Measures:**

- Hand-washing facilities are on each floor. Staff and students will wash hands upon entering the school building, before and after breaks, after using the toilet, before and after eating, before and after handling common tools and equipment, after sneezing or coughing into hands or a tissue and before and after using an indoor learning space used by students from the other cohort.
- As much as possible, materials will not be shared and each student will have their own supplies. As well, hand sanitizer will be available in each classroom.
- Physical distancing will continue to be enforced and supported. Students need to be reminded regularly about keeping their bodies to themselves. Physical distancing should include avoiding physical contact, minimizing close, prolonged face to face interactions and spreading out as much as possible.
- Students in middle school grades 6-9 will be expected to wear non-medical masks, except when sitting at their desks, outside, or when eating or drinking. Please send your child to school with a mask. Exceptions for students with medical or behavioural issues will be made. Masks are not a replacement for physical distancing. Efforts should continue to focus on using all available space and preventing crowding or close gatherings.
- Elementary students' grades K-5 are not expected to wear a mask, and mask use should be based on their personal, or family/caregiver's choice.
- If a student develops symptoms at school, the student will be immediately separated from others in a supervised area (downstairs office) and parents will be contacted to pick up their child as soon as possible. The student will be provided with a non-medical mask. The area where the student was separated and any areas recently used by them will be cleaned and disinfected. If a parent cannot be contacted within 20 minutes, the school will call the next person on their contact list. Parents must be mindful that all persons on their contact list for emergency pick-up are not at unusual risk for COVID-19, i.e. immunocompromised or elderly.
- If a student, staff or other person who has been in the school is confirmed to be a COVID-19 case, the medical health officer will be consulted. If the medical health officer determines the person was infectious while at the school or infected at the school, he/she will coordinate with the school to determine follow up protocol, including who should be notified and who are the confirmed close contacts. Confirmed close contacts will be asked to self isolate for 14 days from the last exposure. Students and staff are only required to self-isolate if directed to do so by health authority staff - this includes members of the learning group of the confirmed case.
- The school administration will ensure that necessary learning plans are in place to support continuity of learning for students who are required to self-isolate.
- 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. If they experience any change in the symptoms they should seek an assessment by a healthcare provider.

- Drills including Fire and Earthquake will be completed as a whole school with cohorts social distancing in additional meeting spots.

### **Environmental Measures:**

- A cleaning protocol for washrooms will be posted in each washroom. All common areas and surfaces, equipment, tools, light switches and door handles are sanitized twice daily. Our cleaners have adequate training and have researched effective cleaning agents for use in a school.
- Any unnecessary tools or equipment that may elevate the risk of transmission, including items like shared utensils and plates will be removed.
- Garbage will be emptied daily.
- Students on each floor of each building will use different exits for entering and leaving the building.
- As much as possible, students will pursue their learning programs outdoors.
- Desk and table configurations within classrooms will allow for as much physical distance as possible.

### **Administrative Measures:**

- All staff will be trained prior to school opening on the policies and procedures to be implemented to reduce the risk of exposure. Teachers and teaching assistants on call will be trained in these policies and procedures before working with students.
- The number of adults (staff, resource people, etc.) who interact with cohorts they are not a part of will be minimized as much as is practical while supporting learning in a safe, healthy environment.
- Staff outside a learning cohort must maintain physical distance and avoid close face-to-face interactions.
- Our administration team will ensure that all staff and visitors are aware of the need to perform a daily health check before entering the school.
- Unless staff members belong in the same cohort, they should maintain 2 m distance from one another at all times. Staff must not use masks as a replacement for physical distancing.
- Staff meetings are held virtually when possible; when held in person, all adults need to wear a mask and socially distance 2 meters.
- School gatherings will only occur within each cohort. The number of participants gathered and the length of the gathering will be minimized as much as possible.
- Parents will not be required to stay outside the school gates during drop off and pick up times, as in Stage 3, but are requested not to linger on the school grounds at these times. We request that visiting with other parents and families take place at local parks or somewhere off the school property to minimize the number of people in the school yard.
- Before school, students from each learning cohort will stay in front of their respective buildings until 8:30am, at which time the grade 3-9 students will move to the backyard and the younger students will remain in the front yard.

- After school, we will be working as a community for timely pick ups by one adult at 2pm on Wednesdays & 3pm every other school day. Each learning cohort will stay in front of their respective buildings.
- In After School Care, physical distancing will be maintained between students from different learning groups.
- If students are arriving late to school, parents will call the office and let them know upon arrival. Intermediate students will still check in at the main office upon arrival. In addition, for the primary parents they will need to enter the school yard with their learner, and read the message on the whiteboard posted on the outside of the building for locations off site.
- Tours for VSIE will be offered on Zoom or in person tour. For an in-person tour, information will be provided and shared with the interested potential parents outside with a brief walk through in the building that they are interested in with masks on and clean hands. Tour persons will be signing a contract tracing form, as per Ministry guidelines.

### **Field Trips:**

- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration. Parents will be notified for any field trips beyond the neighbourhood.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
- Learning cohorts will remain separate for all field trips and numbers will align with the PHO guidance on mass gatherings (i.e. 50 people). Field trips to outdoor locations are preferable.
- No overnight field trips will occur during stages 2 to 4.
- Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4.
- Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document. Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering when they cannot practice physical distancing or be behind a physical barrier in the course of their duties.
- Prioritize students sharing a seat with a member of their household or cohort. If space is available, students should each have their own seat. Schools will keep up-to-date passenger lists to share with public health should contact tracing need to occur.
- Encouraging private vehicle use and active transportation (e.g. biking, walking, etc.) by students and staff where possible to decrease transportation density. Schools/school districts should keep up-to-date passenger lists to share with public health should contact tracing need to occur.

### **3. Policies for staff safety:**

- If a staff member starts to feel ill while at school, he or she should immediately notify the administration. Arrangements will be made for the person to travel home safely and for an alternate person to assume the staff person's duties.
- Unless they are part of the same cohort, staff and other adults will maintain physical distance from each other at all times.
- Staff will wear a non medical grade mask at all times, except when sitting at their desks, outside, or when eating. Masks are not a replacement for physical distancing.
- Staff meetings are held virtually; when held in person, all adults need to wear a mask and socially distance 2 meters.
- In staff only spaces, (offices, staff rooms) staff must physically distance and wear face coverings.

#### **4. Communication plans and training**

- Teachers and teaching assistants will be trained in the social distancing and cleaning measures that are in place before beginning work at VSIE.
- Effective handwashing procedures are posted at all handwashing stations.
- Protocols for entering the school buildings are posted at the entrances. This will include a note for parents, delivery personnel, etc. to call the office before entering a school building.
- For any visitors who enter the school, the school will keep a list of the date, names and contact information. All visitors must confirm they are not ill and not required to self-isolate on the sign-in sheet.
- Parents will only enter a school building by invitation and will be asked to wear masks and adhere to social distancing as much as possible.
- Administrators, teachers, and teaching assistants will work together to ensure policies and procedures are being followed.
- The VSIE COVID-19 Safety Plan for Stage 2 will be shared with all members of the school community.
- Media requests regarding confirmed or suspected COVID-19 cases, potential exposure at school, or potential risk of transmission with the school setting will be directed to the regional health authority for response.
- The school will inform the Ministry of Education of confirmed COVID exposures within the school community and/or requests for assistance by completing a [revised reporting template](#) and sending it to the [Independent School Sector COVID Lead, iscovidlead@fisabc.ca](mailto:iscovidlead@fisabc.ca). This communication will not include personal information associated with the confirmed case(s).

#### **5. Monitoring and updating plans as needed**

- If a new area of concern arises, or a current policy does not seem to be working, administrators will work with staff to update policies and procedures.
- Any staff member or parent can raise safety concerns with the school administration who will work with staff to resolve any identified safety issues.

