



**Centennial
Christian School**
HEAD • HEART • HANDS

Centennial Christian School

School Safety Plan

for the

**Novel Coronavirus
(COVID -19)**

March 29, 2021

Safety Plan Overview

The Provincial Health Officer maintains that facilities that provide learning / childcare services can safely care for children if they are following the prescribed Public Health protocols. This School Safety Plan follows the current health protocols and is a general document that allows site Administrators the flexibility to customize processes based on the dynamics of their site. The information in this document is taken from the [Public Health Agency of Canada](#), [BC Centre for Disease Control](#), , and the [Ministry of Education](#). The authority to implement the safety plan at each site rests with the site Administrator.

This Safety Plan was developed using the comprehensive guidelines developed by the Office of the Provincial Health Officer and the BC Centre for Disease Control (BCCDC) to ensure schools have robust measures in place to prevent the transmission of COVID-19. This Safety Plan was built based on the recommendations from the BCCDC document http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf which outlines the COVID-19 Public Health Guidance for K-12 School Settings.

Centennial Christian School, under the guidance of the Ministry of Education, BC's Center for Disease Control and WorkSafe BC, has developed safety protocols and procedures for the full return of students in Stage Two beginning Wednesday, September 9 to ensure the safety of students, staff, and the community is protected.

Risk Identification

Two primary routes of transmission have been identified for COVID-19. These include contact transmission and droplet transmission. Fecal-oral transmission is a third suspected transmission route:

Contact Transmission

Direct contact involves skin-to-skin contact and then touching the eyes, nose, or mouth. Indirect contact involves a worker touching a contaminated intermediate object or surface, and then touching the eyes, nose, or mouth. It is uncertain how long the virus can live on surfaces, but it may be hours to days.

Droplet Transmission

Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth. Health experts recommend keeping two meters (6 feet) between people wherever possible to mitigate this risk.

Airborne Transmission

Currently, health experts believe that COVID-19 is not transmitted through airborne transmission.

Fecal-Oral Route Transmission

Consider potential fecal-oral route transmission. Where possible, close toilet lids when flushing. Hand hygiene is especially important after using the bathroom.

Signs and Symptoms – Daily Health Check Requirement

Reported illnesses have ranged from mild symptoms (malaise, runny nose, fatigue, sore throat, nausea, diarrhea) to severe symptoms (fever, cough, shortness of breath, chest pain). The symptoms may appear **2-14 days after exposure**. This list is not all inclusive. Consult with a medical provider for other symptoms.

1. Staff and students (parents) must complete their own health check before entering the school building. **All staff** must verify with their initials on a document in the office verifying that they have completed a daily health check according to Appendix C of this document.

2. An acknowledgement form from every family stating that this daily health check will be completed every day is required to be on file at the school. If symptoms are related to seasonal allergies or a preexisting condition that are regularly experienced, staff and students are permitted to enter the school. A daily health check can be found in Appendix C (page 23) of the following document. The daily health check can also be completed online or by downloading the app for mobile device at this website:

<https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s7>

When reviewing the daily health check document above, if staff or students (parents) answered “YES” to one of the questions included under ‘Key Symptoms of Illness’ (excluding fever), they must stay home for 24 hours from when the symptom started. If the symptom improves, staff and students may return to school if they feel well enough. If the symptom persists or worsens, seek a health assessment.

When reviewing the daily health check document above, if staff or students (parents) answered “YES” to **two** or more of the questions included under ‘Symptoms of Illness’ **or if they have a fever**, they should 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, staff or students should not return to school until COVID-19 has been excluded and their symptoms have improved.

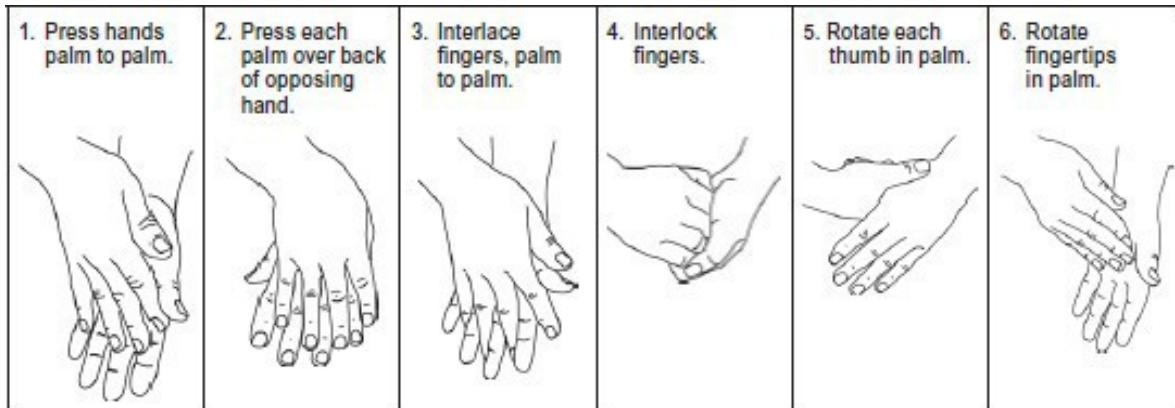
3. If staff or students begin to experience symptoms while attending Centennial Christian School, the symptomatic student or staff member should be promptly isolated into a room, with adequate ventilation until arrangements can be made for them to go home. They will immediately be given a mask if they do not have one on. People showing symptoms should follow the advice of health authorities. Any areas they have come in contact with will be immediately disinfected.

Prevention Control

1. Hand Washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched. All students and staff members must wash their hands at home before coming to school. When arriving at school, students and staff will also wash their hands:

- Immediately upon arrival at work or school
- Immediately after sneezing, coughing, using a tissue.
- Immediately after using the toilet.
- Before eating, drinking, food preparation, handling contact lenses, or applying makeup.
- Students and staff will also use hand sanitizer to sanitize their hands before they exit the building for the day.
- Students and staff will use hand sanitizer when moving from one common room to another common room (gym, library, computer lab, art room, band room, etc.)



Public Health authorities note that hand washing with plain soap and water is the preferred method of hand hygiene in schools and childcare centers as the mechanical action is effective at removing visible soil as well as microbes. Wash for a minimum of 20 seconds. If water is unavailable, a waterless hand cleanser that has at least 60% alcohol may be used. Follow the manufacturer’s instructions on how to use the cleanser. If hands are visibly soiled, alcohol-based hand rubs may not be effective at eliminating the virus.

Hand sanitizer stations (bottles) will be provided to each room in the school in addition to the many classrooms that already have sinks with hot and cold water for washing hands. Students will hand sanitize when exiting one room in the school and moving to another room in the school.

2. *Cough/Sneeze Etiquette*

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a tissue when coughing or sneezing. Or cough and sneeze into the bend of your arm, not your hands
- Use tissues to contain secretions and dispose of them promptly in a waste container. Wash hands immediately.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

3. *Proximity Recommendation – Learning Groups and Distancing*

Students and staff will be divided into 4 learning groups (cohorts) that will have **staggered start and end** times to reduce traffic flow at exits and lobbies. These learning groups will be the following:

1. Preschool students/ teachers (max 60) – staggered start time is **9:00am** and **12:30pm**
2. K-3 students, teachers and educational assistants (max 60) – staggered start time is **8:40am**
3. 4-7 students, teachers and educational assistants (max 60) – staggered start time is **8:50pm**
4. 8-12 students, teachers and educational assistants (max 120) – staggered start time is **8:40am**

Students and staff should minimize physical contact within their own learning group and must stay **2m away from students/staff from other learning groups.**

Whenever possible, all students and staff should practice social distancing and attempt to keep a minimum two-meter (6 ft) distance between yourself and others. Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be

deposited on surfaces or directly in the eyes, nose, or mouth. It is, however, reasonable to establish different expectations for varying age levels and activities. For example, younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance whenever possible.

4. ***Cleaning and Disinfecting***

Regular cleaning and disinfecting of objects and high-touch surfaces (e.g., door handles, water fountain push buttons) will help prevent the transmission of viruses. This can be done using existing school cleaning and disinfection protocols. At a minimum high touch points will be disinfected at **least twice per day**. Items that cannot be cleaned easily should be removed from the site (i.e.: newspapers, magazines, stuffed toys, etc.)

Cleaning is the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses, and bacteria. It is done with water, detergents, and steady friction from cleaning cloth. *Cleaning for COVID-19 virus is the same as for other common viruses.* In general, cleaning should be done whenever surfaces are visibly soiled.

Disinfection is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. High-touch surfaces will be disinfected at least **twice/day**. Each room in the school will be provided a disinfectant spray bottle and clean clothes for each day of the week.

5. ***If Students or Staff Show Symptoms (see Appendix B)***

If students or staff show symptoms as outlined above, they should not go to school or work. If individuals begin to experience symptoms while attending a school, the symptomatic individual should be promptly isolated into a room, with adequate ventilation until arrangements can be made for them to go home. This room should **not** be one that is commonly used for other purposes (i.e., the lunchroom during non-meal times). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. When possible, and if the sick person can tolerate it, he or she should wear a surgical mask.

Isolation Rooms

Schools should promptly separate people exhibiting symptoms from others. To accomplish this site Administrators should identify an isolation room at the site. Centennial Christian School will use the medical room as the isolation room. The space should have adequate ventilation but does not require a separate air supply (HVAC) system. Do not use a room commonly used for other purposes (i.e., a lunchroom) or a space through which others regularly pass. If the sick person can tolerate it, they should wear a surgical mask to prevent the spread of droplets. The cleaning team should be alerted to clean and disinfect the isolation room after the individual goes home. The student or staff member should go home as soon as possible.

Staff assigned to attend to the isolated persons must maintain minimum 2-meter distance and not touch surfaces in the isolation room. Ideally, the attendant will monitor the isolated individual from outside the isolation room. These attendants should not be at increased risk of viral infection complications (i.e., persons that have a chronic illness).

If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.

Positive Case of Covid-19 in school setting

In the case of Covid-19 infections within the school community, Centennial Christian School will communicate with Northern Health on next step protocols. Northern Health will do an investigation to confirm if any staff or students have been in contact with the infected student/staff member and determine the need to have close contacts self-isolate. Northern Health will inform the school principal if there are any close contacts of a confirmed case within a learning group or school.

Wearing Masks and PPE

Non-medical masks are **required to be used at all times inside the building** of Centennial Christian School by students in **grades 4-12 and all adults**. The exception to not wearing a mask is as follows:

Exceptions

- To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- If a person is behind a barrier;
- While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important.

The wearing of Non-medical masks for primary students (K-3) are the choice of individual families but masks are now recommended as well for K-3 students by the Ministry of Education.

Masks must be worn on the Centennial Christian School bus by students in grades 4-12 and all adults. No student or staff needs to wear a non-medical mask at school if it cannot be tolerated.

Mask wearing does not eliminate the need for 2m distancing of adults in the school. Students should continue to distance themselves whenever possible from one another and avoid face to face interactions.

Safe Work Procedures

Site Entry Protocols

In an effort to keep the school safe as possible entry must be limited to only those individuals that are required to be on the premises. School administrators will decide which individuals (parents/visitors/professionals) to invite to the school. All others will be refused access into the building unless there is extenuating circumstances. All invited visitors that come into the school must hand sanitize upon entry and check in at the front office and provide their name and contact information and verify that they performed a daily health check before permitted entrance. The school office limited to 1 person and is open from 8:00am – 3:30pm for business that cannot be done online or over the phone.

- Students in PreK – Grade 7 will have a staggered start to the day and will lineup on the painted dots outside their entrance door. These dots are one meter apart and students will wait for staff direction to

enter into the building each morning, recess and lunch hour. The playground is closed before school and after school to keep parents and students from gathering in these areas. Upon entry, PreK – Grade 7 student immediately wash their hands in their designated bathroom/classroom.

- Students in Grades 8-12 must enter through the front foyer and immediately go wash their hands in the high school bathrooms. This process is monitored by support staff.
- Hallways will be marked with directional arrows that are spaced 2m apart. Lines in the hallway will indicate where students may stand to wait their turn for hand washing in the bathrooms and sinks.

Classroom Layout

Teachers will spread students out as much as possible in the learning spaces in the classroom to eliminate/minimize face to face interactions and create as much distance as possible between students. Physical contact between students should be minimized and avoided completely where possible.

Substitute Teachers and Itinerant Teachers

All substitute teachers will be provided a copy of this Health and Safety Plan and school administrators will summarize key aspects with substitute staff verbally. Substitute teachers and itinerant teachers will wear a mask and stay 2m away from students when teaching outside of their learning cohort group. An exception to this is if a substitute/itinerant teacher can be behind a protective barrier (plexiglass) when teaching.

Joint Health and Safety Committee:

As per WorkSafeBC guidelines, employers must involve frontline workers, joint health and safety committees, and supervisors in identifying protocols for their workplace. Centennial Christian School has a Joint Health and Safety Committee that meets monthly, including prior to any transitions between stages, and is included in school planning efforts. Members of the Joint Health and Safety Committee include Edgar Veldman, (co-chair) Tim Block (Co-Chair), Shannon Kumpolt, and Ashley Hall. The committee will meet a minimum of once a month, and more frequently if necessary. Any concerns regarding the health and safety of Centennial Christian School's work environment can be brought to any member for discussion at a committee meeting.

Assemblies and Gatherings

Entire school assemblies will be conducted virtually until further notice via Zoom. Learning cohorts may gather occasionally but should be spread out in the gym or foyer area. Staff meetings will be held virtually when possible. Staff meetings in person can occur if necessary but only in space where staff members can be 2m apart from one another.

Cleaning and Disinfecting

Each site will have a cleaning team that will be responsible for cleaning and disinfecting the site. The cleaning team will be assembled and managed by the Custodial Department and have a custodial team lead that will be available to take direction from the site Administrator. If available, cleaning material can be provided to individual school staff, but supply may not be available to provide each staff with their own cleaning material. School staff will not be discouraged from bringing in their own cleaning material to clean their personal workstation. Every day, an extra mid-day cleaning/disinfecting of all high touch surface areas throughout the school will be completed by one of Centennial's support staff employees.

Sharing of items

The practice of sharing items (pens, paper, food, phones, cloth towels, etc.) should be discouraged. This includes the sharing of prepared foods such as coffee, deli trays, donuts, etc. The sharing of staffroom appliances such as microwaves, stoves, toasters, etc. is also discouraged. If these items must be shared site cleaning teams will be made aware and add these touch points to their cleaning sweep. Water fountains have been taped off and may only be used to fill water bottles brought from home. Students may not share water bottles or food!

Computer Labs and Keyboards

Since computer labs are used by multiple classes and cohorts, cleaning and disinfecting is a must after use.

- Wipe high touch surfaces with disinfectant (phone, keyboard, mouse, etc.) using clothes. Do not allow excess liquid to drip between keyboard keys.

Staff or students who believe they are at a higher risk of developing complications from COVID-19 should contact 8-1-1 or contact their physician to seek guidance regarding attending the Centennial Christian School.



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health Agency of Canada
Agence de la santé publique du Canada

Canada



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. **Do not reuse the gloves.**



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

Appendix 3

Ways to Practice Social Distancing at Work

- 1** Use technology: email, phone, or video conference.
- 2** Limit group work and avoid gatherings.
- 3** Eliminate nonessential travel. Stay home if you are ill, have recently travelled, or have symptoms.
- 4** Keep a distance of 2 metres (6 ft) from others.
- 5** Bring your lunch, eat away from others.
- 6** Avoid public transportation during busy times. Walk, cycle, or drive if you can.
- 7** Cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.



Central Okanagan
Public Schools
Together We Learn



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Physical distancing

Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



Here are some other tips to practice physical distancing while keeping up mental wellness:

- ✓ Greet with a wave instead of a handshake, kiss or hug
- ✓ Exercise at home or outside
- ✓ Get groceries and medicines at off-peak times
- ✓ Go for a walk with family or others you are living with
- ✓ Work from home
- ✓ Use food delivery services or online shopping
- ✓ Go outside for some fresh air
 - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- ✓ Use public transportation at off-peak times
- ✓ Have kids play in the backyard or park

Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
 - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly

