



Ecole Pauline Haarer - COVID-19 Safety Plan PHASE 3

This COVID-19 Safety Plan outlines the six-step process NLPS Schools will take while moving to Stage 3 during the COVID-19 pandemic. This plan has been created based on the Ministry Guidelines. .

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

All procedures at Ecole 'Pauline Haarer are designed to strictly adhere and align with the Provincial Covid-19 document and guidelines above. Please also note that this is a fluid document that can be updated as guidelines change with new data and science.

Each step outlines the initiatives the District and/or Ecole Pauline Haarer will implement prior to resuming operations and during operations.

A copy of this plan will be posted on our District and School Websites in accordance with the order of the Provincial Health Officer.

The NLPS Safety web page <https://health-safety.sd68.bc.ca/> is updated constantly with the most recent information from the BCCDC, Ministry of Health guidelines, and Island Health. Staff are asked to access this site when they hear there is a change to any Ministry Guideline or District policy.

Step 1: Assessment of risk within Pauline Haarer

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Identification of areas where there may be risks of exposure to COVID-19, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

FIRST LEVEL PROTECTION:

- We have involved frontline workers, supervisors, and the joint health and safety committee or worker health and safety representative, if applicable.
 - The Pauline Haarer Health and Safety Committee has collaborated, using the Worksafe BC COVID-19 Safety Plan Document, This plan has been created based on the Ministry Guidelines. the [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) and the NLPS Health and Safety Practices documents to put into place required protocols and structures to minimize risks to Pauline Haarer Staff. (Meeting date: September 7th 2021)

- We have identified areas where people gather, such as staff rooms, multipurpose rooms, and meeting rooms.
 - During Stage 3 all of our students are invited to return full time
 - Parents and parent volunteers will not be permitted in building without an appointment and specific reason. Parent meeting can be done over the phone, email or can be arranged to be done virtually.
 - Common areas where large numbers of students congregated prior to COVID-19 will be limited to the number of persons able to safely physically distance.
 - Students and staff are discouraged from gathering in proximity and activities/flow of people are encouraged to take place outside.
 - Signage reminding staff and students of the need to physically distance has been provided to schools by the district for placement in these areas and throughout the site.
 - School nurses, itinerant staff and practicum teachers and other professionals who are coming in the school to assist with programming, must adhere to all safety procedures and protocols and must sign in and out of building to ensure contact tracing if necessary.
 - Each classroom will have a sign in/out sheet to ensure contact tracing if necessary.

- We have identified job tasks and processes where workers are close to one another or students.
 - Schedules have been re-worked with itinerant staff to limit the number of adults required to work in spaces
 - Staff and students are reminded to wash hands with soap and water regularly.
 - All staff are required to wear masks when indoors in the building.
 - Students in Grades 4-7 are required to wear a mask when indoors in the building. Students in Kindergarten to Grade 3 are strongly encouraged to wear a mask indoors in the building.

- We have identified the tools, machinery, and equipment that workers share while working.
 - General cleaning and disinfecting of the premises will occur at least once a day by custodian.
- We have identified surfaces that people touch often, such as doorknobs, faucets, photocopiers, and light switches.
 - Offices or work locations used by only one person will be identified by School Administration. Adults must follow posted procedures when using these surfaces. All adults are responsible for washing their own hands with soap and water after using common touch areas.
 - General cleaning and disinfecting of the premises will occur at least once a day by the custodian.

Step 2: Implementation of relevant protocols to reduce and minimize the risks of transmission

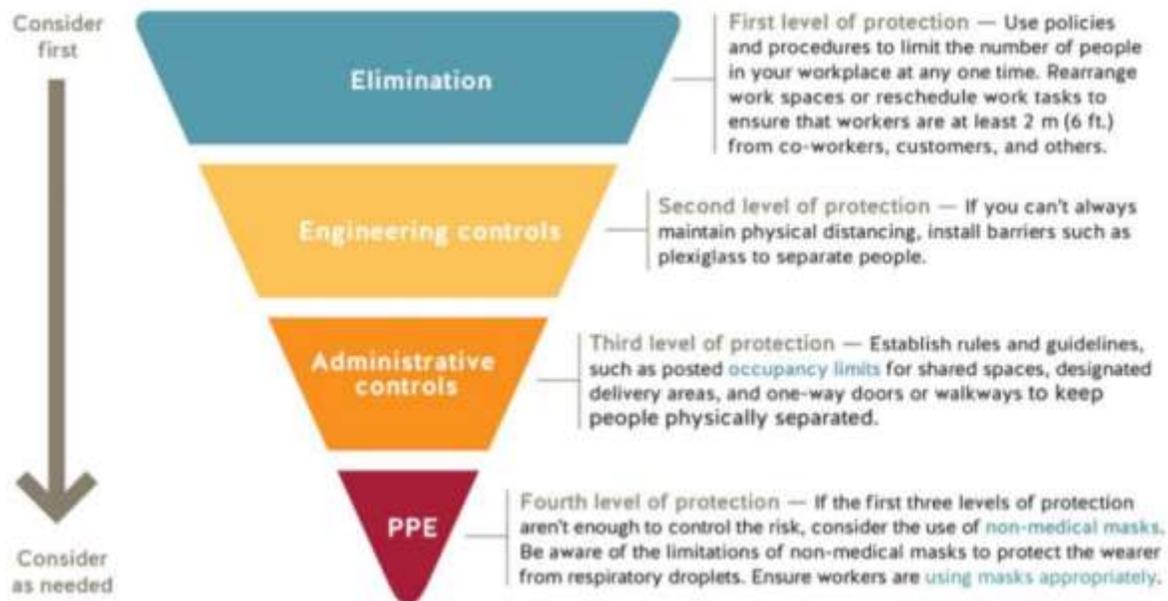
The following protocols will be implemented:

- Industry-specific protocols as recommended by WorkSafeBC and the COVID-19 K-12 Guidance have been reviewed and are being implemented.
 - ☒ During Stage 3 students will be returning to school full time
 - ☒ If parents chose Homeschooling no spot will be saved.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
 - ☒ We will communicate essential health and safety information to all staff in writing at the start of the school year (Sept 7th).
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
 - Large assemblies of staff and students will need to be held virtually if required.
 - Your health and safety association or other professional and industry associations.
 - NLPS is actively working with the NDTA and CUPE and the School Safety Association of BC (SSABC).

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection.

Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- We have established and posted an occupancy limit for our premises. 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.
 - **MUST WASH HANDS** after using washroom.
 - **MASKS MUST BE WORN INDOORS** by all staff and Grades 4-7 students.
 - Students will only travel in the hallways to access designated washrooms or to travel to classrooms with interior accesses only. Student travel in the hallway will be kept to a minimum.
 - Parents' drop-off/pick-up zones established

Measures in place

Our control measures for maintaining physical distance in the workplace include:

- Placing temporary directional signs on the floor, where necessary to avoid meeting in aisles and teaching the practice of travelling on the right, passing left as the “new normal”. Stay to the right, be polite.
- Staff **MUST BE** leading by example and working with students to ensure
 - Avoidance of close greetings (e.g., hugs, handshakes) and regular reminders to students about keeping “hands to yourself”.
 - Spreading people out into different areas:
 - Consider different classroom and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
 - Taking students outside more often:
 - Teachers may wish to organize learning activities outside... including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside.
 - Group sports activities should be organized in a thoughtful way, taking into consideration personal hygiene practices
 - Reassure students and parents that school grounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play. Cohorts can interact with minimal distancing. **MUST WASH HANDS WHEN ENTERING BUILDING** (See BC Health and Safety guidelines for elementary schools **OUTDOOR** guidelines)
- Incorporating more individual activities or activities that encourage space between students and staff:
 - For younger students, adapt group activities to minimize physical contact and reduce shared items.
 - For adolescent students, minimize group activities and avoid activities that require physical contact.
 - Managing flow of people in common areas, including hallways.
 - Minimizing numbers of parents and caregivers and other non-staff adults entering the school. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are at the school.
 - Discontinuing in person assemblies and other school-wide events.

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others- At Ecole Pauline Haarer there are no fixed work spaces that require a barrier for teachers or EAS.

Measures in place:

- Take students outside more often.
- Organize learning activities outside including snack time, place-based learning and unstructured time.
- Take activities that involve movement, including those for physical health and education, outside
- Group sports activities should be organized in a thoughtful way, taking into consideration personal hygiene practices.
- Reassure students and parents that reopened areas of playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play. All people entering building MUST sanitize hands upon entering.
- For younger students, adapt group activities to minimize physical contact and reduce shared items.
- Manage flow of people in common areas, including hallways. Be polite and stay to the right. Follow directional arrows and look for occupied cones.
- Parents and Caregivers/Visitors are permitted with an appointment and with a specific reason. They should also be reminded to practice diligent hand hygiene, maintain physical distance and wear a mask when they are at the school.
- Assemblies and other school-wide events should be held virtually via TEAMS to avoid a large number of people gathered in one space.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
 - Via: NLPS COVID-19 Health and Safety Practices document
 - Pauline Haarer COVID-19 Safety Plan document
 - NLPS COVID-19 response plan document
 - BCCDC's Cleaning and Disinfectants for Public Settings document
 - BC COVID-19 Self-Assessment Tool
 - NLPS Vulnerable Learners plan - managing student with complex behaviors or care plans
 - First Aid Attendants required to review COVID-19 First Aid Protocol
 - Resource) Covid Line 1-844-901-8442
 - Website: bc.thrive.health - downloadable Covid App there also.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
 - Staff are required to attend an in-person safety orientation

- Posters displayed at appropriate locations: COVID-19 Prevention, Physical Distancing, Handwashing, Do not enter if you are sick

Fourth level protection: Using masks (measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
 - The District is constantly monitoring information regarding mask usage and updating our policies to align with the advice of public health officials.
 - Personal protective equipment, in the form of masks will be required for all staff to be work when indoors. Staff will not be reimbursed for mask purchases they make on their own.
 - A disposable mask will be provided to students (Grades 4-7) who do not have a mask
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that N95 masks should only be considered when other control measures cannot be implemented.
 - Emergency use N95 masks are stored in the school's pandemic response kit
- We have trained workers in the proper use of personal masks (on new safety video).
 - A link to additional information about COVID-related mask use is provided to staff via the NLPS COVID-19 Health & Safety site.

Measures in Place:

Who will use masks?

- All staff will wear masks when indoors in the school
- All Grade 4-7 students will wear masks when indoors in the school
- All Kindergarten to Grade 3 students will be encouraged to wear masks when indoors in the school
- All parents/visitors/volunteers will wear masks when indoors in the school

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
 - We are following guidelines as per WSBC and the Ministry of Education's "Public Health Guidance for K-12 School Settings"
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
 - Soap and water should be utilized as much as possible as it is the most effective form of hand sanitization. Hand sanitizer will be utilized ONLY when access to

soap and water is limited as it is less effective. Hand sanitizer will be provided in locations where there are no sinks and at the reception entrance. This includes portable classrooms.

- 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.
 - Staff will also be regularly reminded about the importance of diligent hand hygiene
 - Student and staff will follow outlined respiratory etiquette and diligent hand hygiene
- We have implemented cleaning protocols for all common areas and surfaces —e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use)
 - There are protocols in place for cleaning common devices like photocopiers and student tech.
 - General cleaning and disinfecting of the premises once a day by custodian
 - Empty garbage containers daily
 - Frequently touched classroom surfaces may be cleaned and disinfected by the classroom staff with Virox5 cleaner and gloves (door knobs, switches) Classroom staff may leave a whiteboard note for the custodian
 - Frequently touched common area surfaces will be cleaned and disinfected at least once a day by custodian with disinfectant cleaner including: door knobs, light switches, tables, desks, chairs, toilet handles, washrooms
 - We will enforce a 'no sharing' policy for food and water bottles
- Workers who are cleaning have adequate training and materials
 - Our Caretakers are trained in the use of the disinfectant (PCS Sodium Hypochlorite) and have a safe work procedure developed for use.
 - Wear disposable gloves when cleaning blood or bodily fluids. Wash hands before wearing and removing gloves
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., shared utensils and plates
 - Students bring in/take home their own school supplies/materials daily
 - Students to have storage for own supplies (ie. bin/bag in cubbie)
- We have better filters and filtration system will be running a week before school and an hour before each school day.
- Clorox 360 machine is on site and will be used after 6pm each day to disinfect desks and chairs

Step 3: Develop policies

The following workplace requirements will help ensure that employees and students showing symptoms of COVID-19 are informed not to enter the workplace.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has symptoms of COVID- 19 should stay home. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Please call the school to report the student absence.
- Anyone directed by Public Health to self-isolate.
 - Vancouver Island Public Health staff will contact the Superintendent of Schools or designate in the event contact tracing of a confirmed case indicates a District site as a potential site of community transmission and will provide direction to the District on actions recommended to prevent further transmission.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
 - Per BC's Provincial Health Officer, these persons must self-isolate.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
 - The WorkSafeBC OFAA protocols will be communicated to all First Aid Attendants
- We have a working alone policy in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as the school community adapt to restrictions or modifications to the workplace.
 - We have a violence prevention program in place. *NEW Staff will be trained on School Safety plans
 - Employees are encouraged to contact their Health and Safety committee if they have concerns around increased violence from members of the public.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should call the office and leave by closest exit (once coverage) and go home or to hospital, or isolate in car if can't drive and don't need 911, and if in need of medical assistance to first aid.
- Sick workers should be asked to wash or sanitize their hands, self-isolate, inform their supervisor and the First Aid Attendant if in need of medical assistance. Employees will then go straight home and will be asked to consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.
 - Symptomatic staff should separate themselves into the designated isolation area
 - Maintain a distance of 2 meters from others
 - Use a tissue or mask to cover their nose and mouth while they wait to be picked up
 - Facilities will be notified and cleaning/disinfecting of any areas used by the individual will be arranged.

- These incidents will be reported to the deputy superintendent, NLPS safety officer, facilities manager and district vice-principal of learning services
- Each site has identified an area where an individual who is experiencing symptoms of COVID-19 or other respiratory disease at their site for students while waiting for pickup.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), the First Aid Attendant will be summoned and 911 will be called.
 - First Aid Attendants will follow procedures as per their training for assisting persons who are severely ill.
- Clean and disinfect any surfaces that the ill worker has come into contact with. Caretakers will clean and disinfect areas as appropriate.

Step 4: Develop communication plans and training

We have ensured that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at a district school or site.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All staff have been directed to the NLPS Health and Safety site and asked to watch the NEW School Safety Orientation video.
- All staff were sent a copy of this Draft plan on September 7th for their review
- All staff must assess themselves daily for symptoms of common cold, influenza, COVID19, prior to entering the school.
- All workers have received the policies for staying home when sick.
 - Employees are aware of the procedures to use to report an absence from work
- We have posted signage at the workplace, and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
 - School Administrators have the additional tasks of: Ensuring 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. Clearly communicating with parents and caregivers their responsibility to assess their children daily before sending them to school. Establishing procedures for students and staff who become sick while at school to be sent home as soon as possible.

Step 5: Monitor your workplace and update your plans as necessary

We realize that things may change as we move forward. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
 - Information around COVID-19 is rapidly changing and evolving as health officials learn more and refine their policies and procedures. The District will continue to monitor any communications from WorkSafeBC, the Ministry of Education, the Ministry of Health, the BC Center for Disease Control, BC's Provincial Health Officer, and other authoritative voices and will adapt our measures according to their recommendations.
- Workers know who to go to with health and safety concerns.
 - Workers are to speak to their direct supervisor with any health and safety concerns and to forward concerns to the site-based Health & Safety Committee.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives
 - Participation of the joint health and safety committees is highly encouraged, and we are thankful for their efforts and dedication to helping promote health and safety in the workplace.

Step 6: Assess and address risks from resuming operations

Schools and district offices have been in operation during Phase 1 of the Provincial COVID-19 Pandemic. As we prepare to move from Stage 3 of our Operational Plan into Stage 2,

- We have a training plan for new staff.
 - All staff will receive onboarding training as well as additional briefings around physical distancing, hand washing, and other COVID-19 related preventative measures. Safety video and on site tour September 7th 2021
- We have a training plan for staff taking on new roles or responsibilities.
 - Staff assuming new roles or responsibilities will receive appropriate training.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
 - The District will continue to adapt and modify our processes and procedures based on new or updated information around COVID-19 and with direction from appropriate authorities.
 - Safety committee met on September 7, 2021

