

 <p>1325 East Keith Road North Vancouver, BC, V7J 1J3 (604) 980-1205 Tel (604) 980-1805 Fax</p>	<p>North Star Montessori <b>Stage 2</b> COVID-19 SAFETY PLAN</p>
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WorksafeBC recommends employers develop a COVID-19 safety plan to be posted on-site.

### Assess the risks at your workplace

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 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.

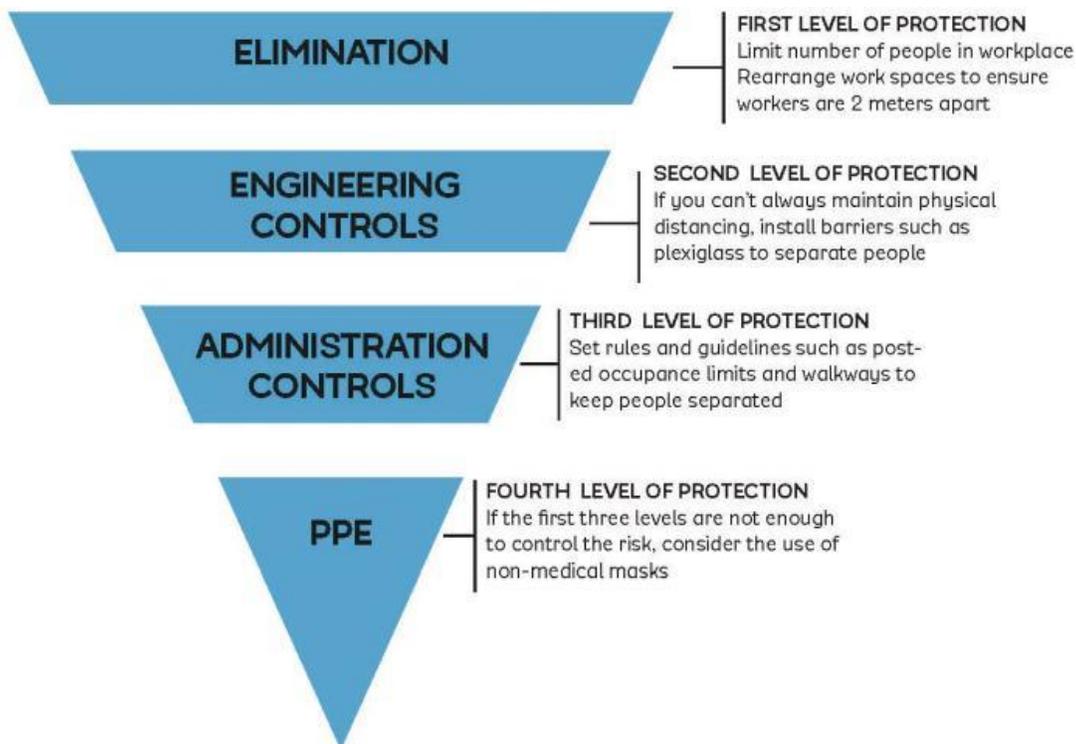
North Star has identified areas where there may be risks, either through close physical proximity or through contaminated surfaces. We have involved frontline staff, administration, and the joint health and safety committee. We have identified areas where people gather and where learning groups may need to be physically distant. We have identified job tasks and processes where workers are close to one another or members of the public. We have identified tools, and equipment that workers share while working. We have identified frequently touched surfaces such as doorknobs, elevator buttons, and light switches, which will require additional cleaning and disinfecting.

### Implement protocols to reduce the risks

North Star has reviewed industry-specific protocols from WorksafeBC, BCCDC and the Ministry of Education and in collaboration with frontline staff we have implemented protocols to reduce the risks.

\*For more information on specific protocols and procedures at all levels of protection please see the COVID-19 Health & Safety Procedures Handbook for Staff & Parents.

Different protocols offer different levels of protection. Wherever possible, we will use the protocol that offers the highest level of protection. We will consider controls from additional levels if the first level isn't practicable or does not completely control the risk. North Star will incorporate controls from various levels to address the workplace risk.



### ***First level protection (elimination): Physical Distancing and Physical Contact***

North Star has limited the number of people at the workplace by permitting only staff and students in the facility except where there is a scheduled appointment or emergency. We have rearranged work and break spaces to ensure physical distance whenever possible.

### **PHYSICAL DISTANCING & MINIMIZING PHYSICAL CONTACT**

- Gatherings will be limited to protocols as outlined by the BCCDC and Ministry of Education at each stage.
- Extra-curricular activities are currently on hold.
- Curriculum programs and activities operate in alignment with provincial K-12 health & safety guidelines.
- Only staff & students are permitted to enter the school facility. Parents and caregivers (Infant & Toddler excluded) will not be permitted to enter the facility, except in the case of a pre-scheduled meeting or emergency, in order to minimize the number of people on-site. In the event that a parent or non-staff member must enter the facility, they will be required to complete a health check, wear a non-medical mask (hereafter referred to as “mask”), sanitize their hands, practice diligent hand-hygiene and be physically distant from all staff, students & visitors when in the school.
- Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.
- Masks are not a replacement for the need for physical distancing for in-class instruction delivered to students from more than one learning group.

- Members will be in learning groups of no more than 60 students and teachers. Minimizing physical contact within the learning group is a priority.
- If members from different learning groups are in the same common area they will be required to practice physical distancing.
- Teachers and educational assistants are assigned to one learning group. Where a teacher or an educational assistant is required to interact with another learning group they are required to be physically distant.
- Staggered start and transitional times have been implemented to reduce the need for learning groups to be sharing the same space.
- Avoid close greetings (hugs, handshakes etc.) and prolonged face to face interactions. Students will be regularly reminded about keeping their “hands to themselves”.
- Furniture in classrooms and staff areas will be minimized for maximum floor space.
- Students will bring their own water bottles, lunch and snacks and containers to be kept in their workspace. Items regularly brought to and from school should be limited to those that can be easily cleaned and are considered to be low risk.
- Students and staff will not share food.
- Recess/lunch and transition times will be staggered to provide a greater amount of space for everyone.
- Protocols for safe movement and directional flow in common areas have been established using directional arrows, 2 metre distance indicators etc.
- Staff only spaces will have limited capacity and physical distancing requirements.
- Staff meetings will be held virtually whenever possible.
- Staff and other adults are required to complete an active daily health check, verified by administration, prior to entering the school.

### **Drop-off and Pick-up**

#### ***Elementary***

- Parents are responsible for completing a daily health check of their child(ren) prior to coming to school. These health checks do not need to be submitted. The BCCDC K-12 daily health check app for students can be accessed at: <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>. If a student is unwell they should stay home.
- Students in different learning groups will have staggered start times. Parents are not permitted to enter the school grounds or facility with their child except as scheduled or pre-arranged.
- Staggered start times must be observed so that students from different learning groups are not entering or exiting the facility at the same time. This includes siblings.
- Parents may drop-off students at the front gate allowing them to exit the car on the east side of the street so no students are required to cross the street.
- If students & parents arrive before the gate opens, there are yellow distance markers to ensure parents are distanced from other students.
- Once the gate is open, Elementary students (grade 1-6) can proceed up the stairs to the front door where they will be greeted by a staff member.

- A staff member will greet students at the front door, spray sanitizer on their hands and they will proceed to the coat room/locker area.
- Students will be instructed on how to be physically distant using the distance prompts in the hallway and the floor will be marked with directional arrows.
- A staff member will bring students downstairs to the front gate for pick-up. Parents can remain distant using the yellow distance markers. If the area by the gate is full, please wait at a distance until a space opens up. Parents should not wait on the steps/ramp to the gate.
- If remaining in your car, you may enter the pick-up area directly in front of the gate and your child will be dismissed to immediately enter your vehicle.
- If you cannot be physically distant from other parents/students and staff **at all times**, we suggest wearing a mask.
- Once your child has been dismissed, please clear the general area including the grassy strip along the building.
- More information on what to do when you are late or have an early pick-up can be found in the COVID-19 Health & Safety Procedures Handbook for Staff & Parents.

### *Casa*

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- Students in different learning groups will have staggered start times. Parents are not permitted to enter the school grounds or facility with their child except as scheduled or pre-arranged.
- Staggered start times must be observed so that students from different learning groups are not entering or exiting the facility at the same time.
- Parents will line-up on the distance markers outside of the street level gate and wait for their classroom teacher to greet their child. If the area is full, please wait at a distance or in your vehicle until space opens up.
- The group will proceed upstairs together.
- A staff member will greet students at the front door, spray sanitizer on their hands and they will proceed to the coat room/locker area.
- Students will be instructed on how to be physically distant using the distance prompts in the hallway and the floor will be marked with directional arrows.
- A staff member will bring students downstairs to the front gate for pick-up. Parents can remain distant using the yellow distance markers. Parents should not wait on the steps/ramp to the gate.
- If you cannot be physically distant from other parents/students **at all times**, we suggest wearing a mask.
- Once your child has been dismissed, please clear the general area including the grassy strip along the building.
- More information on what to do when you are late or have an early pick-up can be found in the COVID-19 Health & Safety Procedures Handbook for Staff & Parents.

### Washrooms

- Students within the same learning group will be permitted to be in the washroom as usual at any given time.
- Students should minimize physical contact at all times, including in the washrooms.
- If students see someone from another learning group in the washroom or hallway enroute to the washroom they must keep physical distance whenever possible.
- Students will be asked to keep hands to themselves and refrain from touching anything going to and from the washroom.
- Follow COVID-19 handwashing guidelines as posted in the washrooms.
- Supervising teachers wash their hands when leaving the washrooms and sanitize upon returning to the classroom.
- All students wash their hands when leaving the washroom as usual, and in addition, Elementary students will also sanitize hands upon re-entry to the classroom.

### Coat Room & Lockers

- Students should only access their assigned locker/cubby during authorized transition times.
- Students with lockers side by side must wait until the student using the locker beside theirs is done and has cleared the area.
- Learning groups will be supervised in the locker/cubby area by a staff member.
- Students will proceed to their locker/cubby, take off their outdoor clothes/shoes, change into their indoor shoes and proceed to their classroom in a timely manner.

### Staff Only Spaces

- Staff only spaces will have limited capacity and physical distancing requirements
- Staff meetings will be held virtually whenever possible.

### Staff Room & Breaks

- Staff will wash or sanitize hands after entering and before leaving the staff room.
- A **maximum of 4 people** will be in the staff room at any time maintaining a distance of six feet/two metres amongst each other.
- Masks must be worn when moving around the staff room and can only be removed when seated.
- Staff members from different learning groups should try and avoid being in the staff room at the same time.
- Staff should limit exposure to outside vendors during breaks and must wash and sanitize hands upon re-entry to the school.
- Staff will be asked to bring a lunch/snack that does not require a lot of preparation in order to limit microwave use, surface use, utensil use, etc.

- Staff will disinfect the areas, surfaces, appliances, etc. that they have used in the staff room.
- When finished staff members will wash and disinfect their hands again before going back to their classroom, office or workspace.
- Staff will not share food or drink.

### **Photocopier/Laminator and other Share Equipment**

- Hands will be washed or disinfected before & after use of any shared equipment.
- Any shared surfaces or equipment at the work area such as staplers, hole punches, table, etc. will be disinfected after use.
- Only **one** person allowed at the shared equipment area at a time.

### ***Second level protection (engineering controls):***

- Barrier at front door for situations when visitors, vendors, etc. enter the school, complete health check and sanitize hands.
- Individual administration offices.
- HVAC system was updated and replaced mid-2020.
- High quality air purifiers are throughout the school as an added precaution.
- Windows are opened when weather permits.
- In the event the HVAC system is temporarily compromised, air purifiers are already in place and running and windows would be opened. Additionally students would spend more time outdoors.

### ***Third level protection (administrative): Rules and guidelines***

We have identified rules and guidelines for how workers should conduct themselves. We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Detailed rules & guidelines and policies & procedures can be found in the COVID-19 Health & Safety Procedures Handbook for Staff & Parents.

### ***Fourth level protection: Using masks***

- Elementary students are not required to wear a mask in schools or on school buses. Elementary students' mask use should be based on their personal or family/caregiver choice, and their choices must be respected. (North Star has masks available for anyone who becomes sick while at school.)
- All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools— both within and outside of their learning group, except when:

- sitting in (or standing at) their seat or desk/workstation or while maintaining physical distance (2m) in a classroom or learning space;
  - there is a barrier in place;
  - eating or drinking; or
  - outdoors (mask use outdoors is optional).
- Masks should not be used in place of other safety measures, including physical distancing. Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people even if masks are worn.
  - All staff are required to wear a mask on school buses.
  - All visitors must wear a mask when they are inside the school (exceptions will be made for visitors who cannot tolerate masks for health or behavioural reasons).
  - PPE such as masks & gloves are available for staff and students as needed or requested.
  - All staff have been trained on the proper use of masks.

### ***Implement effective cleaning and hygiene practices***

We have reviewed the information on cleaning and disinfecting surfaces and have policies and procedures in place to ensure adherence to guidelines. 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. This includes the frequency that these items must be cleaned. We have removed unnecessary tools and equipment to simplify the cleaning process.

- Enforcing vigorous hand washing hygiene regularly, including before and after eating, using the washroom, etc.
- Avoid touching your eyes, nose, and mouth.
- Hands are sanitized upon entry to building.
- Hands are washed with soap and water upon entry to the classroom.
- Students and teachers will not shake hands.
- Elementary students will be provided with individual hand sanitizer to use throughout the day at their work area.
- Montessori materials will be sanitized periodically throughout the day.
- Shared equipment for PE, Music and Art will be cleaned and disinfected as outlined in the Provincial COVID-19 Health & Safety Guidelines for K-12 Settings.
- Students will bring their own water bottles, lunch and snacks that must stay in their designated space. Please ensure all snack and lunch items are in one bag.
- Students will not share food or drinks.
- Students & staff will limit the number of personal items they bring into the school.
- Frequently touched objects and surfaces (chairs, doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets) will be cleaned and disinfected minimum twice in a 24 hour period (once during the school day).

- Custodial company cleans each evening Monday to Friday.
- An electrostatic decontamination of each classroom and high frequency areas will take place before students return to school the following day.

## Develop policies

North Star has developed policies in accordance with the Ministry of Education, BCCDC and Worksafe BC regarding the health and wellness of individuals entering the building and protocols around illness, attendance, self-isolation etc.

- All students, staff, parents and visitors entering the school who have symptoms of COVID-19, **OR** travelled outside of Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak or are waiting results of a COVID-19 test, must stay home and self-isolate.
- 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. This is no longer completed through SchoolCues and is no longer required to be submitted. The daily health check for students can be completed using the app found at <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>
- Staff must assess themselves daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease, and complete an active daily health check through SchoolCues, which is submitted to administration prior to entering the school.
- Parents and visitors entering the school must complete an active health check at the entrance which is confirmed by administration/ assigned staff.
- Staff and students must stay home when sick or presenting with any symptoms of a common cold, influenza, COVID-19 or other infectious respiratory disease. If they have a fever, a new cough or are having difficulty breathing, they are directed to call 811.
- Staff and students who are ill will not be permitted to attend school.
- Those unsure if they, or a student, should self-isolate should use the BC COVID-19 Self-Assessment Tool at <https://bc.thrive.health/covid19/en>.

### What if a student or staff develops symptoms at home or school?

Anyone with NEW symptoms below that are not associated with a known chronic condition, such as allergies or asthma should follow the below instructions and call 811 if they have any questions.

### Key Symptoms

- Fever (above 38 degrees C)
- Chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

**1 or more** of these symptoms – Get tested and stay home.

### **Additional Symptoms**

- Sore throat
- Loss of appetite
- Headache
- Body aches
- Extreme fatigue or tiredness
- Nausea or vomiting
- Diarrhea

If you have **1 symptom** – Stay home until you feel better

**2 or more** of these symptoms – Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.

If you are a **close contact** (you will be notified if you are a close contact) of someone who has COVID-19 and have any of the symptoms listed above:

Get tested and stay home.

When staff, students or other persons entering the setting can return to school depends on the type of symptoms they experienced as outlined in the “When to get tested for COVID-19” resource. <http://www.bccdc.ca/health-info/diseases-conditions/COVID-19/testing/testing-information>

If, based on their symptoms, a test is not recommended, the person can return when their symptoms improve and they feel well enough to participate in **all** activities. If, based on their symptoms, a test is recommended, they must stay home until they receive their results. If the test is positive, they must follow direction from public health.

### ***Students***

If a student develops any symptoms of illness parents or caregivers must keep the student at home.

If a student develops symptoms at school North Star will take the following steps:

1. Provide student with a mask if they do not have one.
2. Immediately separate the symptomatic student from others in a supervised area.
3. Contact the student’s parent or caregiver to pick them up as soon as possible.
4. Where possible, maintain a 2 metre distance from the ill student, while continuing to wear your mask.
5. Avoid touching the student’s body fluids (e.g. mucous, saliva). If you do, practice diligent hand hygiene.
6. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g. classroom, bathroom, common areas).
7. Request the student stay home until COVID-19 has been excluded and symptoms have improved.

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

**Staff**

If a staff member develops any symptoms of illness they must stay home.

If a staff member develops symptoms at work they should go home as soon as possible.

If they are unable to leave immediately:

1. Provide staff with a mask if they do not have one.
2. Symptomatic staff should separate themselves into an area away from others.
3. Maintain a distance of 2 metres from others and continue to wear their mask while they wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g. classroom, bathroom, common areas).
5. Request the staff member stay home until COVID-19 has been excluded and symptoms have improved.

What will happen if there is a confirmed COVID-19 exposure at school?

If a staff or student is a confirmed case of COVID-19, public health will identify if they were at school during their infectious period, the period during which COVID-19 may be transmitted to other people. If public health determines that there was an exposure risk at school, they will notify the school administrator and work with them to provide further notification and recommended actions to exposed individuals or classrooms as required.

If there is a suspected or positive case of COVID-19, the school administrator notifies the Ministry and where appropriate, will communicate to the school community. To maintain personal privacy rights, public health will not disclose if a student or a staff member is a confirmed case of COVID-19, unless information is required to support effective contact tracing.

**Develop communication plans and training**

North Star will ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at the workplace.

We have training in place to ensure everyone is trained in workplace policies and procedures and all workers receive the policies for staying home when sick.

We have posted signage throughout the school on effective hygiene practices and we have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

All staff are trained on the workplace procedures to ensure policies and procedures are being followed. Anyone with concerns about implementation and adherence to them are asked to speak to the Head of School or Manager of School Operations immediately.

## **Monitor your workplace and update your plans as necessary**

Things may change as our school operates. 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 and watch for updates from Worksafe BC, BCCDC and the Ministry of Education. We make changes to our policies and procedures as necessary.

Workers know to go to the Head of School or their program level designate with health and safety concerns.

When resolving any safety issues, administration will involve staff & faculty.

## **Assess and address risks from resuming operations**

We have regular check-ins with staff and on-going risk assessment occurs.