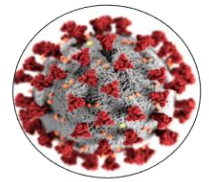


# Ray Watkins Elementary School

## COVID-19 Mandatory Protocol - Stage 2



### COVID-19 Preventative Measures

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom (or other school spaces); and before eating or preparing food. Alternatively, hand sanitizer may be used.
- Maintain safe social distancing of six feet/two meters between yourself and others outside of your learning group.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Clean and disinfect frequently touched objects and surfaces.
- Staff and student training on
  - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
  - Safe procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
  - How to report an exposure to or symptoms of COVID-19.
  - Changes made to work policies, practices, and procedures due to the COVID-19 pandemic
- Documentation
  - Document COVID-19-related meetings and post minutes at a central location.
  - Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.



### Entering/Leaving the Building

- Any access to the school outside of the pre-approved staff and student scheduled times must be approved by the Principal and recorded for contact tracing.
- Wash your hands after you enter the building and disinfect your workspace as needed.

### CLEANING AND DISINFECTING FREQUENCY

- The following frequency guidelines should be adhered to when cleaning and disinfecting:
- General cleaning and disinfecting of the premises at least once in a 24-hour period. This includes items that only a single student uses, like an individual desk.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours. (See Frequently Touched Surfaces section below for examples of frequently touched surfaces.)
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.
- The same cleaning and disinfecting frequency guidelines outlined above apply when different learning groups use the same space (e.g., multi use rooms, gym, arts room, etc.), or when the composition of a learning group changes at the end of a school term.

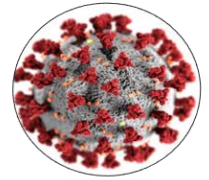
### Frequently Touched Surfaces

- Doorknobs, light switches, hand railings, faucet handles, toilet handles, tables, desks and chairs used by multiple students, water fountains.
- Shared learning items and manipulatives

**COVID-19 MANDATORY PROCEDURES:  
Ray Watkins Elementary School**

# Ray Watkins Elementary School

## COVID-19 Mandatory Protocol - Stage 2



- Shared equipment (e.g. computer keyboards and tablets, some PE equipment, etc)
- Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces)

### Drinking Fountains

Water fountains can continue to be used, as access to water should not be restricted. Students and staff should be encouraged to use personal water bottles. If using water fountains, students and staff should practice hand hygiene before and after use, and should not place their mouth on the fountain. Water fountains should be cleaned as a frequently touched item. When possible the water fountain should be turned on and used with as little direct contact as possible (eg, use of forearm, or thigh, or other to turn on fountain while avoiding touching other surfaces)

### Visitor Access/Community Use

Visitor access during school hours should be prioritized to those supporting activities that benefit student learning and well-being (e.g. teacher candidates, public health nurses, meal program volunteers, supporting professionals, etc.).

Schools should ensure that visitors are aware of health and safety protocols and requirements prior to entering the school.

- All visitors check in with the office and confirm they have completed the requirements of a daily health check before entering.
- The office will instruct visitors of their responsibilities and restrictions while in the building (which will include information about working across learning groups if needed)
- The office will keep a list of the date, names and contact information for any visitors who entered the school.

### Monitor Absenteeism

- Notify the District Office and the local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance.

### Isolation Room

- Students and staff who exhibit symptoms at arrival or who become ill during the day will be promptly separated from other staff and students until able to be sent to the isolation room (Strongstart or Dorm rooms).
- One staff member will be tasked to observe the sick person at a safe distance while another staff member will be tasked to contact the home and make arrangements for pick-up of the individual.
- When possible, and if the sick person can tolerate it, he or she should wear a surgical mask when near other persons.
- It is recommended that staff who provide care for persons with known, probable, or suspected virus illness use appropriate personal protective equipment (mask, gloves)

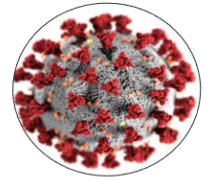
### SELF-ASSESSMENT, SELF-ISOLATION AND SYMPTOMS

- Daily assessment of children for symptoms by parents/caregivers, and staff self-assessment.  
<http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-IS-Children-FAQ-BCCH.pdf>
- If a student, staff or other adult has any symptoms, they must not enter the school.
- Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider and self-isolate while they await the results.
- Those unsure if they or a student should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment Tool.

**COVID-19 MANDATORY PROCEDURES:  
Ray Watkins Elementary School**

# Ray Watkins Elementary School

## COVID-19 Mandatory Protocol - Stage 2



- If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input.
- They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- 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.
- 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 health-care provider.

### PERSONAL PROTECTIVE EQUIPMENT

- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household.
- Students are required to wear non-medical anytime outside of their learning group whenever physical distancing cannot be maintained. Exceptions will be made for students who cannot wear masks for medical reasons.
- Staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) anytime outside of their learning group whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups).
- 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.
- The school will have non-medical masks available for staff and students, including anyone who becomes ill while at school. Wearing a non-medical mask, face covering, or face shield in schools outside of the circumstances outlined above is a personal choice for students and adults. It is important to treat people wearing masks with respect.
- There must be no crowding, gathering or congregating of people from different learning groups, even if non-medical masks are worn.

### 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.

- Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4.
- Volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
- Field trips to outdoor locations are preferable.
- Conduct a risk assessment considering the field trip location - science exploration vs. exploring at the beach.
- No overnight field trips will occur.
- International Field Trips - cancelled until further notice.

### Playgrounds

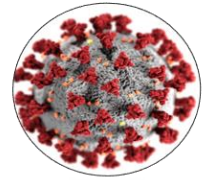
There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment. The following measures should be taken when using playgrounds:

- Ensure appropriate hand hygiene practices before and after outdoor play
- Attempt to minimize direct contact between students
- Sand and water can be used for play if children wash their hands before and after play. COVID-19 does not survive well on many surfaces, other than hard surfaces. There is no evidence showing that the virus survives on sand, in water or on playdough.

**COVID-19 MANDATORY PROCEDURES:  
Ray Watkins Elementary School**

# Ray Watkins Elementary School

## COVID-19 Mandatory Protocol - Stage 2



### Physical and Health Education

- Encourage outdoor programs as much as possible.
- Teachers should plan physical activities that limit the use of shared equipment and:
- Minimize physical contact inside learning groups (under Stage 2); or
- Support physical distancing outside of learning groups.
- Shared equipment should be cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document, and students should be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.
- Refer to Physical and Health Education (PHE) Canada guidelines: Include more individual pursuits than traditional team activities such as dance, alternative environment and land-based activities, exercises without equipment, fitness, mindfulness, gymnastics, and target games.
- Explore local parks and green spaces to promote outdoor learning and activity.
- Focus on activities that do not use equipment.

If equipment must be used:

- Avoid sharing equipment by numbering and assigning each student their own supplies
- Assemble individualized PE kits that can be assigned to students
- Have students create their own PE kits to use at home or school and set aside budget for additional kits to be purchased
- Anticipate equipment hygiene compromises and keep extra equipment on hand so that instructional time is not lost to re-cleaning equipment
- Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.)
- Encourage students to come to school in clothing that is appropriate for PE and the weather conditions to eliminate the use of change rooms
- When transitioning to/from outside remind students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in designated desk area or a marked side of the hallway
- No in-person inter-school competitions/events. This will be re-evaluated throughout the school year.

### Know the Facts

Using reliable sources of information will ensure that what you do learn is fact, not fear-based.

The BC Centre For Disease Control:

<http://covid-19.bccdc.ca/>

Health Link BC: <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

Health Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

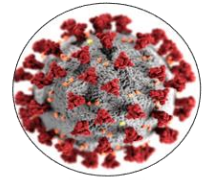
The World Health Organization: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Call 1-888-COVID-19 or text 604-630-0300 for details, advice, and further information on the virus in British Columbia.

**COVID-19 MANDATORY PROCEDURES:  
Ray Watkins Elementary School**

# Ray Watkins Elementary School

## COVID-19 Mandatory Protocol - Stage 2



# COVID-19

## Coronavirus Disease

### Preventative Measures – Protect Yourself



Wash hands with soap and water thoroughly and often



Avoid close contact with sick people (those with fever and cough)



Avoid touching eyes, nose, or mouth with unwashed hands



Avoid hugging, kissing, and shaking hands when greeting



Practice good health habits (sleeping, eating, keeping physically active)

### Key Facts

#### What are the signs and symptoms of coronavirus disease 2019 (COVID-19)?

The following symptoms may appear 2-14 days after exposure.

- Fever
- Cough
- Shortness of breath

Reported illnesses have ranged from mild symptoms to severe illness and death. Call your doctor if you develop these symptoms, and have been in close contact with a person known to have COVID-19, or have recently traveled from an area with widespread or ongoing community spread of COVID-19.

#### How does this coronavirus disease 2019 (COVID-19) spread?

The virus that causes COVID-19 seems to be spreading from person-to-person

- Between people who are in close contact with one another (within about 6 feet),
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

### If You Get Sick

#### Prevent the spread of COVID-19 if you are sick, by taking the following steps to protect others

- Stay home if you're sick, except to get medical care
- Separate yourself from other people – and animals – in your home
- Call ahead before visiting your doctor
- Wear a facemask if you are sick
- Cover coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean and disinfect all "high-touch" surfaces everyday

### Be Prepared

#### Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

#### Acquire necessary types of PPE and cleaning supplies.



Masks



Respiratory



Protective Coveralls



Boots and Shoe Covers



Face Shield



Disposable Gloves



Biohazard Response Kits

### Stay Informed

Don't panic – it's important to remain calm and take everyday actions to stay healthy. The following resources are updated regularly as information becomes available:



**Centers for Disease Control and Prevention**  
1-800-232-4636 | [www.cdc.gov](http://www.cdc.gov)



**Occupational Safety and Health Administration**  
1-800-321-OSHA | [www.osha.gov](http://www.osha.gov)



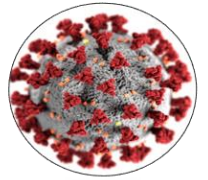
**World Health Organization**  
1-202-974-3000 | [www.who.int](http://www.who.int)



**American Red Cross**  
1-202-303-5000 | [www.redcross.org](http://www.redcross.org)

# Ray Watkins Elementary School

COVID-19 Mandatory Protocol - Stage 2



I have read, understand and have been trained in the above protocols for Ray Watkins Elementary School. I will ask for more training or clarification if at any time I need it. If these protocols or the stage we are in changes, Rob will inform everyone of these changes and provide training if so needed.

X \_\_\_\_\_

Please return this sheet to the office signed

**COVID-19 MANDATORY PROCEDURES:  
Ray Watkins Elementary School**