**BROOKES WESTSHORE**

**COMMUNICABLE DISEASE PLAN**

**Updated on August 2021**

**Updates**

October, 2021

December, 2021

**FISA – October 1**

Earlier today Minister Whiteside and Dr. Henry announced that the [K-12 Guidelines](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww2.gov.bc.ca%2Fassets%2Fgov%2Feducation%2Fadministration%2Fkindergarten-to-grade-12%2Fsafe-caring-orderly%2Fk-12-covid-19-health-safety-guidlines.pdf&data=04%7C01%7Clbayes%40westshore.brookes.org%7C7e6d7befdb0447ac990b08d98536e9f0%7Cc9c04b2373014a76b7f00357e1c746d0%7C0%7C0%7C637687293177700206%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Eszi4vtCVEVWCr4o3aTrMD33pdQF%2BB5TothCN%2FmVA%2BQ%3D&reserved=0) have been amended and will require mask use for K-12 students starting on October 4, 2021.

[COVID-19 Exposure Report form](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffisabc.ca%2Findependent-school-covid-19-exposure-report-form%2F&data=04%7C01%7Clbayes%40westshore.brookes.org%7C11c87b316dff4974c09008d97a24a126%7Cc9c04b2373014a76b7f00357e1c746d0%7C0%7C0%7C637675120010679461%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=c4sJEWqYJDp3cRLEaAJVv5w0T8APYkhM3K6pmYNtQcE%3D&reserved=0)

[SUPPORTING THE K-12 EDUCATION RESPONSE TO COVID-19 IN B.C. (gov.bc.ca)](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/covid-19-protocols-for-administrators.pdf)

**Purpose**

The goal of Brookes Westshore is to create a physically and emotionally safe learning environment for students and workplace for all teachers and staff who support learning. It is the intention of this document to provide the guidelines and procedures to reduce the risk of transmission of covid 19 and other communicable diseases in the community.

This plan will updated on a regular basis and ensure teachers/staff understand their responsibilities in maintaining a safe environment and to ensure current BC Ministry of Health and Education guidelines are followed.

At times, the guidelines may change in a region, community or school in the province where the transmission of a communicable disease necessitate further measures.

**Planning and Advisory Teams**

This document was prepared by the Brookes Westshore Safety Committee whose members are: Linda Bayes (Deputy Head of School), Melanie Penn (School Nurse), Thia McDonald (Coordinator of Residences) and Felicia Rozon (Director of HR).

All questions and concerns should be submitted in writing to [lbayes@westshore.brookes.org](mailto:lbayes@westshore.brookes.org).

Deputy Head of School, Linda Bayes, will be the lead contact for this committee, and she will also liaise with FISA and the Ministry of Education to ensure protocols are up to date It is the responsibility of this committee to:

* Keep students, parents, teachers and staff updated with the current information about COVID-19 from the Ministry of Education and the Ministry of Health.
* Contact the public health authorities when required.
* Liaise with educational associations such as FISA, CAIS, and ISABC to ensure protocols are up to date.
* Ensure the school is a safe environment for all students, teachers, and staff during the COVID-19 pandemic.

**Resources**

The protocols and procedures developed in this document have been created using the BC Ministry of Education’s guidelines for restarting school, BC Ministry of Health and Worksafe BC.

**The Public Health Guidelines**

December 29, 2021[k-12-covid-19-health-safety-guidelines-addendum.pdf (gov.bc.ca)](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines-addendum.pdf)

November, 2021 [Attachment 3 - Provincial COVID-19 Health Safety Guidelines for K-12 Settings\_November 17 2020 - DRAFT (gov.bc.ca)](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf)

October, 2021 [Guidance-k-12-schools.pdf (bccdc.ca)](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

COVID-19 Operational Guidelines for School Districts <https://www.openschool.bc.ca/covidguidelines/>

COVID-19 Protocols for School and District Administrators

[Worksafe BC](https://www.worksafebc.com/en/covid-19/bcs-four-step-restart)

[BC Self-Assessment Tool](https://bc.thrive.health/)

[K-12 Health Check](https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1)

[When to get tested for covid-19](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/When_to_get_tested.pdf)

[BC Centre for Disease Control](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks)

[Immunize BC](https://immunizebc.ca/ask-us/questions/will-covid-19-vaccine-be-mandatory)

**BC Centre for Disease Control**

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 and other communicable diseases in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID19 is substantially reduced.

Chart, funnel chart

Description automatically generated

*(updated August 2021)*

**KEY POINTS to maintain a safe school environment:**

1. Respecting Personal Space and using available space
2. Personal Hygiene
3. Cleaning and Disinfecting
4. Quarantine and self-isolation
5. Mental Health
6. Daily Health Checks
7. Mandatory masks for all students and staff
8. Communication with parents – [Link to our school website which outlines safety procedures for parents.](https://westshore.brookes.org/covid-19-updates/)

**Supportive school environment**

* Provide education to students and staff on hand hygiene, vaccinations, respiratory etiquette and respect for personal space
* Posters and signs throughout the school to promote health measures
* Support vaccinations and communicate effectively with parents, students and staff.
* Respect and understanding for everyone personal choices in regard to covid protection
* No punitive actions “or nagging” of students failing to follow protocols.

**Protocols and Procedures-Updated December, 2021**

1. **Mass Gatherings and Classroom**

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| **Item** | **Procedure** |
| **Social gatherings** | Will follow current regional or provincial regulations which are in place.   * Limit gatherings and events * Spreading people around as much as possible * Limiting visitors * Be outside whenever possible   Student Assemblies   * Cancelled |
| **Social and physical distancing** | * In large groups, (ie assemblies) – space out everyone as much as possible. * During breaks and lunch – limit physical contact between students. * Respecting personal space * Avoiding physical contact |
| **Bathrooms** | * Upstairs bathroom for Grade 9-12 * Downstairs bathroom for Grade 4-8 |
| **Dining Hall** | * Grade 4- MYP 1 will have lunch segregated from other students. * Two lunch sittings per day (Grade 4/5-MYP 4 and MYP 5-DP2) * Break and lunchtime monitors * Hand hygiene before and after meals * Eating outside as much as the weather permits * Masks not required while eating or drinking |
| **Staff Room** | * Space out as much as possible * Wear masks when staff are in the staff room. * Wear mask during meetings and avoid personal contact |
| **Gym** | * Hand washing before and after using gym equipment * No sharing of equipment (without disinfecting) that touches the face or mouth. |
| **Staff/Student Arrivals and Departures** | **NO ONE ALLOWED ON CAMPUS WHO IS SICK**  Daily Health Assessment will be completed by every student (boarding and day) coming onto campus.   * A health checklist for assessment will be provided for all students and completed at home prior to coming to school. * Dormitory staff will assist dorm students with checks. * Health checks of staff will be completed at the front desk upon arrival and will be recorded in a log.   Provide the BC website health check link for staff, parents, visitors and students. [K-12 Health Check (gov.bc.ca)](https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1) |
| **Classrooms** | * Outdoor education encouraged * Use all available space in the classroom * Everyone maintain their personal space with no personal contact * Organize the classroom to meet the students learning needs |
| **Visitors to the school** | * Visitors are discouraged, including parents * Health check and Sign-in of all visitors required with contact information. * Must wear a mask inside the school |
| **Entry and Exit points** | * Entry to the school will be monitored * Students should not congregate in front foyer in the morning or night * All employees, trades people, contractors or visiting staff entering the school must complete a health self-assessment. |
| **lockers** | * Are ok and are encouraged |
| **Fire Drills** | * As per government regulations |
| **Staff and student orientation to covid protocols** | * Homeroom teachers to provide necessary covid information to students * Morning announcements * Weekly newsletters to keep parents updated * All staff are kept informed and updated of procedures |
| **Attendance** | * Seating plans on buses * Daily class attendance * Seating plans for events and attendance |

1. **Student and Staff Health**

As of August 2021, BC Public Health authorities have instituted guidelines for the Prevention of Communicable Diseases. This is a move away from the Covid 19 safety plans which were in place in 2020-21.

All K-12 staff are required to wear a mask except:

* When indoors
* When eating or drinking

All secondary students (Grade 4-12) are required to wear a mask in school when:

* indoors
* eating and drinking; or

Everyone needs to respect the personal space of other and maximize the available space in a room.

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| **Item** | **Procedures** |
| **#1 RULE** | **STAY AT HOME IF SICK** |
| **Good Personal Hygiene** | * Hand washing for 20 seconds upon arrival, departure and frequently during the day * Hand hygiene schedule provided for younger students * Hand sanitizers available in all classrooms, hallways, dining hall, gym and front foyer * [hand hygiene signs posted](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf) through the school * Each grade level will provide personal hygiene lessons for students. These lessons will include protocols for hand washing and respiratory hygiene * School administration will provide lessons for all staff on personal hygiene and respiratory etiquette in the workplace * Tissue available in all classrooms and office spaces * Hand hygiene before and after meals and following bathroom use |
| **PPE (Personal Protective Equipment)** | * All students Grade 4-12 are asked to wear a mask * Wear a clean mask everyday.   Exceptions to mask wearing include:   * Unable to wear a mask * Removeable for identification purposes * While playing a musical instrument or engaged in high intensity physical activity. * While eating or drinking |
| **Physical distancing (2m)** | * Avoid physical contact * Respect the personal space of others * Maximize the available space in a room |
| **Daily health self-assessment** | * Every parent will assess their child’s health prior to sending them to school for symptoms of the common cold or flu * A self-assessment tool will be provided for parents and staff * BC government website to support daily health checks. * [Daily health check app](https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1)   **NO SICK STUDENT OR STAFF MEMBER WILL BE ALLOWED TO ATTEND SCHOOL** |
| **Respiratory etiquette** | * Reinforce and teach good practices with students and staff to reduce the spread of respiratory droplets |
| **Students and staff who are sick** | * Parents should report any illness to the Head/Deputy Head of School and School Nurse via ManageBac or email * Staff should notify Head/Deputy Head of School via email or telephone. The school nurse will be consulted to determine the necessity of a covid test. |
| **Experiencing COVID-19 symptoms** | Day Students and Staff who begin to experience COVID-19 symptoms during the day will:   * apply a mask immediately * report the symptoms to the School Nurse * be placed in an isolation room for assessment * local students and staff will be sent home   Any areas used by the student/staff will be cleaned and disinfected.  Dormitory students will be assessed by the School Nurse and taken to an isolation room. Arrangements will be made for COVID-19 testing.  Any staff member or student who experiences symptoms of cold or flu will remain off the school campus until they have been approved by a health care provider.  Any student or staff presenting with symptoms is required to:   * do COVID-19 self-assessment available through the [BC Ministry](https://bc.thrive.health/) and follow the directions. * in addition, Call 811 for further advice   Dormitory students who experience symptoms will be taken to the isolation floor where they will have a private room with a bathroom. Dormitory staff will wear PPE during any interactions with an individual experiencing symptoms. |
| **Required isolation and non-entry to the school** | * A person confirmed by health authorities to have tested positive for covid-19 * A person confirmed to be a close contact to a positive covid-19 test will be advised by local health authorities about return to school. * An unvaccinated person who has travelled outside of Canada in the last 14 days. * Anyone who is waiting for covid test results. |
| **Privacy and confidentiality**  **And Communication** | * The name of a person who tests positive for COVID-19 will not be disclosed by the health authorities. A name may need to be shared to determine contact tracing only. * The health authorities will not notify the school if a positive case if this case was determined not to be infectious while at school.   **No staff member should communicate with the media or the community. All communication will be coordinated with health authorities and the school administration.**   * All positive cases of covid-19 within the school community will be communicated to the Ministry of Education by the school administration. |
| **Rumors of covid-19 case** | * Notify school leadership and authorities * School administration: Where appropriate, develop communications using “key messages” from ministry for communication with the community. |
| **Return to school** | * Anyone who has experienced symptoms must report to the school nurse for assessment before returning to school. * A Dr.’s not is not required. * If a covid-19 test is negative, student/staff will be advised to stay at home as long as symptoms improve. * 5 days after the onset of symptoms, students and staff can return to school but must wear a mask at all times and be extra vigilant around others. * Consult with school nurse before returning to school to ensure it is safe to do so. |
| **At Risk Populations** | * All immune compromised students will be identified * Public Health Authorities will provide PPE as necessary * All senior staff (over the age of 65) will be identified and provided with guidance to ensure they are working in a safe environment |
| **Return to Canada** | * Anyone who is not fully vaccinated with an approved Vaccine in Canada, upon returning to Canada will be required to self-isolate for 14 days prior to attending classes * Students will be allowed to self-isolation in the dormitories under strict supervision * All dormitory students who have not been vaccinated will be supported to become vaccinated. |
| **Social Emotional well being** | * Teachers will monitor the social emotional well- being of all students * Advisors and teachers will identify students exhibiting concerns and will report to administration * Career Ed and PHE include emotional health curriculum and teachers will be advised to implement strategies early in the return to school * Teaching of ATL skills to support mental health and emotional well-being * Counselling services will be available for students who require support * Administration will monitor teacher/staff well-being and provide counselling services when needed. Our Health Plan offers counselling services for staff |
| **PHE classes** | * Hand sanitizing before and after * Masks not required for high intensity sports |
| **Sports Teams** | * Sports tournaments are on hold starting January 2022 * All coaches are required to be fully vaccinated. |

1. **Cleaning and Disinfecting the Environment**

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| **Item** | **Procedure** |
| **Daily Cleaning** | * One cleaning high touch surfaces every day * Regular cleaning of other surfaces and objects |
| **Ventilation** | * All classrooms, gym and dining hall have individual HVAC ventilation system with the outside. * Fans should be avoided if possible in unventilated spaces. * Fan use should be avoid circulating one individuals breathing area to anothers. Direct the flow from high to low. Avoid horizontal air flow. |
| **Hand Sanitizer** | * 60% alcohol-ased sanitizer found throughout the school and in every classroom. At each entry to the school * Well stocked soap in bathroom and sanitizer in classsrooms |
| **Paper and Textbooks** | * No evidence COVID-19 is spread via paper/textbooks |
| **Water Fountains** | * Open * All students should have a water bottle |
| **Package Delivery** | * Delivery personnel will drop packages outside the school |

1. **Dormitories**

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| **Daily Health Check** | * Under the direction of the School Nurse all boarding students will complete a daily health assessment. * No one will be allowed to attend class who is sick * A checklist will be provided to dormitory staff and students which will provide the criteria and necessary health assessments * Students who do not pass the health check will be sent to the School Nurse for further assessment |
| **Isolation upon arrival** | * All International students returning to Canada and selected for a pcr test will self-isolate until negative results are received. * They will not be allowed contact with others during this time * Dormitory staff will be available to support students and ensure their needs are met daily * Meals will be delivered to student rooms in isolation. They must be kept away from students who are not in isolation * Teachers will be on campus during the isolation and students may contact teachers for academic support via email or teams * We will support their social/emotional needs via Teams * All students will be monitored 4-5 times during the day by an assigned dormitory staff * PPE is available if a student in isolation requires assistance * A daily escorted walk outside their isolation room |
| **After School Activities** | * All extra-curricular activities are permitted as per regional regulations. |

1. **Transportation**

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| **Self-isolation of returning and arriving students** | * A dormitory staff and/or bus driver will meet all returning/arriving students at Victoria Airport * Hand sanitizers and masks will be available for the drive to Westshore * Masks will be worn by all passengers * No stops along the way * Students will be met by a dormitory staff and will receive a review of covid safety protocols. * Windows open if possible to allow for ventilation and air flow |
| **Cleaning Procedures** | * Buses will be thoroughly cleaned daily * High touch surfaces cleaned between trips |
| **Supplies available on bus** | Each vehicle contains the following items to prevent Covid19 transmission:   * Nitrile Gloves * Face shields * Earloop masks * Pump hand sanitizer * Spray hand and surface sanitizer * Cloths * Tissues |
| **Safety precautions for bus travel** | * Bus drivers can remove their mask while driving * All Grade 4-12 students wear a mask * Wash hands before a trip and following a trip. * Spread passengers out in the bus as much as possible. * Open windows if weather permits. * A bus seating chart developed for each trip. The seating chart will be stored in the front office. * Disinfect bus surfaces before each trip. |
| **Travel by public transit** | * Wash/sanitize hands before and after trips * Wear a mask |
| **Carpooling** | * Travel with the same people * Set the air circulate to come from the outside * Wash/sanitize hands before and after trips * Clean frequently touched surfaces regularly. * Wear a mask |

1. **Communication**

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| **Communication with students** | * Orientation and training will provide detailed support * Students will be provided with regular guidance in following the procedures outlined in this document * Regular information regarding hand hygiene and respect of personal space. |
| **Communication with parents** | * All covid related communication with parents will be done through the school administration * [Link to website which outlines the safety procedures.](https://westshore.brookes.org/covid-19-updates/) * Weekly newsletter * ManageBac * Email for private communication |
| **Communication with teachers/staff** | * Orientation and training before school begins * Teachers will be provided with guidelines and protocols in order to effectively follow the procedures outlines in this document * Dormitory and Housekeeping staff to receive training on cleaning and laundry services |
| **Safety Committee** | * To review staff information and understanding of procedures * To monitor availability of necessary cleaning and ppe equipment. |
| **Media Requests** | * Any request by media will be reviewed by the Head of School, Communications Coordinator and Deputy Head of School for approval. * No interviews will be provided in the event of a positive case of COVID-19. Media will be directed to the Public Health Authorities. |
| **Ministry Communication** | * All ministry updates will be reviewed * Report all cases of covid (there is a form) to FISA * Report all school closures to the rapid response team at [iscovidlead@fisabc.ca](mailto:iscovidlead@fisabc.ca). who will report to the Ministry. |

1. **Camping Trips**

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| **Vaccinations** | Campers are required to be fully vaccinated 2 weeks prior to the trip but proof of vaccination will not be required. |
| **Accommodations** | Camper beds will be positioned to maximize the physical distance (1m) between campers, head to toe alignment and/or toe to toe where possible.  A tent will be provided for students upon request.  Good ventilation with open windows. |
| **Hand Hygiene** | Frequent hand hygiene as per school policy. Only camping facilities will be chosen which have the necessary hand hygiene supplies.  Chaperones will take additional hand hygiene supplies as a precaution. |
| **Respiratory etiquette** | Campers will be instructed on hand hygiene and respiratory etiquette.  Training for all campers will be provided before they leave on the trip. |
| **Masks** | All campers to wear masks while inside, except when eating and sleeping. All campers will bring masks but we will have additional supplies of masks. |
| **Personal space** | Camp leaders will maximize the use of any indoor spaces for campers and activities will be conducted outside when possible. |
| **Camp leader training** | The camp chaperones will be trained by the school nurse on conduction health assessments, hand hygiene, respiratory etiquette, masks and dealing with illness. |
| **Daily Health Assessments** | Parents, chaperones and campers will be advised prior to the trip that all campers should have been healthy for the week leading up to the trip. No one is allowed on the trip who is sick.  The link to [BC Covid-19 Self Assessment](https://bc.thrive.health/covid19/en) will be provided to all parents prior to the trip.  Chaperones will assist all campers in the completion of the daily health assessment while on the trip. |
| **Illness during the camping trip** | Any camper or chaperone who develops covid-19 symptoms during the trip will be placed in self-isolation while they await transportation home.  In the event that a child becomes ill during a trip, chaperones will isolate the camper and contact our school nurse and/or public health authorities.    If campers become ill they must be picked up by parents. |
| **Chaperone responsibilities** | Ensure the camp provides appropriate eating and sleeping arrangements which follow covid safety protocols.  Ensure the camp provides the required cleaning as per covid safety protocols.  Ensure all campers and chaperones complete a daily health check.  Keep accurate records of seating arrangements, schedules, attendance and groupings of campers for contact tracers. |
| **Transportation** | Follow school policies for bus transportation.  No singing on buses.  Hand hygiene prior to getting on the bus and wearing of masks during the trip. |
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