



# NOTRE DAME SCHOOL

925-104<sup>th</sup> Ave. Dawson Creek, BC, V1G 2H8

Phone: 250-782-4923 Fax: 250-782-4388

[www.notredameschool.ca](http://www.notredameschool.ca)

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## Communicable Disease Prevention Plan

*The purpose of this document is to:*

*Share and communicate Notre Dame Schools steps to maintain a safe and healthy school environment by minimizing the risk of spreading COVID-19 and other communicable diseases, and includes both ongoing measures (e.g. hand hygiene, cleaning) and additional measures to be implemented as advised by public health.*

### 1) Public Entry / Access to School

- a) Notre Dame's front doors are open to visitors. However, visitors are encouraged to make appointments when possible.
- b) All staff use staff entrances (i.e. parking lot) and visitors use the main entrance to the school.
  - i) Visitors must have completed the daily health check before entering and will be required to wear a mask; disposable masks are available at the office.
  - ii) Names, dates and contact information will be kept for any visitors who enter the school.
- c) Students enter and exit through their preferred gate, following the necessary signs and instructions regarding traffic flow in boot rooms and hallways. **K and Grade 1's** will enter and exit the side blue doors of the foyer into the playground.
- d) A Plexiglass shield at the office counter provides further protection.

### 2) Drop Off and Pick Up

- a) If students arrive late, students should come to the office and sign in.
- b) **Pick-Up:** Students will exit the school at 2:45 pm through the playground doors or assigned exit doors and wait with their teacher in their designated area.

When picking up your child, please respect the personal space and comfort level of others.

**Please minimize the number of people coming on to the playground to help support our health and safe guidelines.** When having to bring other children on to the playground please ensure they remain with you.

### Parking Lot Safety:

The Notre Dame Staff Parking lot will be closed at the beginning and the end of the day for student safety. The large gate at the parking lot will be open for students to exit.

This will allow for easier student exiting at the end of the day. **Please park along the road** and walk to the gates or have your child meet you at the sidewalk. Thank you for your support in this safety issue.



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**Step-Up and Ride Bus students** will go out onto the playground with their classroom teacher and will meet a designated teacher to return to the front school doors to be picked up at the designated time.

### 3) Health Check for Students, Staff, and Visitors Entering School

A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.

- a) Parents / caregivers should assess their child daily for illness before sending them to school.
  - i) Parents/caregivers and students can utilize the provincial K-12 health check [tool](#) or [app](#) for daily assessment of symptoms.
  - ii) Staff and other adults should complete a daily health check prior to entering the school.
  - iii) If a student, staff, or other adult is sick, they must not enter the school.
- b) If a student/staff/visitor is required to self-isolate, they must stay home.
- c) A health-care provider note (i.e. a doctor's note) is not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.
- d) If tested for COVID-19 and positive, all staff/students will stay home until they are told by public health to end their self-isolation.
- e) If one member of a family becomes sick (cold/flu-non-covid) but the student or staff member is asymptomatic they can attend school. For example: If one sibling, a brother /sister has a cold (non-covid proven) the other siblings can attend school if they are not experiencing symptoms.

### 4) Students/Staff who Develop Symptoms while at School

- a) The student/staff will be provided with a non-medical mask if they don't have one unless they have a medical and/or disability related reason.
- b) The symptomatic student is immediately separated from others and moved to a supervised area and cared for safely (medical room, with the Meeting room designated as an alternate medical room).
- c) The student's parent / caregiver is contacted to pick up the student as soon as possible. Parents / Caregivers are expected to pick up their child as soon as possible if notified they are ill.
- d) Where possible, staff will maintain physical distance from the ill student. If not possible, staff are required to wear a face shield and mask.
- e) Staff will avoid touching the student's body fluids. If they do, diligent hand hygiene will be practiced.
- f) After the student is picked up, staff will practice diligent hand hygiene.
- g) Staff will clean and disinfect the space where the student was separated (sick room) and any other areas used by the student.



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h) The school will continue to provide learning support to students required to self-isolate.

## 5) Student Management: Hygiene

- a) Students will wash their hands (at a minimum):
  - i) When they arrive at school;
  - ii) Before and after any breaks (recess/lunch);
  - iii) Before and after eating and drinking;
  - iv) Before and after using an indoor learning space used by multiple classes and shared equipment;
  - v) After using the toilet;
  - vi) After sneezing or coughing into hands;
  - vii) Whenever hands are visibly dirty;
  - viii) Before and after using shared items that are difficult or impossible to disinfect (i.e. manipulatives, foam, playdough, or sand).
- b) Staff are encouraged to assist younger students with hand hygiene as needed and promote good hand hygiene with students.
- c) If a sink is not available, 60% alcohol based hand sanitizer can be used.
- d) Students may bring their own sanitizer or plain soap if they are on the list authorized by Health Canada or have a medical condition that requires specialized soap.
- e) Food and drink should not be shared between students.
- f) Notre Dame School water fountains remain in use.

## 6) Student Management: Physical Distancing

- a) Students are reminded to respect others' personal space.
- b) Staff will use available space to spread people out, both in learning environments and for gatherings and events where possible.
- c) Learning may take place outside when and where possible.
- d) Classrooms will have designated entrance and exit doors where possible.

## 7) School Structure / Organization:

- a) Morning recess break will be staggered:
  - 1<sup>st</sup> Recess – 10:15-10:30, Grades 2, 3, 5/6, 7
  - 2<sup>nd</sup> Recess – 10:30 – 10:45, Grades K, 1, 4, 4/5
- b) Lunch recess will be an opportunity for the whole school to be outside together. Students are encouraged to respect the personal space and comfort level of others.
- c) No more than two classes will be in the mudroom at one time.
- d) Stairways will continue to follow a one-way flow.
- e) Washroom stalls will be divided for primary and intermediate students. Students no longer have to line up outside the washroom.



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f) Hallway traffic will follow the “rules of the road” with supporting arrows.

### 8) Staff Management: Physical Distancing and Masks

- a) Occupancy limits for shared spaces (staff room, copy room) are established and posted. See WorkSafe BC posters / resources.
- b) Staff are asked to continue to respect the personal space and comfort level of others. Staff are required to wear a mask. When wearing a face shield, a non-medical mask should also be worn. Face shields should not be worn in place of a non-medical mask.
- c) Staff are required to wear a mask at all times, except when:
  - There is a barrier in place
  - Eating or drinking
  - Outdoors
  - When providing a service to a person with a disability or a diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions, and/or lip reading/movements is important.
  - If the mask is removed temporarily to engage in educational activity that cannot be performed while wearing a mask (e.g. engaging in high-intensity physical activity).
  - They cannot tolerate wearing a mask for health reasons.
- d) Staff meetings may occur physically distanced or virtually.

### 9) Staff Management: Hygiene

- a) Hand-washing supplies are available at all times (soap, clean towels, paper towels, 60% alcohol-based hand sanitizer). Staff will wash their hands (at a minimum):
  - i) When they arrive at school;
  - ii) Before and after any breaks (recess/lunch);
  - iii) Before and after eating and drinking;
  - iv) Before and after using an indoor learning space used by multiple classes and shared equipment;
  - v) After using the toilet;
  - vi) After sneezing or coughing into hands;
  - vii) Whenever hands are visibly dirty;
  - viii) Before and after handling food or assisting students with eating;
  - ix) Before and after giving medication to a student or self;
  - x) After contact with bodily fluids (i.e. runny noses, spit, vomit, or blood);
  - xi) After cleaning tasks;
  - xii) After removing gloves;
  - xiii) After handling garbage.
- b) Handwashing signs are posted near all sinks. All staff will wash their hands frequently to reduce the risk of transmission.



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- c) Other hygiene practice signage is posted (see resources from WorkSafe BC).

### 10) Cleaning / Disinfecting During School Operation (On-Site Staff)

- a) Common, commercially-available detergents and disinfectant products are being used.
- b) Frequently touched surfaces are cleaned and disinfected at least once in a 24 hour period, including (but not limited to) door knobs, light switches, toilet handles, tables, desks, chairs, stair railings, office barrier and shared office spaces. Notre Dame's custodian will follow the regular schedule of cleaning frequently touched surfaces at recess, lunch, and after school.
- c) Garbage containers are emptied daily.
- d) Pillow cases and blankets are laundered after each use using the school facilities if they are not single-use items.

### 11) Cleaning / Disinfecting After School Hours (Custodian)

- a) Notre Dame School is cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfecting for Public Settings ([http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)).

### 12) Communication

- a) Notre Dame will maintain contact with Northern Health as directed.
- b) Upon return to the workplace, a health and safety meeting is held to review workplace practices while maintaining physical distance.
- c) Daily check-in meetings with staff are held to provide new information and review concerns.
- d) Notre Dame School is keeping parents / caregivers informed about extra precautions occurring in the school setting.
- e) All information relating to communicable diseases is posted on the school [website](#).

### 13) Concerns about Unsafe Work

- a) Notre Dame School Staff are to raise safety concerns in writing via email to the Principal.
- b) Staff have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an "unwarranted, inappropriate, excessive, or disproportionate" hazard. For COVID-19, an "undue hazard" would be one where a worker's job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.
- c) If the matter is not resolved, the worker and the supervisor / employer must contact WorkSafe BC (<https://www.worksafebc.com/en/contact-us/departments-and-services/health-safety-prevention>). A prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.
- d) Workers / employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafe BC's Prevention Information Line at 1-888-621-SAFE to speak to a



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prevention officer to have questions answered. If required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

## 14) Masks

- a) Masks are required for all visitors, staff, and students in grades 4-12. Masks are encouraged for students in grades K-3. Some exemptions apply:
  - i) A person who cannot tolerate wearing a mask for health or behavioural reasons;
  - ii) A person who is unable to put on or remove a mask without assistance of another person;
  - iii) If the mask is removed temporarily for the purposes of identifying the person wearing it;
  - iv) If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. engaging in high-intensity physical activity);
  - v) A person is eating or drinking;
  - vi) A person is behind a barrier;
  - vii) While providing a service to a person with a disability or diverse ability where visual cues, facial expressions and/or lip reading/movements is important.

## 15) Physical Education

- a) Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.
- b) K-12 staff and students in Grades 4 to 12 are required to wear masks during PHE/outdoor program classes when they are indoors and a barrier is not present.
  - i. Students are not required to wear masks during high-intensity physical activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to student personal choice. Staff are encouraged to move high-intensity physical activities outdoors whenever possible.
  - ii. For low intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors and a barrier is not present.
- c) Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
  - i. Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
  - ii. Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.



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## 16) Music

- a) K-12 staff and students in Grades 4 to 12 must wear masks when indoors and a barrier is not present. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.
- b) Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after music equipment use.
  - i. Equipment that touches the mouth (e.g. instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses.

## 17) School Sports

- a) Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games), sports academies and events can continue in alignment with the following guidance:
  - i. Requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.
  - ii. Masks are worn by K-12 staff, other adults and students in grades 4 to 12 when they are indoors and a barrier is not present.
    - o Students are not required to wear masks during high-intensity sport activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to staff. Staff are encouraged to move high-intensity sport activities outdoors whenever possible.
    - o For low intensity sport activities (e.g. stretching, golf), students are required to wear masks when they are indoors and a barrier is not present.
  - iii. Use all available space to spread students and staff out as much as possible.
- b.) Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting document.
  - i. Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
- c.) Sport activities should be held outside whenever possible.

## 18) Vaccinations

- a) For your information, please go to the [Northern Health website](#) for times and locations for vaccinations. The Northern Health Clinic and Information line is 1-844-645-7811.

## 19) Regional Differences



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- a) Local public health orders may be placed for entire regions or communities, or for specific settings or activities. Notre Dame will follow all additional public health orders and will follow additional health and safety measures during times of elevated risk. This could include, but is not limited to: increased cleaning, room reconfigurations, visitor restrictions, and limits on gatherings or events.

### 20) Staff Mental Health Resources

- a) COVID-19 Psychological First Aid Service: Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists. <https://www.psychologists.bc.ca/covid-19-resources>
- b) COVID-19: Staying Well In Uncertain Times (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak. <https://cmha.bc.ca/covid-19/>
- c) Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times. [https://www2.gov.bc.ca/assets/gov/health-safety/covid19\\_stressmanagement\\_5\\_accessible.pdf](https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf)
- d) Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak. <https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>
- e) Mental Health and COVID-19 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation. [https://www.conferenceboard.ca/\(X\(1\)S\(1tloqepagnhoxli4w2hckucy\)\)/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(1tloqepagnhoxli4w2hckucy))/insights/covid-19?AspxAutoDetectCookieSupport=1)
- f) Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>