

## Covid19 Health and Safety Plan

Artemis Place Secondary and the Artemis Young Parent Program shall strive to meet or exceed the guidelines and requirements set out by the Provincial Health Officer, the BC Centre for Disease Control and WorkSafeBC to reduce the risk COVID-19 transmission. The following are included in this document: **Daily Screening, Personal Hygiene, Safe Social Interactions, Transmission Prevention, Physical/Environmental Modifications, Transportation, Communication and Resources.**

### Daily Screening

- Parents, Guardians and/or caregivers are responsible to assess their children **daily** before sending them to school. This shall include a health check asking about symptoms of the common cold, flu, Covid19 or other respiratory disease, and a temperature check.
- If a student develops symptoms while at home, parents/guardians or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Staff and all guests in the building shall self-assess prior to coming into the building.

### Personal Hygiene

- Everyone shall use hand sanitizer upon entering/re-entering the building and upon departure.
- Everyone should engage in regular handwashing and especially after eating, toileting, sneezing/coughing and as needed, and for at least 20 seconds with soap and water.
- Refrain from touching eyes, nose, or mouth.
- Refrain from sharing food/drinks, utensils, cigarettes, vapes, personal items, etc.
- Practicing coughing/sneezing etiquette, into elbow and utilize tissues, throwing tissues away immediately.
- Optional wearing of non-medical masks or face shields is an individual choice and is to be respected. Students who do not tolerate masks are not ever required to wear one.

### Safe Social Interactions

- As the entire school population is smaller than the designated Learning Cohort size for Secondary Schools, the entire school program is considered one Cohort.
- All guests inside the building, including parents/guardians, must maintain physical distance or wear masks when physical distancing is not possible.
- Physical contact is to be discouraged and avoided, eg) hugs, handshakes, etc.
- Individual high touch materials should be individually labelled for students, kept in their lockers or bins, or, cleaning the items between sharing (calculator, laptop, etc).
- Students and staff are encouraged to stay on site all day, not leaving for lunch or breaks and returning.

### Transmission Prevention

Staff and students (and their parents/guardians) must assess themselves daily for symptoms of COVID-19. If any student or staff member has even mild symptoms, they **are not permitted** in

## Covid19 Health and Safety Plan

the building, or arrangements will be made for that person to return home asap. Those unsure of if they or a student should self-isolate should be directed to use the [BC COVID-19 Self-Assessment Tool](#). If someone is considered a close contact of another person with a confirmed diagnosis of Covid19 then they are required to self-isolate for 14 days. Public Health determines who is considered a close contact.

If a student develops symptoms while at school:

- Immediately separate the symptomatic student from others in a supervised area, preferably outside if the weather is appropriate.
- Contact the student's parent or guardian to pick them up as soon as possible.
- Contact [811](#) or the local public health unit to notify them of a potential case and seek further input.
- Follow all public health directions.
- Maintain a physical distance of 2 metres from the ill student, request the student to wear a mask, and staff may also choose to wear a mask.
- Provide the student with tissues and ask them to throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's body fluids, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents/Guardians shall pick up their child asap if they are notified their child is ill.
- There is no role for health-related screening of students or staff for symptoms, checking temperatures, or COVID-19 testing, these activities are reserved for health care professionals.

If an employee develops symptoms:

- Employee must go/stay home, be assessed by their health care practitioner asap.

*Testing is recommended for anyone with these symptoms, even mild ones.*

### Physical/Environmental Modifications

- For restricting access to the school, everyone who has symptoms of Covid19 or has travelled outside of Canada in the last 14 days must stay home and self-isolate for 14 days if have not been tested for Covid19.
- Parents/guardians or caregivers should drop off students outside and not enter the building unless absolutely necessary. Contact with the school should primarily occur over phone and email.
- Schools should be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#). Cleaning practices should be in line with the provincial health officer's [COVID-19 Public Health Guidance for Childcare Settings](#).
- General cleaning and disinfecting of the premises should occur at least once a day.

## Covid19 Health and Safety Plan

- High touch surfaces must be cleaned at a minimum of twice per 24-hour period and once during school hours. This includes doorknobs/handles, stall, toilet handles, faucet handles, photocopier, shared cabinet handles, shared desks, keyboards and communications devices.
- Reduce or remove shared items, and items that are not easily cleaned, where cross-contamination is possible.
- Students should be encouraged to work from one location in the building each day, minimizing travel between rooms as much as possible.
- Minimize materials travelling between home and school and students' personal items should be stored in lockers. Paper has been determined to not be a concern in the transmission of COVID19.
- Staff in each room must empty garbage containers daily.
- Providing adequate updates and instruction, training, and supplies to custodians shall be ongoing as needed.
- Water fountains may be used but encourage users to use hands free water bottle filling stations and personal water bottles.
- Protocols shall be in place for the safe and healthy handling of all food items.
- Tracking of all visitors in the building should be maintained to ensure accurate contact tracing can occur, including a phone number.

### Transportation

- As Artemis Place offers a BC Transit Upass program, all students riding the public bus are expected to wear a mask while riding the bus.
- Artemis Place has a 14-passenger van but will limit the total number of passengers to 9 so there is a seat between each passenger, two on each row and one in the front. Non-medical masks\* must be worn by all passengers in the van. Riders are expected to use hand sanitizer prior to boarding the van.
- Loading and unloading the van shall be from back to front and then from front to back, respectively.
- Passenger logs shall be maintained for each trip in the van.
- High touch surfaces in the vehicle are to be disinfected after each trip and this is the responsibility of the driver or designate.
- If staff are driving students in personal vehicles, it is required that non-medical masks\* are worn. Students are required to use hand sanitizer prior to entering a staff vehicle.

\*no student is required to wear a mask if they do not tolerate it.

### Food Services

- Food preparation as part of learning, or meal programs, can continue within the school, as long as food is prepared as part of learning or meal program and is consumed by the staff/student(s) who prepared it, no additional measures beyond normal food safety measures and requirements need to be implemented.

## Covid19 Health and Safety Plan

- If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the WorkSafeBC Protocols for returning to operation are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.).
- No homemade food items to be made available to other students at this time.
- Continue to emphasize that food and beverages should not be shared.

### Communication

- Staff shall follow the Artemis Place Covid19 Communication Plan.
- Administration, in consultation with Public Health determines how and when information should be shared about potential and confirmed cases of Covid19 within the school population. Public Health will work with the Administration to determine what actions should be taken.
- Schools are not to provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of Covid19, unless directed to by Public Health.

### Resources

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

[Orders, Notices and Guidance from the Provincial Health Officer](#)

[Cleaning and disinfecting for public spaces](#)

[WorkSafe BC Return for Education resources](#)

[COVID19 Planning Resources and Operation Guidelines](#)

[K-12 Education Restart Plan](#)

[COVID19 Pandemic - Be Prepared, Be Well: How to care for yourself and others](#)

[BC COVID-19 Self-Assessment Tool](#)

### WorkSafe BC

Workers and employers with questions or concerns about workplace exposure to COVID-19 can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). They will be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.