

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. See the **Daily Health Check** form and follow its instructions. Staff, students and guests are also responsible to self-assess daily.
- If a student develops symptoms while at home, parents/guardians or caregivers must keep their child at home and follow the steps on the Daily Health Check form.
- Staff and all guests in the building shall self-assess prior to coming into the building.
- Staying home when sick is one of the most important ways in reducing the introduction of Covid-19 into the school.

Personal Hygiene

- Staff and students are to wear masks in the common areas of the building such as the hallway, kitchen (when not eating), office and when sitting with another person at a table or desk. When someone is alone at their desk or workspace and have adequate physical distance from the nearest person, they can remove their mask. However, students who do not tolerate masks are not required to wear one.
- Everyone should 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.

Safe Social Interactions

- All guests inside the building, including parents/guardians, must wear masks in common areas and also in smaller spaces/rooms when adequate physical distancing can't be maintained.
- Physical contact is discouraged and should be 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

If any student or staff member has symptoms, they **are not permitted** in 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. Anyone required to self-isolate will be supported by public health.

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 home and follow the directions of public health.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school.

Students and staff who experience symptoms consistent with a previously diagnosed health condition can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a healthcare provider and should not be required

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to provide a health-care provider note. If they experience any new or unexplained symptoms they should seek assessment by a health-care provider.

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 are being 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.
- 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 are 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 into large bin 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.

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- 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.

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.
- 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.
- Donated food, including Traditional foods, can continue to be accepted in line with regular food safety precautions for accepting food donations
- Continue to emphasize that food and beverages should not be shared.
- Limit the number of staff/volunteers in a food preparation or eating area at any one time to those necessary to ensure the program can be delivered.
- Students should wear masks and practice hand hygiene before accessing food. Signs will be posted to remind students to practice hand hygiene and to maintain space from one another.
- If food is served to students, re-usable plates, utensils and containers can be used, with normal cleaning and disinfecting methods for dishwashing implemented.
- Provided food safety precautions are followed, leftover food can be sent home with students.
- High-touch surfaces are to be cleaned and disinfected in line with the guidance in this document and existing food safety practices. High-touch surfaces may include ingredients and containers, equipment such as switches, dials and handles and shared serving utensils if they are used by multiple people.
- Regular cleaning & disinfecting practices for food services will continue.

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

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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.