



## DCS 2020-2021 Updated COVID-19 Plan

February 2021

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

### Objective

To continue working towards the mission and vision of DCS by providing safety and care for students, their families, and staff while providing Christian education that aligns with the BC Restart Plan.

To communicate frequently with our Indigenous, educational, and regional health partners to ensure DCS is working collaboratively to listen and ensure that the needs in our school community are being met.

### Introduction

Duncan Christian School (DCS) has been working extensively to create a plan that provides a safe environment for our community. Our administration team has reviewed the updated February 4, 2021, provincial announcement by Minister Jennifer Whiteside and Dr. Henry. As a result, DCS will update many aspects of this plan.

The Ministry of Education on July 27, 2020 updated the 5 Stage Framework and is currently directing schools to plan for a Stage 2 return in September. We continue to operate in Stage 2 of the framework.

The Ministries goal is maximizing in-class instruction for all students within the revised public health guidelines to reduce the risk of COVID-19 transmission. The BC Ministry of Education with the support and guidance of Provincial Health made this decision with great care. With 2/3rds of BC students being out of school for over 175 days by September, the priority is to safely return students to in class instruction to increase peer interaction, peer support and connection, decrease mental health impacts, and to prioritize learning. Schools are considered a controlled environment by public health. This is because schools include a consistent grouping of people, there are robust illness policies for students and staff and there is an ability to implement effective personal practices.

In order to implement a return to full-time in-class instruction in September, the Provincial Health Officer has recommended the use of cohorts (Learning Groups) to reduce the number of close, in-person interactions. A Learning Group is a group of students and staff who remain together throughout the school year and who primarily interact with each other.

As a reminder, DCS is not a distributed learning (DL) school and we are not permitted to offer online courses, unless we move to Stage 4 or 5 of the framework, similar to the transition at the end of March. While we

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>Elementary: N/A</li> <li>Middle: N/A</li> <li>Secondary: N/A</li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>Elementary: 60</li> <li>Middle: 60</li> <li>Secondary: 120</li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>Elementary: 30</li> <li>Middle: 30</li> <li>Secondary: 60</li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>Elementary: 30</li> <li>Middle: 30</li> <li>Secondary: 30</li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>Elementary: 0</li> <li>Middle: 0</li> <li>Secondary: 0</li> </ul>
<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>50% for all schools</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>25% for all schools</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>0% for all schools</li> </ul>
<b>IN-CLASS INSTRUCTION:</b> <ul style="list-style-type: none"> <li>Full-time all students, all grades</li> </ul>	<b>IN-CLASS INSTRUCTION:</b> <ul style="list-style-type: none"> <li>Full-time instruction for all students for the maximum instructional time possible within cohort limits.</li> <li>Self-directed learning supplements in-class instruction, if required.</li> </ul>	<b>IN-CLASS INSTRUCTION:</b> <ul style="list-style-type: none"> <li>Full-time instruction for: <ul style="list-style-type: none"> <li>children of essential service workers</li> <li>students with disabilities/diverse abilities</li> <li>students who require additional supports</li> </ul> </li> <li>In-class instruction for all other students for the maximum time possible within cohort limits.</li> <li>Self-directed and remote learning supplements in-class instruction.</li> </ul>	<b>IN-CLASS INSTRUCTION:</b> <ul style="list-style-type: none"> <li>Full-time instruction for: <ul style="list-style-type: none"> <li>children of essential service workers</li> <li>students with disabilities/diverse abilities</li> <li>students who require additional supports</li> </ul> </li> <li>Remote learning for all other students</li> </ul>	<b>IN-CLASS INSTRUCTION:</b> <ul style="list-style-type: none"> <li>Suspend in-class for all students</li> </ul>



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do not offer a DL program, we continue to offer a Remote Learning option for students/families that feel more comfortable or have challenges returning to on-campus learning.

## Public Health Measures

### **Supportive School Environments**

Schools can support students to practice personal preventive measures by:

- Having staff model these behaviours.
- Sharing reliable information, including from the BC Centre for Disease Control and the Office of the Provincial Health Officer, to parents, families and caregivers.
- Promoting required safety measures in the school through the use of visual aids like floor markings and signage. In line with the K-12 Education Restart Plan's goal of maximizing in-class instruction for all students within current health and safety guidelines for schools, staff should utilize positive and inclusive approaches to engage students in preventive practices and should not employ measures that are punitive or stigmatizing in nature.

### **Mass Gatherings**

The Provincial Health Officer's Order for Mass Gathering Events prohibits all mass gatherings. All mass gatherings must adhere to the [Gatherings and Events Order](#) of the Provincial Health Officer. This order does not apply to regular school activities, however, the students and staff may not all be in the same place and must practice physical distancing. Learning group assemblies are gathered and distanced to provide a community atmosphere and repeated for all learning groups.

### **Community Events**

Unfortunately, the [Gatherings and Events Order](#) does apply to events, which means some we cannot meet together as a school community. Events such as the Welcome Back BBQ and important assemblies cannot happen in the same way this year. We are working hard to offer these activities in a different way as building community is a cornerstone of DCS. We will let you know about these alternative events soon.

### **Chapel**

Chapel is a foundational practice of DCS that will continue, just in a new way during this time. At the elementary level, students have been participating with their class or learning group in chapel activities. Classes, high school students, and other guest speakers have created virtual experiences for the classes to view and discuss. In the high school, the chapel module class has taken responsibility for providing a weekly chapel for the home rooms. Chapel leaders are divided and lead the homerooms and provide a chapel for students to participate in. This is a way we continue to build on our foundation as a Christian school. We will still worship together, listening to the sounds of our voices bouncing down the halls.

### **What happens if there is a COVID-19 exposure?**

#### **Public Health Case Management**

Public health teams actively monitor and trace cases of COVID-19 in schools.

#### **Case Finding and Contact Tracing**

If a staff or student is a confirmed case of COVID-19 through testing or investigation (i.e. case finding), public health will determine who that person has been in close contact with recently (i.e. contact tracing) to determine how they were infected and who else may have been at risk of infection.

#### **Exposures and Exposure Notifications**

An exposure occurs when a person attends school when they may have been potentially infectious with COVID-19 and there is a risk of transmission to others. If there was a potential exposure at a school, public



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health will work with the school to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed.

Public health will notify by phone or letter everyone who they determine may have been exposed, including if any follow-up actions are recommended. Those who public health determines are close contacts will be advised to self isolate. Those who public health determines are not close contacts but may still have been exposed may be advised to self-monitor for symptoms.

Once those who may have been exposed have been directly notified, regional health authorities post a notification on their website that details the school and dates a person attended when they may have been infectious. In some regions, this exposure notification is also provided by letter to the school community; this is determined at a regional level.

To ensure personal privacy rights are maintained, public health will not disclose that a student or staff member is a confirmed case of COVID-19 unless there is reason to believe they may have been infectious when they attended school. Public health will only provide the personal information needed to support effective contact tracing.

School administrators or staff should not provide notifications to staff or students' families about potential or confirmed COVID-19 cases unless the school administrator is directed to do so by the school medical health officer. School Administrators are to follow processes outlined in COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases.

## Clusters

A cluster refers to two or more confirmed cases of COVID-19 that occur among students and/or staff within a 14-day period, and isolated transmission is suspected or confirmed to have occurred within the school. When this occurs, public health, under the direction of a Medical Health Officer will investigate to determine if additional measures are required to prevent transmission of COVID-19. It is expected that multiple cases may occur within a 14-day period, especially when COVID-19 is circulating in the community. This does not necessarily mean that transmission occurred in the school, as they can also be the result of interactions outside of the school setting.

## COVID-19 Outbreaks in Schools

An outbreak is when there is sustained, uncontrolled, widespread transmission of COVID-19 within a school, and a Medical Health Officer determines extraordinary public health measures are necessary to stop further transmission in the school or school community. Extraordinary public health measures are at the discretion of the Medical Health Officer and may include ordering the school to close for a certain amount of time or requiring testing of all potentially exposed individuals regardless of symptoms.

## Visitors

The school will be limiting the number of visitors to the school. Priority will be given to those supporting student learning and wellbeing (e.g. teacher candidates, public health nurses, meal program volunteers, etc.). Visitors must complete a daily health check before entering, must wear a non-medical mask when in the school, and will check in at the office and provide a name and phone number for contact tracing purposes.

## Environmental Measures

### *Cleaning and Disinfecting*



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Regular cleaning and disinfection are essential to preventing the transmission of COVID-19. DCS with direction from Island Health and the BCCDC's guidelines have enhanced our cleaning procedures in the school. DCS janitorial contractor, Clean Sweep Janitorial, has been in frequent communication with Island Health to ensure the correct cleaning products are used and enhanced cleaning takes place throughout the day. New daytime janitorial services will provide cleaning and disinfecting of frequently touched surfaces twice daily.

## **Frequently Touched Surfaces:**

Frequently touched surfaces include:

- Items used by multiple students and staff, including door knobs, light switches, hand railings, water fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives and toys.
  - Students and staff should be encouraged to bring an individual, filled water-bottle or other beverage container to school each day for their personal use to support hydration needs.
  - Refilling water stations can be used to refill personal containers (these should not include washroom sinks or other water sources not typically used for drinking water).
  - Water fountains where a person drinks directly from the spout should be used minimally, and only if no other means of water access are available. Hand hygiene should be practiced before and after use.
  - Access to water and to washrooms should not be restricted.
- Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports 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)
- Service counters (e.g., office service window, library circulation desk)

Limit frequently-touched items that are not easily cleaned to those that support learning, health and development.

- Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used, if hand hygiene is practiced before and after use.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper- (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

## **Traffic Flow**

Floor markings and posters to address traffic flow throughout the school will be used to help staff and students to navigate the schools. In the elementary school coloured tape and arrows will direct students and floor stickers and posters will remind our high school students where and in which direction to go.

## **Physical Barriers**

DCS installed clear barriers to our elementary and secondary administrative office areas to help protect our office staff.

## **Administrative Measures**

### **Learning Groups (Cohorts)**

A learning group is a group of students and staff who remain together throughout a school term (e.g. a school



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quarter, semester or year) and who primarily interact with each other. A learning group could be made up of a single class of students with their teacher, multiple classes that sometimes join for additional learning activities, or a group of secondary school students with the same courses.

## ***Why Learning Groups?***

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19.

## ***What is a Learning Group?***

A DCS learning group is a group of students and staff who remain together throughout the school year or term. Learning groups reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

## ***Elementary Learning Groups***

In our PreK-7 elementary school, a learning group can be composed of up to 60 people. Learning groups are smaller in elementary schools due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness. The learning groups in the elementary school will be divided into: PreK, Kindergarten & Grade 5, Grade 1&2, 3&4, and Grade 6&7

## ***Secondary Learning Groups***

At our grade 8-12 high school, a learning group can be composed of up to 120 people. Learning groups are larger in secondary schools due to the increased ability of children in that setting to be able to consistently minimize physical contact, practice hand hygiene, ensure physical distance where necessary and recognize and articulate symptoms of illness. The learning groups in the high school will be: Grades 8&9 and grades 10-12.

## ***Interacting with Learning Groups***

DCS will attempt to minimize the number of adults (staff and others) who interact with learning groups they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment. If interaction is necessary, personal protective equipment will be used.

## ***Physical Distancing***

Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.

- Within learning groups, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.
  - Young children may not be able to consistently reduce physical contact.
- Within and outside of learning groups, there should be no crowding.
- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes during break times and in meetings.

Physical distancing requirements vary between stage 2, 3 and 4:



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STAGE 2	STAGE 3	STAGE 4
<ul style="list-style-type: none"><li>Physical distancing (2m) for K-12 staff and for middle and secondary school students when interacting outside of their learning groups</li><li>Physical distancing (2m) for elementary students when interacting outside of their learning groups while indoors.</li></ul>	<ul style="list-style-type: none"><li>Physical distancing (2m) for K-12 staff, middle and secondary school students at all times.</li><li>Physical distancing (2m) for elementary students when interacting outside of their learning groups while indoors.</li></ul>	

## Extra-Curricular Athletics

Programs, activities (e.g. intramurals, sports team practices and games) and sports academies can occur if:

- Activities do not involve prolonged physical contact (i.e. physical contact beyond a brief moment). For example, activities such as soccer and touch football are low-risk, whereas activities like wrestling should be avoided;
  - Schools are encouraged to adapt activities/sports as needed to reduce physical contact.
- No spectators are in attendance aside from participants, only the minimum number of individuals required to run the activity should be present.
- Masks are worn by K-12 staff and other adults when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
- In elementary schools, physical distancing (2m) can be maintained between learning groups when indoors.
- In middle and secondary schools:
  - For high intensity activities (that result in significantly increased respiration rates):
    - If indoors and the activity is stationary, students and/or fitness equipment (e.g. stationary bikes, treadmills, weight training equipment, etc.) should be spaced 2 meters apart. If indoors and the activity involves movement, ensure there is ample space available to reduce the likelihood of physical contact beyond a brief moment.
      - Activities should take place outdoors, or be replaced with low-intensity activities, if the conditions above cannot be met.
      - Wearing masks during high-intensity sport activities (indoor or outdoors) is left to personal choice, however masks cannot replace the need for 2 metres between students and/or exercise equipment during high intensity stationary activities indoors.
    - Masks are worn by middle and secondary students during low-intensity indoor physical activities where physical distancing (2m) cannot be consistently practiced and a barrier is not present.
  - Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
    - Students should be encouraged to practice proper hand hygiene before and after participating in sport activities and equipment use.
    - Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.)
  - Sport activities should be held outside whenever possible.
  - No in-person inter-school competitions/events should occur at this time.

## Drama Program





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Our DCS high school drama program will continue in a different format. The grade 10-12 learning group will be invited to participate in small-group, in person drama classes. Unfortunately at this time we will not be able to have an in person public performance in the spring but are considering our options for a taped performance viewable online.

## **Bus Transportation**

### **Busing:**

Duncan Christian School has a long term ongoing contractual relationship with Mid Island Bus Services, a local school bus company to ensure all students including those with diverse abilities, disabilities and First Nations students continue to receive service. Mid Island Bus holds itself to high cleaning standards which can be viewed in the transportation section of this document (Section 9)

### **Operational:**

1. Each morning first window in student's compartment is opened 2 inches, as is last window on opposite side for good airflow
2. Prior to entering the bus students use hand sanitizer from dispenser located beside entrance door
3. Upon entering student's sit in family grouping or on individual seats where space permits. Names are displayed on each seat, loading takes place from back to front, disembarking takes place from front to back.
4. Buses have a Lexan partition installed to allow distancing between driver and students. In addition, each driver has a "go kit" which contains face shields and masks should it be necessary to enter the student's seating area.
5. Middle and secondary students will be required to have a non-medical mask available from the school on the bus. Exceptions will be made for medical reasons.
6. The school will provide an up-to-date passenger and seating arrangements lists to the drivers and bus company.
7. In between AM and PM bus runs the bus entrance handle and seat back tops and dispenser (common touch areas) are sprayed with a BCCDC approved cleaning and disinfecting product.
8. At the end of the run bus interior is sprayed using an electrostatic sprayer containing a BCCDC approved cleaning and disinfecting product.
9. After school, the school's bus supervision will have students line up in their family/household groups to accommodate loading rear bus seats to front bus seats first, maintaining a 2m social distance between family/household groups.

## **Staff Only Spaces**

Experience to date underscores the importance of COVID-19 prevention among adults, as well as students, in the school setting. Schools and school districts must ensure physical distancing is practiced within staff only spaces, including during break times, regardless of whether or not masks are worn. To support this, schools can implement the following strategies:

- Utilize signage to prevent crowding (e.g. in the break room, by the photocopier, etc.).
- Hold meetings virtually whenever possible.
- Ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors, unable to maintain physical distance, and a barrier is not present.

WorkSafeBC guidance for offices lists measures that should be considered and implemented as applicable to the workplace for staff in office environments.



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## Personal Measures

### **Daily Health Check**

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

- Parents and caregivers should assess their children daily for illness before sending them to school.
  - Parents/caregivers and students can utilize the provincial [K-12 Health Check app](#) for daily assessment of symptoms.
  - Schools are not required to verify that the student health check has occurred every day or require that parents/caregivers submit a daily health check form.
- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer Order on Workplace Safety, prior to entering the school.
  - School and district administrators are required to verify that staff and other adult health checks have been completed before they enter the school. DCS staff complete a daily health check each morning.

### **Stay Home When Sick**

It is important that if you are sick, you are required to stay home. This is an interesting time and it is important that we all work together, as Dr. Bonnie Henry would say, to “be kind, be calm, and be safe.”

### **Parents or Guardians Must Access Child Health**

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a child has any symptoms, they must not go to school. The free [K-12 Health Check app](#) has been created to help parents with this process of determining whether to send a child to school.

### **Staff or Other Adult Self Assessment**

Staff members are responsible to assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Staff also need to complete the Daily Health Check each morning before or at work.

### **Trauma-Informed Practice and Socio-Emotional Learning**

Trauma-informed practice is an informed way of approaching your practice through a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events.

Trauma-informed practice includes:

- Providing inclusive and compassionate learning environments.
- Understanding coping strategies.
- Supporting independence.
- Helping to minimize additional stress or trauma by addressing individual student needs.

Use of regular needs-based 'check-ins' can assist in gathering important information to inform the level of trauma response and recovery necessary to support the school community. To support educators to develop compassionate learning communities through trauma-informed practice, the Ministry has created trauma informed practice resources that are available on the erase website.





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The Ministry of Education has developed a [webinar series](#) to support educators as they navigate through times of uncertainty and change. The first webinar, Building Compassionate Communities in a New Normal, provides educators with information, ideas and strategies that they can use to create compassionate spaces for students, especially during times when the classroom environment is ever-changing.

## Hand Hygiene

This is the part where many people have adopted a song or several to assist with washing for the appropriate amount of time. DCS supports staff and students to participate in finding ways to wash hands thoroughly and for the appropriate amount of time. Visual signs are on the walls to assist in all bathrooms. Washing hands with plain soap and water is the most effective way to reduce the spread of illness. Staff will work hard to teach their favourite hand washing songs or poems or whatever is used to reinforce these practices among students. If access to soap and water is unavailable, students will have access to hand sanitizer.

When Student Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"><li>▪ When they arrive at school.</li><li>▪ Before and after any breaks (e.g., recess, lunch).</li><li>▪ Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li><li>▪ Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li><li>▪ After using the toilet.</li><li>▪ After sneezing or coughing into hands.</li><li>▪ Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>▪ When they arrive at school.</li><li>▪ Before and after any breaks (e.g. recess, lunch).</li><li>▪ Before and after eating and drinking.</li><li>▪ Before and after handling food or assisting students with eating.</li><li>▪ Before and after giving medication to a student or self.</li><li>▪ After using the toilet.</li><li>▪ After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>▪ After cleaning tasks.</li><li>▪ After removing gloves.</li><li>▪ After handling garbage.</li><li>▪ Whenever hands are visibly dirty.</li></ul>

## Respiratory Etiquette

Students and staff should continue to practice coughing or sneezing into their elbow or a tissue. Throw away used tissues and immediately wash your hands. It is also important to remember to refrain from touching eyes, nose or mouth with unwashed hands.

## No Sharing Food

Refrain from sharing any food, drinks, unwashed utensils, or anything else. Parents and staff can teach and reinforce these practices among students. We will also ask parents to not bring in any birthday cake or treats as DCS will not be able to pass them out, it is specifically noted.



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## COVID Symptoms Developed at School:

If a Student Develops Any Symptoms of Illness	If a Staff Member Develops Any Symptoms of Illness
<p>Parents or caregivers must keep the student at home</p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"><li>1. Immediately separate the symptomatic student from others in a supervised area.</li><li>2. Contact the student's parent or caregiver to pick them up as soon as possible.</li><li>3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.</li><li>4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li><li>5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li><li>6. Once the student is picked up, practice diligent hand hygiene.</li><li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).</li></ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff must stay home</p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"><li>1. Symptomatic staff should separate themselves into an area away from others.</li><li>2. Maintain a distance of 2 metres from others.</li><li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li><li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li></ol>
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</p>	

## Personal Protective Equipment (PPE)

Although personal protective equipment (including masks) is the lowest level on the hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Non-medical masks and face coverings (hereafter referred to collectively as masks) have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them.

Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.

Masks should not be used in place of the other safety measures detailed in this document. For example, masks are not a replacement for the need for physical distancing for in-class instruction delivered to students from more than one learning group.

### K-12 Staff:

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools - both within and outside of their learning group, except when:

- sitting in (or standing at) their seat or desk/workstation in a classroom or learning space;
- there is a barrier in place;
- eating and drinking; and
- outdoors.

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.



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Exceptions will be made for teachers who cannot tolerate masks (e.g. health or behavioural reasons). For these exceptions, DCS will implement environmental and administrative measures to ensure student and staff safety.

## ***Middle and Secondary School Students:***

All middle and secondary school students are required to wear a mask or a face shield (in which case a nonmedical mask should be worn in addition to the face shield) in schools - both within and outside of their learning group except when:

- sitting in (or standing at) their seat or desk/workstation in a classroom or learning space;
- there is a barrier in place;
- eating and drinking; and
- outdoors.

All middle and secondary school students are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

Exceptions will also be made for students who cannot tolerate masks (e.g. health or behavioural reasons). For these exceptions, DCS will implement environmental and administrative measures to ensure student and staff safety.

## ***Elementary School Students:***

Elementary students are not required to wear a mask in schools or on school buses. Elementary students' mask use should be based on their personal or family/caregiver choice, and their choices must be respected.

- In line with current public health guidance, masks are not required for elementary school students based on international evidence regarding younger children's capacity to comply with the correct use of masks (e.g. frequent touching/removal of mask, wearing mask incorrectly, etc.), and potential impact of mask wearing on learning and development.

## ***Visitors:***

All visitors must wear a non-medical mask when they are inside the school.

## Contact Information

If you have any questions regarding this information, please connect with Peter Terpstra  
([pterpstra@duncanchristian.com](mailto:pterpstra@duncanchristian.com))