



Updated: April 2022

All changes are highlighted in yellow. All changes take effect on April 16, 2022

Introduction

Duncan Christian School (DCS) is committed to working towards the mission and vision by providing safety and care for students, their families, and staff while providing Christian education.

Communicable disease prevention focuses on reducing the risk of transmission of 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 and WorksafeBC.

This document provides a framework of the guidelines that are in place to safely operate. DCS plans 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.

Trauma-Informed Practice

Duncan Christian school realizes that the ongoing pandemic has had an effect on staff and students.

Trauma-informed practice is a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events and early hardships. The main components of this lens are rooted in the understanding that all behaviour and actions happen for a reason and it is up to each of us, in our helping capacity, to acknowledge current coping strategies and to assist children, youth and adults through supportive relationships and create opportunities.

Trauma-informed practice involves the long-term work of transforming schools into compassionate learning communities. Trauma-informed is not about doing more in the classroom and community but rather, about doing things differently.

Space Arrangement

Schools can use classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.

Staff Only Spaces Staff only spaces can use preferred configurations

School Gatherings and Events

Schools can resume all types of gatherings and events (including staff only gatherings and events), and there are no longer specific capacity limits. Schools and staff should use an inclusive and trauma-informed lens when planning school gatherings and events. See the Visitor Access/Community Use section for more information on protocols for visitors.

Student Support

DCS will continue to provide the necessary care needed to facilitate learning for our students that are in student support. We will continue to implement health and safety measures that promote the inclusion of students with disabilities/diverse abilities. Supporting students with disabilities/diverse abilities may require staff providing support services to be in close physical proximity or in physical contact with a student. These close interactions will follow the guidelines outlined by the Ministry of Education.

Transportation

Duncan Christian School contracts Mid Island Bus for daily busing. The following guidelines will be used for transportation at DCS.

The following strategies are recommended for student transportation on buses:

- Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the Cleaning and Disinfecting section of this document.
- Bus drivers and students should be encouraged to practice hand hygiene and respiratory etiquette.
- Bus drivers, teachers and students in Kindergarten to Grade 12 may choose to wear masks or face coverings when they are on the bus.

Cleaning and Disinfecting

Duncan Christian School contracts Clean Sweep Janitorial for the janitorial needs of the school. The guidelines listed below are used by Clean Sweep to make their plan.

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces.

DEFINITIONS

Cleaning: the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents and steady friction from a cleaning cloth. All visibly soiled surfaces should be cleaned before being disinfected.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

PRODUCTS & PROCEDURES

For cleaning, use water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes, along with good physical cleaning practices (i.e. using strong action on surfaces). For hard-to-reach areas, use a brush and rinse thoroughly prior to disinfecting.

For disinfection, use common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed).

Follow these procedures when cleaning and disinfecting:

- Always wash hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Dishwasher-safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle.

CLEANING AND DISINFECTING FREQUENCY

The following frequency guidelines must be adhered to when cleaning and disinfecting:

- General cleaning of the premises, and cleaning and disinfecting of frequently touched

surfaces (those touched by larger numbers of people) and surfaces touched by fewer people are cleaned at least once in a 24-hour period.

- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

Visitor Access / Community Use

Duncan Christian School will ensure visitors are aware of and follow a school's communicable disease prevention plan, including personal practices. This could include posting information at the entrance to the school, on the school's website and including in communications to students and families.

After hours community use of facilities should occur in alignment with activities permitted as per relevant local, regional, provincial and federal public health recommendations and Orders.

Health Awareness & Illness Practices

Health Awareness

Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. This includes a person checking regularly they (or their child) are not experiencing symptoms of illness (including but not limited to COVID-19 symptoms) to ensure they are not coming to school when they are sick (including if they are unable to participate fully in regular activities due to symptoms of illness).

School Responsibilities

School administrators should ensure that everyone entering a school is aware and routinely reminded of their responsibility to practice health awareness. This can be supported through communications (e.g. emails/letters to parents and staff), orientation activities (e.g., meetings, videos) and other reminders (e.g., signage on doors).

School administrators should also establish procedures for students and staff who become sick while at school/work.

- Some students or staff may not be able to be picked up immediately. As such, schools should have a space available where the student or staff can wait comfortably and is separated from others and should have non-medical masks available for those experiencing respiratory symptoms who choose to wear one.
 - Schools must provide supervision for younger children. Supervising staff can choose to wear a mask and/or face shield and should wear gloves and practice diligent hand hygiene if touching bodily fluids. 10
 - Staff responsible for facility cleaning should clean and disinfect the surfaces/equipment which the person's bodily fluids may have been in contact with while they were ill (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others. Cleaning/disinfecting the entire room the person was in (a "terminal" clean) is not required in these circumstances.

Schools should not require a healthcare provider note (e.g., a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.

What To Do When Sick

Students, staff and other adults should follow public health guidance and/or the recommendation of

their health care provider when they are sick. Information specific to COVID-19 is available from BCCDC.

Hand Hygiene

Staff and students should be encouraged to practice hand hygiene upon school entry and before/after breaks and eating, using the washroom and using frequently touched shared equipment.

Respiratory Etiquette

Students and staff should:

- Cough and sneeze into their elbow, sleeve, or tissue.
- Throw away used tissues and immediately perform hand hygiene.

Masks and Face Coverings

The decision to wear a mask or face covering is a personal choice for staff, students and visitors. A person's choice should be supported and respected. Refer to Supportive School Environments for more information.

Schools should continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school.

Ventilation and Air Circulation

DCS has upgraded the heating systems filters to what was required. We frequently check to make sure our heating and ventilation systems are designed, operated and maintained as per standards and specifications for ongoing comfort for workers.

In order to enhance school ventilation, schools should consider:

- moving activities outdoors when possible (for example, lunch, classes, physical activity) and consider moving classrooms outside when space and weather permit
- increasing air exchanges by adjusting the HVAC system
- managing air distribution through building automation control systems
- where possible, opening windows if weather permits and HVAC system function will not be negatively impacted

When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places instead of blowing air directly from one person's breathing zone to another's. Avoid horizontal cross breezes.

Emergency and Evacuation Drills

Emergency and evacuation planning and drills should consider communicable disease prevention plans. In the event of an actual emergency, communicable disease prevention measures can be suspended to ensure a timely, efficient and safe response.

Curriculum, Programs, and Activities

All curricula, programs and activities should operate in alignment with provincial K-12 health and safety guidelines, including school-led activities held off campus (e.g. sports academies, community-based programs/courses). Schools should continue to implement ongoing

communicable disease prevention practices (e.g. cleaning and disinfecting, hand hygiene, respiratory etiquette) specific to the activity.

Equipment should be cleaned and disinfected as per the Cleaning and Disinfecting guidelines outlined in this document.

- Equipment that touches the mouth (e.g. water bottles, instrument mouthpieces) should not be shared unless cleaned and disinfected in between use.

Hand hygiene should be practiced before and after using frequently touched pieces of equipment and whenever hands are visibly dirty.

For guidelines specific to visitor access during school hours (e.g. guest speakers), see the Visitor Access/Community Use section in this document.

For information on mask requirements for K-12 staff, students and visitors, see the Personal Protective Equipment section.

FIELD TRIPS

When planning field trips, staff should follow existing policies and procedures as well as the guidance in this document. Additional measures specific to field trips should be taken, including:

- For transportation, including school bus transportation, public transit and carpooling, see guidance in the transportation section in this document.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to required health and safety guidelines.
- Alignment with relevant local, regional, provincial and federal public health recommendations and Orders, including for international travel.
- Schools should consider the guidance provided for overnight camps from BCCDC and the [BC Camps Association](#) when planning overnight trips that include group accommodation.

FOOD / CULINARY PROGRAMS

Schools can continue to include food preparation as part of learning programs for students. The following guidelines should be applied:

Food Safety

- In the case of food and culinary programs, where food is prepared as part of learning and is consumed by the students who prepared it, the following health and safety measures should apply:
 - Continue to follow normal food safety measures and requirements
 - Implement the cleaning and disinfecting measures outlined in the Cleaning and Disinfecting section of this document
- FOODSAFE Level 1 covers important food safety and worker safety information including foodborne illness, receiving and storing food, preparing food, serving food, and cleaning and sanitizing. It is a helpful resource for those seeking education and training on food safety practices

Hand Hygiene and Cleaning Protocols

- Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds. (Antibacterial soap is not needed for COVID-19.) Students and staff should wash their hands in alignment with normal food safety measures and requirements.
- Refer to the Cleaning and Disinfecting section for cleaning/disinfecting protocols.
- For laundry, follow the instructions provided in the Cleaning and Disinfecting section of these guidelines.

FUNDRAISERS

Schools can continue to offer fundraisers that can be implemented in line with the guidelines outlined in this document. If the fundraisers involve the sale of food items, they should also align with the Guidelines for Food and Beverage Sales in B.C. Schools.

KINDERGARTEN PROGRAM AND ENTRY

- Include information about communicable disease prevention measures that will be in place as part of communications to students and their families prior to school start.
- Parents/caregivers must follow guidelines for visitors.
- Provide opportunities for Kindergarten students to learn and practice respecting personal space, recognizing they are unlikely to be able to do this at all times.
- Gently remind students of the expectations throughout the day and encourage students to kindly support one another.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. for circle time activities) can also be used.

Music / Physical and Health Education (PHE) / Outdoor / Food and Culinary / Other Shared Equipment Programs

- Shared equipment should be cleaned and disinfected as per the Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after shared equipment use.
 - Equipment that touches the mouth (e.g. instrument mouth pieces, water bottles, utensils) should not be shared unless cleaned and disinfected in between uses.

School Libraries / Learning Commons

- Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low-risk items. Regular book browsing and circulation processes can occur as per routine practice. There is no need to clean, disinfect or hold back these items for any period of time.
- For information on cleaning, including technological devices, see the guidelines in the Cleaning and Disinfecting section.
- The BC Teacher Librarians Association has developed Recommendations for Access to Library Learning Commons Resources to Meet COVID-19 Requirements. In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines outlined in this document.

Trades in Training / Work Experience Programs

Students enrolled in individual training/work experience programs should follow the communicable disease prevention plan required by the workplace/facility.

Classes (or other similar groupings of students) participating in training/work experience programs together should follow the more stringent measures (if applicable) between the school and the workplace/facility's communicable disease prevention plans.

Extracurricular Activities

Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with

the BC School Sports guidelines.

Contact Information

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