

SCHOOL DISTRICT NO. 05
Communicable Disease Prevention
August 30, 2021



Purpose

SD5 is committed to providing a safe and healthy workplace for all staff and students. A combination of measures will be used to minimize exposure to communicable diseases. Procedures will protect staff and students within the district. It is important that all staff follow the procedures outlined to reduce exposure to communicable diseases.

What type of prevention and continuity planning is SD5 doing?

There may be large numbers of students and staff absent due to illness during a communicable disease. The school district is working on the following plan emphasizing its most important element - prevention. The plan includes:

- Educating staff and students in hand washing frequency and technique and cough/sneeze etiquette
- Ensuring adequate soap in dispensers in classrooms that have a sink, and all washrooms
- Conducting routine cleaning of schools and district sites
- Reminding staff of the 10% over what is typical illness reporting protocol and monitoring absence rates as they approach that rate.
- Advising staff and students who are ill, particularly if they have any communicable disease symptoms to stay home until they are able to fully participate as they usually would in work/school activities.
- Regular maintenance of HVAC systems and increase to external air flow to up to 20% fresh air intake.

Additional Measures

- During periods of elevated risk, Interior Health, Provincial Health authority and the Ministry of Education will provide guidance about the risk and how it can be reduced. In order to minimize the impact of such events. As a school district we must:
- Follow the direction by the aforementioned Medical Health Authorities and the Ministry of Education.

Plan Overview

Organization and Structure of the Plan

The main body of this plan is organized in three sections, which outline the key roles and responsibilities of personnel in SD5 in each of the three planning phases.

Roles and Responsibilities

Superintendent of Schools/Secretary Treasurer

1. District Team lead.
2. Maintain and distribute electronic communication.
3. Direct school closures as required.

Principals and Supervisors

1. Educate all staff and students about proper hand washing practices.
2. Educate all staff and students about cough/sneeze etiquette.
3. Advise staff and students not attend work or school when exhibiting flulike symptoms (fever, cough, difficulty breathing).
4. Discuss communicable disease at safety committee meeting.
5. If greater than 10% over what is typical of the school population is absent due to illness, or if more than 10% over what is typical of students in a classroom are reporting ill with similar symptoms, report to the Superintendent.
6. Monitor routine cleaning and infection control practices are happening in the schools and district sites. If concerns arise, contact the Manager of Operations.
7. Ensure that parents/guardians have provided up to date emergency contact information to the school.
8. Continuation of core building functions.
9. Ensure custodial staff are trained in the use of cleaning chemicals provided any special contact disinfection techniques for communicable diseases.
10. Ensure custodial staff has appropriate personal protective equipment, training on use and care of equipment and cleaning supplies during all three phases of the plan.

11. Ensure adequate supply of soap and paper towels for increased hand washing vigilance during all three pandemic/epidemic phases.
12. Monitor infection control program in conjunction with the Manager of Operations and Secretary Treasurer.
13. Promoting safety measures in the school through the use of visual aids like floor markings and signage.

Transportation Coordinators

14. Transportation plan for rural students and students with special needs.

Secretary Treasurer

1. Provide districtwide support, advice and expertise to schools and district sites on communicable disease initiatives and events.
2. Maintain liaisons with other school districts, Health Authorities, Ministry and City officials.
3. Advise and report to the COVID-19 Working Committee and District Joint Health and Safety committee on plans and preparedness.

Staff

Staff will need to follow communicable disease reduction strategies including staying home if they are not well enough to fully participate in regular school activities due to illness, practice good hand hygiene by washing their hands with soap and water regularly and coughing or sneezing into their elbow or a tissue.

School staff must report classroom illnesses in excess of 10% over what is typical to their Principal who must report that to the Superintendent.

School Closure Decision Making Process

1. The Provincial Health Officer will direct the province when it is time to take additional measures. The Medical Health Officer for Interior Health Authority will direct the District if closure of specific district site(s) is/are required. If, to minimize the spread of infection, activation of these plans is to include school closures, the Medical Health Officer will advise the Superintendent of Schools.

Or

2. The Ministry of Education can direct that school closures occur to reduce the spread of infection in the school population or for other public health reasons.

EXAMPLE: Communicable disease outbreak

1. BCCDC informs: → Provincial Health Officer and Medical Health Officer (MHO)
2. MHO Informs: → Superintendent of Schools
3. Superintendent of Schools informs: → Ministry of Education
4. The Superintendent of Schools, in consultation with the Medical Health Officer, the Ministry of Education and the school principal, will direct school closure as necessary, based on criteria established by the Ministry of Education.

Education and Training

If advised by Public Health, the Superintendent through the Principal will inform Site Based Staff. Staff will receive information about:

- the risk of the communicable disease in schools and the community,
- the procedures to be followed to minimize risk of contracting the specific communicable disease,
- how to report illness rates in excess of 10% over what is typical in either a classroom at the elementary level or as a whole school for all district sites
- how to find more information from public health on the pathogen in the community.

Hand Washing Education

Washing hands with soap and water is always preferred to any other method of hand sanitization. Washing your hands properly consists of the following steps;

1. Remove jewelry and watches from fingers and wrists.
2. Wet hands under running water.
3. Apply soap and vigorously rub hands together for 10 seconds to produce lather.
4. Wash all surfaces thoroughly, including wrists, palms, backs of hands,

- between fingers and thumbs, and under finger nails, for 20-30 seconds.
5. Rinse hands one at a time with fingers pointing downward.
 6. Dry hands with a disposable towel.
 7. Turn off the water with the same towel used to dry your hands. Do not turn off taps with solely your hands as this will only re-contaminate them.
 8. Dispose of the towel in the nearest waste basket.

In the event that no running water and soap are available, and hands are not contaminated with visible dirt, hands may be sanitized with an alcohol based sanitizer (≥60% ethanol). Sanitizing your hands with waterless hand sanitizer consists of the following steps:

1. Remove jewelry and watches from your fingers and wrists.
2. Apply an alcohol-based hand sanitizer to your hands.
3. Rub all surfaces thoroughly, including wrists, palms, backs of hands, between fingers.
4. Do not touch eyes, nose or mouth until after product has evaporated.

A poster illustrating demonstration of proper hand washing is available in the schools throughout the district.

Health Monitoring

Schools and district sites must report illness rates of 10% over what is typical and include symptoms when known to the Superintendent. The information will be passed on to the Interior Health Authority if warranted.

In an effort to minimize spread of infection, elementary classrooms with absences in excess of 10% over what is typical due to similar symptoms should report the class to the Superintendent. The Manager of Operations will coordinate targeted cleaning of affected rooms.

Record Keeping

The Superintendent will maintain records with information received from all district sites regarding rates of illness at schools during communicable

disease outbreak.

In addition, first aid records will be maintained.

Annual Review

The communicable disease prevention plan will be reviewed annually and updated as required or as new information becomes available.

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