



CAA
Health & Safety
Plan

Return to School
2020-21

Updated: February 4, 2021

Cariboo Adventist Academy

Developing Children Mentally, Spiritually, and Physically



Table of Contents

Preamble

A. Safety and Health Planning

B. Cohort Composition & Scheduling for the Stage 2 Requirements



PREAMBLE

Cariboo Adventist Academy Safe Return to Campus Protocols and Practices

The purpose of this document is to outline the policies, protocols and procedures to follow while the school is required to follow requirements and recommendation as authorized by the Canadian Federal Government, Provincial Government, BC Ministry of Education, local health authority (Interior Health) and the BC SDA Conference Office of Education. It represents the best practices as outlined in such documents as:

- BC Ministry of Education’s ‘Provincial COVID-19 Health and Safety Guidelines for K-12 Setting’
- BC Ministry of Health’s ‘BC Centre for Disease Control’
- BC Provincial Government’s ‘B.C.’s K-12 Education Restart Plan’
- WorkSafeBC K-12 Education Protocols
- Operating Guidelines for School Districts and Independent School Authorities
- BC Ministry of Education’s ‘Continuity of Learning – Planning Guide for Teachers’

This document represents the collaborative planning and approval of the following entities:

- Staff of Cariboo Adventist Academy
- CAA School Board
- BC SDA Office of Education

The purpose of this document is to provide staff, parents and students with the information:

- Regarding health and safety policies, protocols and procedures being implemented to assure a safe school environment.
- To communicate the adherence to suggested recommendations of:
 - Maintaining physical distancing while outside of cohorts
 - Maintaining minimal physical contact
 - Assuring no more than the specified number of individuals are in one cohort as allowed for schools (elementary: 60; secondary: 120)
 - Disinfecting procedures are provided for using and providing for increased handwashing protocols
 - To communicate the expectation of cohort composition and scheduling for implementation of Stage 2 planning
 - To communicate the expectations as to the method/scope/focus of the continuity of learning
 - To communicate to all stakeholders (parents, students, and staff) the expectations for the re-entry of students to full-time onsite classes.



A. SAFETY AND HEALTH PLANNING

1. Communicating by parents if there are symptoms of flu, colds, COVID-19 stay at home. Online Self-Assessment tool (<https://bc.thrive.health/covid19/en>)
 1. Teachers and EA asking students how they feel and monitoring for any symptomatic behaviours.
 2. Assessed by health care providers as to COVID-19 testing if deemed necessary.
2. Environmental Measures, School and Parent Responsibilities
 - a. Disinfecting occur twice per day (once to occur during regular school hours)
 - i. Teachers/staff will be supplied with gloves for cleaning purposes.
 - ii. Spray the surface with disinfectant supplied.
 - iii. Let the solution sit for 30 seconds.
 - iv. Wipe the surface dry.
 - b. Disinfection of high touch areas (responsibility of teachers, EA, & janitorial staff)
 - i. Teachers (classroom – taps, doorknobs, desks)
 - ii. EA/support staff/janitorial staff – outside classroom (washrooms – twice per day, halls, front doors)
 - iii. Janitorial staff as part of their cleaning routine
 - iv. Frequency (required twice per day, once during regular school hours)
 - v. Playground equipment can be used (disinfection is recommended but not required)
 - vi. Diluted bleach solution and cleaning cloths are available (teachers, EA)
 - vii. Continuing to empty garbage cans daily (janitorial service)
 - viii. Paper toweling continues to be used
 - ix. Restrictive use of drinking fountains (used only to fill water bottles)
 - x. Provisions for cleaning photocopiers, supply rooms (users)
 - xi. Outside of lockers to be wiped down as part of daily cleaning.
 - c. Between student/teacher/EA and janitorial disinfecting the frequency should be twice per day.
 - d. Hand Hygiene
 - i. Washing hands with plain soap for at least 20 seconds (teachers to inform students)
 - ii. Gr K-6 Teachers supervise frequency
 1. Upon entering school
 2. Before/after breaks
 3. Before/after eating
 4. Before/using gym/playground equipment
 5. After using washroom
 - iii. Hand-sanitizers are available
 - e. Respiratory Etiquette (students and staff):
 - i. Cough and sneeze into their elbow, sleeve, or tissue. Throw away used tissues immediately, followed by performing hand hygiene procedures.
 - ii. Refrain from touching eyes, nose, or mouth with unwashed hands.
 - iii. Refrain from sharing any food, drinks, unwashed utensils, etc.
 - f. PPE – mandatory for all staff and middle/secondary school students.



- i. When indoors, all K-12 staff are required to wear a nonmedical mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools, except when:
 1. sitting in (or standing at) your desk/workstation in a classroom or learning space (this is with the expectation that this workstation is a minimum of six feet away from others;
 2. you are eating or drinking (maintaining physical distancing);
 3. there is a barrier in place;
 4. or you are outdoors.
 - ii. When indoors, all middle and secondary school students are required to wear a nonmedical mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools, except when:
 1. sitting in (or standing at) your desk/workstation in a classroom or learning space (this is with the expectation that this workstation is a minimum of six feet away from others;
 2. you are eating or drinking (maintaining physical distancing);
 3. there is a barrier in place;
 4. or you are outdoors.
 - at CAA, middle and secondary school spans from Grade 7 through Grade 12. The elementary cohort group consists of Kindergarten through Grade 6.
 - iii. Elementary school students **are not** required to wear masks, as it remains a family decision.
 - iv. Masks will be provided for any staff member or student who is required to wear one but arrives at the school without one.
- g. Dealing with onset of illness during the school day.
- i. Student will be isolated and supervised in designated room (e.g. First aid room, library) until they leave the building.
 - ii. Parent or designated emergency contact will be contacted immediately to arrange pickup.
 - iii. Student will be given a mask (if permitted by parent/guardian). The designated supervisor will wear appropriate protective equipment (e.g. mask, gloves)
 - iv. The room will be disinfected once the person has left. (designated supervisor)
 - v. Anyone with symptoms will not be allowed to enter the campus for 10-14 days (as required) *after* becoming symptom free (COVID-19) unless tested negative for COVID-19.
 - vi. If a member of the household develops symptoms of COVID-19, the student or employee will not be allowed to enter our school building for 14 days *after* all household members are symptom free.
 - vii. Health authorities may be contacted to report the illness for them to follow up with at their discretion.
- h. Use of Posters in classrooms and hallways informing proper methods.
3. Classroom configuration
- i. Physical distancing (2M) for staff and students will not be required within cohorts but will be enforced if students are interacting outdoors outside of their cohort.



- ii. Use of outdoors when weather permits; care should be taken to limit the amount of sun exposure that students get as a result of being outside.
 - iii. Structure elementary gym use so hallways are empty for transition time.
 - iv. Gym equipment will be separated into two rooms—specific to each cohort.
 - v. A cohort-specific sanitization station has been installed in the gym equipment room area, with separate disinfectant wipes for each cohort group, as opposed to sharing disinfectant wipes.
4. Recesses/Lunch Hours
 - i. Supervision
 - ii. Hand washing before and after
 - iii. Disinfecting eating surfaces once during regular school hours.
 5. Elementary students are to use Elementary washrooms only and Gr 7-12 use high school only.
 6. Movement within the school
 - i. Movement in the hallways will be restricted to singular cohorts.
 7. Gatherings activities in regard to the cohort group sizes:
 - i. No full-school assemblies/activities will be permitted.
 - ii. Elementary assemblies/activities and high school assemblies/activities are permitted as long as they are limited to that singular cohort.
 8. Mental Health resources
 - i. For students
 - ii. For staff
 - iii. Pastors' involvement
 9. Entry and Dismissal Strategies
 - i. Parents are requested to keep students at home if their child(ren) or anyone in the household exhibit any cold, flu-like or COVID-19 type symptoms.
 - ii. Traffic within the school will be asked to remain as limited as possible.
 - iii. School pick-up and drop-off times will return to their regularly scheduled parameters.
 - iv. School building will be closed throughout the school day.
 - v. There will be no food services offered at the school (no hot lunch days), parents must provide students with all food required for the day including snacks. All snacks and lunches will be eaten under the supervision of the teacher in designated areas (e.g. classroom, outdoor location of teacher choosing).
 - vi. Personal belongings *other than backpack, jacket, water bottles (drinking fountains will not be used), lunch kits, essential workbook/textbooks, pens and pencils and laptop* may NOT be brought to school (e.g. toys, cards, Rubik's cubes, stress balls, Lego, etc.)
 - vii. Parents may wish to provide students with 'their own' sunscreen (and hat) as time outdoors is being recommended where and whenever possible.
 - viii. High school students waiting for their ride will be kept separate from elementary students. Front drive gate will be used for high school students.



- ix. After-school extracurriculars will be staggered so that cohorts will not be awaiting extended pick-up times on the same day.

10. School Responsibilities

- i. Teachers disinfect student desk area.
- ii. EA monitors students moving to classroom and ensuring students are not gathering in the hallways.
- iii. Teachers ensure that once student equipment is put away, they wash their hands.
- iv. Teachers continue to ensure that the “hands off” school policy is continued to be followed, even within cohorts.

11. Tightened Music and P.E. Restrictions

- v. As per the February 4, 2021 announcement to tighten restrictions, additional measures will be implemented for music and P.E. programs.
- vi. For music programs from K-12:
 1. band will continue to occur;
 2. physical distancing must be implemented at the maximum the space allows;
 3. and if necessary, instrument-enabling masks will be worn by students while in band.
- vii. For P.E. classes from K-12:
 1. staff will do their best to ensure that additional focus is placed on creating space between students and staff;
 2. outdoor activities will be encouraged, as much as possible;
 3. and physical activities that involve prolonged physical contact or crowding will not be planned.
- viii. For P.E. classes from Grade 7-12:
 1. indoor high-intensity exercise activities that significantly increase respiration rates will be avoided (if it can be ensured that 2 meters between students and staff can be maintained, students are allowed to choose to wear a mask during high-intensity activities or not).
 2. indoor low-intensity exercise activities (does not significantly increase respiration rates), can still occur, however students will be required to wear masks, regardless of physical distancing.

B. COHORT COMPOSITION & SCHEDULING FOR THE STAGE 2 REQUIREMENTS

- Gr K-6 – Full-time/In-class instruction for ALL students.
 - Cohort Size: Maximum 60 People (Students & Staff Included)
 - Continuity of learning
 - Additional help to be provided to vulnerable students
- Gr 7-12 – Full-time/In-class instruction for ALL students.
 - Cohort Size: Maximum 120 People (Students & Staff Included)
 - Continuity of learning
 - Additional help to be provided to vulnerable students