



**SOUTHRIDGE.**  
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## **COVID-19 Health & Safety Guidelines**

### **ADDENDUM April 27, 2021**

In response to the Provincial Health Officer Order dated April 21, 2021, Southridge School is amending its' COVID-19 Health & Safety Guidelines as follows:

#### **PERSONAL PROTECTIVE EQUIPMENT**

The Southridge Health & Safety Guidelines included an exception for an individual required to wear a mask on the Southridge campus if they are eating or drinking (Page 17). This exception has been amended for all faculty and staff. The amended exception will now apply if the employee is consuming food or a beverage, in which case they must be seated and must maintain a distance of two metres from other adults in the area.

As clarification, a faculty or staff member eating with a learning group that they have been assigned to, must maintain a distance of two metres from students and any other adults while their mask is removed.

Southridge acknowledges that the provincial or local health authorities may issue orders that override these COVID-19 Health & Safety Guidelines at any time. Southridge will comply with these orders and where appropriate update the school Health & Safety Guidelines.



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## **COVID-19 Health & Safety Guidelines**

### **PRINCIPLES**

Southridge School is committed to the overarching principles as communicated by the BC Centre for Disease Control, WorkSafeBC, and the BC Ministry of Education with respect to Health and Safety:

- Southridge School will adhere to the standards, orders, guidelines and direction from the Provincial Health Officer (PHO).
- Southridge School will adhere to the standards, guidelines and direction from WorkSafeBC.
- Southridge School will comply with any additional Ministry of Education, PHO and Fraser Health Authority Health and Safety requirements as they are developed within the province's K-12 system. The school understands that these additional requirements will enhance, not duplicate, current PHO and WorkSafeBC requirements.
- Psychological safety measures and trauma-informed practice will be valued and implemented alongside physical health and safety measures.
- Effective communication with all community members, parents, students and employees is an essential aspect of successfully implementing these guidelines.
- Southridge acknowledges that the provincial or local health authorities may issue orders that override these COVID-19 Health & Safety Guidelines at any time. Southridge will comply with these orders.

### **OBJECTIVES**

These Health and Safety guidelines are intended to guide students, parents, employees and school community members to support continuity of learning and educational outcomes during the COVID-19 pandemic:

- Prioritize in-person learning.
- Work and learn in a healthy and safe environment.
- Be informed about public health measures and how they support a safe school environment.
- Understand their roles and responsibilities in maintaining and promoting safe and healthy schools including modeling of appropriate behaviour, sharing of reliable information and promotion of relevant and necessary protective measures.

## REQUIREMENTS FOR HEALTH AND SAFETY IN SCHOOLS

As communicated by the Ministry of Education, requirements for School Health and Safety are organized into two main sections:

- Foundational health and safety requirements.
- Additional COVID-19 related requirements from authorities.

## FOUNDATIONAL HEALTH AND SAFETY REQUIREMENTS

There are several sources for regulations for school health and safety, which are specified in the following:

### LEGISLATION

Southridge School follows the *BC Independent School Act* as a legal framework. As a matter of principle and where appropriate, Southridge reviews sections of the *School Act* for guidance and to enhance policy for Health and Safety.

Southridge School takes direction from Fraser Health, our Municipal Health Office and from the Public Health Act for additional orders or recommendations relating to independent schools.

Fraser Health can require an independent school authority to close a school if they consider the health or safety of students to be at risk. If Fraser Health believes that the health condition of a student or an employee of the school would endanger the health of other students or employees at the school, the School will be required to remove that person from the school.

An independent school has the authority to close a school on a required day of instruction if it believes the health or safety of students is endangered.

If a teacher or principal at a school suspect that a student is suffering from a communicable disease that endangers others at the school, this must be reported to Fraser Health and the School may exclude the student from participation at the school until a certificate is received from their doctor permitting them to attend. Independent school authorities can also require employees who are suffering from a communicable disease to be suspended from work until they can provide a certificate from their doctor permitting them to return to work. Fraser Health will direct the actions of the school in the event of any suspected or confirmed case of COVID-19 at the school. See Appendix D for an outline of Contact Tracing and Public Health Notification in BC Schools.

If a student is excluded from attending school due to health reasons, Southridge will continue to provide an educational program to the student. Specific programming will be dependent on the grade-level of the student, available resources and supports, and the expected duration of the student's exclusion from attending school.

Southridge School follows Section 79 of the *School Act* which requires schools and boards of education to ensure confidentiality of student information and ensure privacy for students and their families. It also requires that persons providing health or social services to students have access to student information.

## PROFESSIONAL STANDARDS

The Professional Standards for Educators sets out the principles that guide educators' professional practice. Standard 1 states that "*educators value and care for all students and act in their best interest*".

## OTHER LEGAL GUIDANCE

Schools and teachers are expected to take responsibility for their students' physical and mental safety and wellbeing. This general duty of "in loco parentis" or acting in the place of a careful and judicious parent, is found in the common law of court decisions and precedents.

## TRAUMA-INFORMED PRACTICE AND SOCIAL EMOTIONAL LENS

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.

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.

An impact assessment of the students and teachers/educators is crucial as part of a trauma-informed transition back into classrooms. Use of surveys and 'check-ins' can assist in gathering important data to inform what level of trauma response and recovery will be necessary to support the school community.

The North American Centre for Threat Assessment and Trauma Response has released a resource to assist the education sector in supporting the transitioning back to school called [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#). To support educators in responding to situations of trauma, the Ministry has created [trauma-informed practice](#) resources.

## COVID-19 RELATED REQUIREMENTS

In response to the COVID-19 global pandemic, several statutory authorities in B.C. have issued health and safety requirements and guidelines for schools. Southridge adheres to all of the requirements of the Provincial Health Office (PHO), BC Centre for Disease Control, WorkSafeBC, the Ministry of Health and Fraser Health, our municipal health authority.

## BC's FIVE-STAGE FRAMEWORK

The Ministry of Education of has developed a five-stage framework outlining expectations from BC schools for learning during COVID-19. The Ministry of Education will determine the Stage of learning within BC at any one time dependent upon the provincial phase of dealing with the pandemic.

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>  Full-time all students, all grades	<b>IN-CLASS INSTRUCTION:</b>  Full-time instruction for all students for the maximum instructional time possible within cohort limits.  Self-directed learning supplements in-class instruction, if required.	<b>IN-CLASS INSTRUCTION:</b>  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> In-class instruction for all other students for the maximum time possible within cohort limits.  Self-directed and remote learning supplements in-class instruction.	<b>IN-CLASS INSTRUCTION:</b>  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> Remote learning for all others	<b>IN-CLASS INSTRUCTION:</b>  Suspend in-class for all students

Southridge is currently operating under Stage 2 restrictions and has set learning group sizes at a maximum of 50 students and faculty in the Junior School and 85 students and faculty in the Senior School.

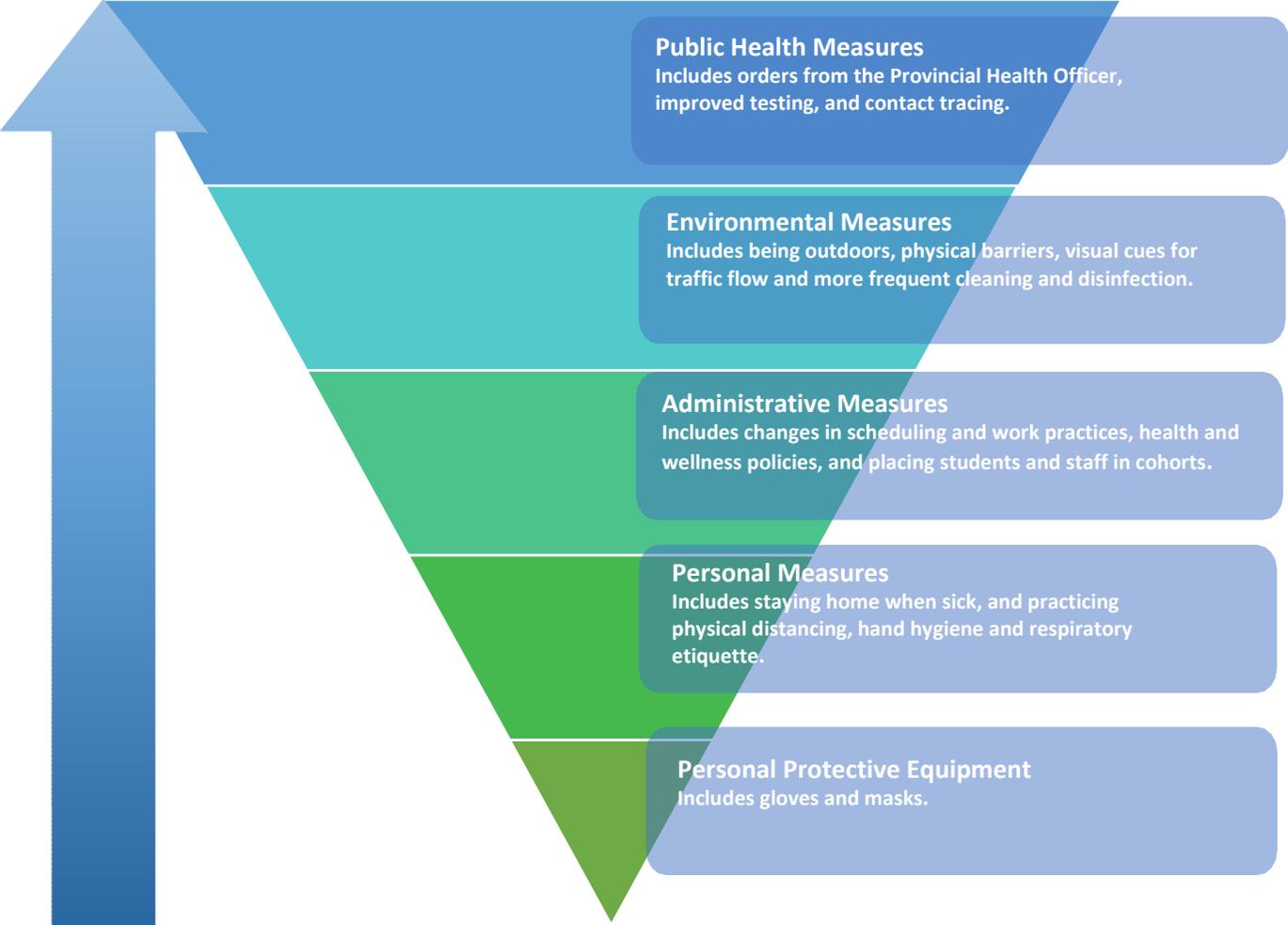
Southridge will transition between the stages in the five-stage plan by adjusting learning delivery strategies as appropriate for the stage and will adjust learning group sizes as necessary to meet Ministry guidelines and expectations

**GUIDELINES FROM THE MINISTRY OF EDUCATION AND THE PROVINCIAL HEALTH OFFICER**

The Ministry of Education along with the Provincial Health Office (PHO) communicated guidelines for schools in BC for restart in September 2020 with updates published in February 2021 and March 2021. Southridge abides by the requirements of the PHO, the BC CDC, WorkSafe BC and the Ministry of Education with respect to Health and Safety guidelines. The most recent guidelines are available at: [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

**Infection Prevention and Exposure Measures Control Measures**

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease is as follows:



Southridge gives consideration to this hierarchy of measures when developing policies and procedures to protect employees and students from COVID-19. These measures have been used as a basis for determining procedures as communicated throughout this COVID-19 Health and Safety Plan.

## LEARNING GROUPS AND PHYSICAL DISTANCING

Reducing the number of close, prolonged, face-to-face interactions an individual has in a day is a key component of strategy to prevent the spread of COVID-19. As such Southridge has developed learning groups and the maintenance of physical distancing. Southridge learning groups will be organized by grade levels.

## LEARNING GROUPS

A learning group is a group of students and faculty who remain together throughout a school term and who primarily interact with each other. Learning group size is determined by the Stage of Learning as mandated by the Ministry of Education, and the size of a learning group varies as per the Chart BC's Five-Stage Framework (page 5). In stage 2 members of the same learning group must minimize physical contact while in stages 3 and 4 staff as well as Senior School students will have to maintain physical distance at all times.

Learning groups are deemed appropriate by the provincial medical health officer based on the following considerations:

- *Schools are considered controlled environments and as such are different from most public places. A school has a consistent grouping of people with robust illness policies for sick students and staff. There is an ability to implement effective personal practices that are followed by a majority of the people most of the time in the setting.*
- *The significant academic, social and emotional benefits of providing more students with more in-class learning time in a closer to normal learning environment - minimizing learning gaps, increasing peer interaction and support, decreasing feelings of isolation.*
- *The typical format of instruction in B.C. (e.g. one teacher with a consistent group of students in elementary, multiple teachers and inconsistent groupings of students in secondary).*
- *The low community prevalence of COVID-19 currently in B.C., particularly amongst school aged children.*
- *Provincial contact tracing and testing capacity.*

## LEARNING GROUPS – INTERACTIONS WITHIN LEARNING GROUPS

Southridge will minimize the number of adults who interact with cohorts that they are not part of to support learning and a positive, healthy and safe environment.

In the Junior School:

- Learning groups will be based around grade level. Students interacting with those outside of their learning group will minimize physical contact when outdoors, and will maintain physical distance (2m), if possible, from those outside of their learning group when indoors. Students will be encouraged to socialize within their learning group.
- Junior School K-4 specialty faculty are being semestered to reduce the number of groups of students that faculty will work with outside of their own assigned learning group. This also limits the number of faculty outside a learning group that interact with students.
- Junior School students will eat in their classrooms and will not transition to the Café in the Senior School.
- Outside play will take place in marked zones that are assigned to each learning group to control mingling between learning groups.
- Junior School students utilize designated entry and exit points at breaks to minimize congestion in stairwells and hallways.
- Students will take advantage of activities outside as much as possible, including unstructured time, activities to support physical health and movement. Hand-washing hygiene will be practiced as required before, during and after outside or playground activities.
- Dismissal from the Junior School is staggered for Kindergarten, Grade 1 and Grades 2-7 and uses designated exit and pick up locations to minimize congestion.

In the Senior School:

- Learning groups are based around grade level. Students interacting with those outside of their learning group will be required to maintain physical distance (2m) whether indoors or outdoors.
- The Senior School timetable operates on a semester basis with four classes per term, two classes per day. The move to this semester system allows for reduced movement of students in the hallways and less interaction between members of different learning groups within the Senior School.
- The opportunity for students to take a course outside of their grade level/learning group can be accommodated by maintaining physical distancing within all physical spaces. Students from different learning groups can be in the same learning space at the same time if physical distancing can be maintained, and there is adequate space available to prevent crowding of those from within the same learning group.

Faculty in each school are assigned to a learning group and will stay with that learning group as much as possible. When a faculty member instructs across grades or learning groups there are specific measures taken such as maintaining physical distancing at all times, the use of environmental measures such as plexiglass barriers and the use of personal protective equipment. Full time Teachers On Call are likewise be assigned to a learning group where possible, and when not possible, utilize distancing, environmental

measures and personal protective equipment. Casual Teachers on Call are not assigned to a learning group and are required to maintain physical distancing measures and utilize personal protective equipment. Faculty and staff meetings, professional development and activities are held virtually whenever possible. Face-to-face meetings that are required employ physical distancing, barriers and personal protective equipment as required. Unless faculty belong to the same learning group, they maintain physical distance (2m) from one another at all times.

Appendix C: Prioritizing Health and Safety denotes the decision process for ensuring that health and safety is prioritized for all employees.

Southridge administrative staff who work in the Annex administrative building will not be part of any student learning group and will follow physical distancing measures when moving within either the Junior or Senior School and will wear non-medical masks.

## PHYSICAL DISTANCING

Physical distancing requirements vary between stages 2, 3 and 4.

Senior School students and all Southridge employees (Stage 2) requirements of physical distancing include:

- 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.
- Outside of learning groups physical distancing under Stage 2 should include avoidance of physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available and ensuring 2m of space available between people from different learning groups.
- Stages 3 and 4 require 2 m distancing at all times.
- Students maintain 2m distancing when more than one learning group is in the same space.
- When in a transition between classes floor markings have been provided to ensure no physical contact during the short transition periods.

Junior School students:

- Stages 2, 3 and 4 requires 2m distancing when interacting outside of learning groups while indoors. Students will strive to avoid physical contact and minimize close, prolonged, face-to-face interactions, spreading out as much as possible within any space used.

### Southridge supports physical distancing:

- Each school has developed specific and intentional processes for students arriving at the school in the morning with extended arrival times. Directions and instructions are communicated to students and employees in advance so that they are aware of the routines. These instructions include:
  - Adequate vehicle directional arrows to manage traffic flow and ensure that parents do not exit vehicles.
  - Visual cues for students and employees approaching the school to ensure that students and employees remain appropriately distanced.
  - Hand sanitizer available at entrances to the schools and hand washing available throughout the schools for use first thing in the morning and throughout the day.
- Students and employees will be reminded to avoid close greetings (e.g., hugs, handshakes).
- Students will be regularly reminded to keep their hands to themselves with visual cues and modelling as necessary.
- Classrooms and school spaces have been reconfigured to maintain distance between students and staff:
  - Junior School classrooms have been reconfigured to limit face-to-face seating configurations and to allow adequate physical distancing between desks and to allow walk spaces between the desks.
  - Senior School classroom Harkness Tables have been reconfigured where possible to increase physical distancing between students and to avoid prolonged face-to-face interactions.
  - Senior School classrooms have been configured to allow for individuals who are out of learning group to maintain appropriate distancing with mobile desk/chair units.
  - Consistent seating arrangements in each learning area are utilized.
  - Excess equipment and hard to clean items have been removed from learning spaces to allow for increased distancing and for easier cleaning and disinfecting.
- Flow of students and employees in hallways is managed by the use of visual cues including floor markings where there is two-way traffic flow. Appropriate floor cues are used to indicate where employees or students should wait to enter a specific space if that space is already occupied. (e.g. washroom, photocopy room, supply room).
- Larger meetings and events at the school will continue to be held in a virtual environment to avoid having a large number of people gathered in one space.
- “Staff only” spaces have occupancy limits posted. Staff are to limit time spent in common areas eating.
- These guidelines apply to all school-led activities held off campus.

## SUPPORTING STUDENTS WITH DIVERSE ABILITIES AND MEDICAL COMPLEXITY

Southridge will continue to support students with Individual Education Plans with the necessary learning supports and counselling in both the Junior and Senior Schools. Students will be part of their regular grade learning group but will have available to them the accommodations and supports of the learning strategies teachers as outlined in their IEP. Where appropriate and necessary physical distancing and/or personal protective equipment will be used.

Most students with diverse abilities or medical complexity are not considered at greater risk of experiencing severe illness from COVID-19. There may be a small number of students who are immune-compromised or have a significant medical complexity and have been identified as high risk to attend school by a medical health care provider. These students will be accommodated to the best of the school's ability on a case-by-case basis.

## SCHOOL GATHERINGS AND EVENTS

School gatherings and events will be kept to a minimum and will take place within learning groups where possible. Virtual alternatives are utilized whenever the intent of learning outcomes are not compromised. Any in-person gatherings that do take place will not exceed learning group size as per the stages of the BC Five-Stage Plan.

Southridge common areas have had the majority of furniture removed and occupancy limits assigned to each area.

Faculty and staff meetings and professional development take place virtually wherever possible. If small meetings take place physical distancing is required along with the wearing of masks.

## EMERGENCY AND EVACUATION DRILLS

Southridge continues to practice emergency and evacuation drills, including the six fire drills required per year by the BC Fire Code. Employees are notified of drills in advance and drills are carried out in a manner so that there is no crowding in halls or exits. Muster areas have been altered to ensure that students meet in learning groups for attendance once outside. Faculty are reminded that in the event of an actual emergency, emergency procedures take precedence over COVID-19 preventative measures.

## PERSONAL ITEMS AND LOCKERS

Southridge has taken the opportunity to declutter the school to allow for more effective and efficient cleaning. As such, personal items brought to school by students and employees should be kept at a minimum. Items brought to and from school should be limited to those that can be easily cleaned (e.g. reusable food containers) and/or are considered to be low risk (e.g. clothing, paper, etc.)

Lockers may be utilized to store outerwear and minimal items. Access to lockers during the day will be minimal and students should be anticipating having all of their supplies with them for the day. The Junior School will supply a storage unit at each student's seat for the storage of supplies minimizing movement of students within the classroom/to lockers and eliminating the sharing of supplies. In each school lockers are arranged within learning group groups and access will be controlled by faculty.

Faculty and staff will be required to keep minimal supplies and items at their workspaces to ensure complete cleaning can take place each day.

Food and beverages brought to school must not be shared. At this time homemade food will not be allowed into the school for sharing amongst students or faculty and staff.

There is no evidence at this time that COVID-19 is transmitted via textbooks, paper or other paper-based products. As such, the school will not be limiting the distribution of sharing of books or paper-based educational resources.

## HEALTHY BUILDINGS

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Southridge will be cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Setting](#) document. Southridge has developed procedures and checklists to ensure the complete and extensive cleaning of the school in adherence to the guidelines in this document.

### Measures taken:

- General cleaning and disinfecting of both schools and the Annex is undertaken by janitorial staff every evening.
- Cleaning of frequently-touched surfaces in all buildings takes place on a continual basis throughout the day. A day porter is assigned to each school and the Annex to ensure that all areas are cleaned and disinfected at least twice a day. (Appendix A: Enhanced Cleaning for High Touch Areas).
- Frequently touched areas include door knobs, light switches, hand railings, water bottle fill stations, toilet handles, tables, desks, chairs, keyboards, sports equipment, musical instruments, manipulatives and toys used by multiple students.
- Hand hygiene is practiced before and after use of items such as toys, manipulatives and musical instruments that may not be able to be sanitized with disinfectants.
- Southridge uses common, commercially-available detergents and disinfectant products as per the BC CDC's Cleaning and Disinfectants for Public Settings Guidelines. Products used at Southridge are recommended for use by Health Canada and are carefully administered.

- Southridge uses an application of an antimicrobial spray to reduce the ability of bacteria and microbes to live on surfaces within the school ensuring an additional level of cleaning and protection for the school.
- Washrooms are cleaned at least twice per day and where possible will be designated for use by a specific learning group. Occupancy limits in washrooms have been restricted to maintain physical distancing. Hand dryers have been removed and replaced with towel dispensers. Student washrooms have been upgraded with touchless faucets.
- All garbage and recycling containers are emptied daily.
- Disposable gloves and masks are provided to first aid and isolation rooms in each school.
- Bottle filling stations have been added to each school for touchless filling of personal water bottles. Other water fountains have been temporarily disabled.
- Cleaning products such as wipes and spray are available for use on common devices and materials such as items in photocopy and supply rooms. Specific signage is included as a reminder to clean as you go in these common areas that have been identified as necessary to operate the school
- Instructions are provided to employees to clean their individual workspaces and areas as necessary.
- HVAC systems – While it is acknowledged that good indoor ventilation alone cannot protect people from exposure to COVID-19, it may reduce the risk when used in addition to other preventative measures. As such, the heating and ventilation system has been updated to use MERV-13 filters to provide enhanced filtration of air in both schools and has been adjusted to maximize the intake of fresh air from outside. Our HVAC system is continuously monitored with filters replaced regularly to ensure optimal air quality. The systems are fully purged each night to ensure a full additional exchange of internal air each day. Employees are encouraged to open windows for additional air flow in classrooms and offices. In the event of a power outage or other event that would cause compromise to the schools’ HVAC system, students and employees will be instructed to encourage natural air flow by opening windows, to disperse as much as possible in any given space and to move outside if weather permits. Any such event would be monitored to determine an acceptable amount of time before students and employees would be moved from classrooms to alternate locations.
- Specific and directed protocols exist for dealing with students or employees in instances of first aid, including the wearing of disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Employees follow the Directions from BC CDC on donning and doffing Personal Protective Equipment (PPE). (See BCCDC website for directions).
- The Fitness Centre is used under supervision only, for both in-class instruction and for employees before and after school (by appointment only).

## HEALTHY CLASSROOMS

### Measures taken:

- Materials and items that are not easily cleaned have been removed and stored (e.g., fabric or soft items).

- A tent has been made available on the back field for use as an outdoor space for Junior and Senior School students to encourage outdoor activity.
- Students must sanitize hands upon entering and exiting a classroom. Sinks or hand sanitizing stations are set up in each classroom in the school.
- Shared supplies have been removed from spaces to the greatest extent possible.
- Visual instructions are posted on how to clean shared items such as appliances, photocopiers, laminators or other frequently shared items.

## FOOD SERVICES

Food Services are provided at Southridge by Sage Dining. Sage follows the guidance and protocols of WorkSafe BC and Fraser Health in its operations.

### Measures Taken:

- Fraser Health is consulted on procedures taken in the Café including in the food prep area and in the serving area to ensure that all requirements are met. Fraser Health does regular physical inspections of our Café to ensure adherence to rules and to provide advice.
- The food prep area has been upgraded to provide isolated work areas separated by barriers for staff. Movement of staff through the area is minimized and is controlled in a directional pattern to avoid physical proximity. Enhanced cleaning takes place in the food preparation areas.
- All staff wear protective masks, shields and gloves while preparing food as is required by WorkSafe BC.
- All lunches are pre-ordered from menus that are displayed in advance. All payment for lunch is by a drawdown account eliminating the use of cash at the Café.
- Lunches are pre-portioned and individually packaged in re-usable take-out containers. Any condiments are pre-portioned and handed out by Sage staff. Single use compostable containers are used for soup and other miscellaneous items. Cutlery is pre-packaged for use with meals.
- Lunches are delivered to pre-determined pick up locations in the Junior and Senior Schools where students pick up their lunch by learning group. Lunch pick up areas are located in the Café and in the hallways requiring the use of masks for meal pick up in the Senior School.
- Hand sanitizer is provided at lunch pick-up locations.
- Used containers are collected at locations throughout the schools so that students do not have to travel to the Café.
- Delivery of goods to the Café are managed to ensure third party delivery employees do not interact with students or employees at the school.
- Homemade food items are not allowed into the school for sharing amongst students and employees.
- Students and employees are directed to not share their food or beverages.
- Water is available in both schools at water bottle filling stations.

## VISITOR ACCESS

Stage 2 visitor access restricts access to the school buildings to those supporting activities that benefit student learning and well-being.

- Parents and other non-employee adults are directed to not enter the school buildings unless absolutely necessary. Parents are asked to make an appointment if they determine it is necessary to conduct an in-person meeting with a faculty member. Parent or external party meetings are restricted to a select few spaces within the Annex and Senior School.
- Suppliers and third-party contractors may be on-campus for deliveries or servicing throughout the day. Each of these individuals is directed toward the entrance at the Senior School where they complete a self-assessment form before entering further into the school.
- All visitors to the school must wear a mask while within the school buildings.
- Contact information and the self-assessment declaration are retained by Southridge for any external party entering the school.
- Specific areas for mail and package drop off are set up to maintain appropriate physical distancing from school employees.
- Hand sanitizer is available at the entrance to the Senior School for those individuals who have essential business in the school.
- Access to the Senior School main door is via a touchless motion sensor.
- In stages 3 and 4, visitor access is restricted to essential services.

## STUDENT, FACULTY & STAFF ATTENDANCE

Southridge will work with Fraser Health ensuring policies and procedures are in place regarding reporting of elevated levels of staff and student absenteeism allowing early identification of COVID-19 clusters and outbreaks. Fraser Health will work with Southridge administration to determine what actions, if any, should be taken, including if any employees or students who have been in contact with that person need to self-isolate, and if other employees and students' families should be notified. Information from BCCDC and the Ministry of Health on general contact tracing and public health notification in schools is included at Appendix D. Note that notification processes may be slightly different in the Fraser Health Region.

**NOTE: Southridge will not 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 COVID-19, unless directed to by Fraser Health as per the directions of the Public Health Office.**

Southridge has developed policies and protocols for illness and self-assessment. Students and all employees must perform a self-assessment on a daily basis before coming to school. It is recommended that parents use the [new K to 12 Health Check app](#) for assessment of their child at home before school. The app can be downloaded to a mobile device.

Employees are required to complete an active daily health check, in line with the Provincial Health Officer's Order on Workplace Safety, prior to entering the school. Southridge employees verify that they have completed their daily health check when they digitally sign in to the school upon their arrival in the morning. Students, employees or any other adult who is sick must not enter the building.

Students and employees who have common-cold, influenza, or COVID-19 like symptoms should stay at home and seek assessment by a health-care provider and self-isolate while they await results. If unsure if self-isolation or testing for COVID-19 is necessary, they are directed to use the BC COVID-19 Self-Assessment Tool and call 8-1-1 for further advice or by calling the Fraser Health Population and Public Health (PPH) COVID-19 Call Centre at 604-918-7532 between the hours of 8:30 am and 4:30 pm and 8-1-1 for questions and concerns that arise outside the hours of 8:30 am to 4:30 pm. Additional information is available in the Southridge COVID-19 Health Screening Procedures document.

As an additional layer of security, Southridge uses non-invasive temperature screening via Thermal Imaging Cameras to assess elevated temperatures of students and employees entering the buildings. Should an individual present with an elevated temperature as they enter either school building, a standard procedure as per Southridge Health Screening Guidelines is followed to assist with assessment of the health of the individual.

Students or employees who develop common-cold, influenza, or COVID-19 like symptoms while at school are isolated and procedures as per the attached "What to Do if a Student or Employee Develops Symptoms at School" (Appendix B) are followed.

## SOUTHRIDGE BUS USE

Southridge does not use its own buses to transport students to and from school. Buses are used exclusively for field trips and class outings. During Stages 3 and 4 buses will not be used to transport students.

During Stage 2 Southridge buses may be used under the following guidelines:

- Buses are cleaned and disinfected according to the guidance provided in BC CDC's Guidelines on Cleaning and Disinfectants for Public Settings and Guidance from Transport Canada.
- Students from the same learning group will use the bus together whenever possible. If a student or faculty member from another learning group is on the bus with a certain grade learning group, they will physically distance themselves from others and wear a non-medical face mask.
- Where possible, bus drivers will belong to the same learning group as the students being transported.
- All employees and grade 4-12 students will wear masks. Students in grades K-3 are strongly encouraged to wear a mask.

- Bus drivers will clean their hands often with hand sanitizer and will wear a non-medical mask except when they are driving.
- Students will be required to sanitize their hands before boarding the bus.

## HAND HYGIENE

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Employees and students are directed to practice diligent hand hygiene as follows:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed to combat COVID-19.
- Regular opportunities are made available for hand hygiene as well as reminders to both students and employees.
- Many of the Junior School classrooms have sinks available and students are encouraged to wash hands when arriving at school, before/after breaks and eating, using the washroom and using gym/playground equipment.
- All classrooms have hand sanitization stations installed with alcohol-based hand rub containing at least 60% alcohol that meets Health Canada’s requirements and is authorized for sale in Canada.
- A portable hand wash station is available at the Junior School playground to facilitate hand washing to remove visible dirt as necessary.
- Southridge utilizes hand hygiene posters in all washrooms, kitchens and in classrooms where sinks are located to remind students and employees on the proper way to wash hands.
- Hand sanitization stations are installed in common areas to facilitate regular hand hygiene.

When Students Should Perform Hand Hygiene	When Employees Should Perform Hand Hygiene
When they arrive at school	When they arrive at school
Before and after breaks (e.g. lunch, recess)	Before and after breaks (e.g. lunch, recess)
Before and after eating and drinking (excluding drinks kept at a student’s desk or locker)	Before and after eating and drinking
Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab etc.	Before and after handling food or assisting students with eating.
After using the washroom	Before and after giving medication to a student or self. After using the washroom
After sneezing or coughing into hands.	After contact with body fluids (i.e., runny

	noses, spit, vomit, blood).
Whenever hands are visibly dirty	After cleaning tasks
	After removing gloves.
	After handling garbage
	Whenever hands are visibly dirty.

- Facilities staff ensure hand washing supplies are well stocked at all times including soap, paper towels and, where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Faculty should assist younger students with hand hygiene as needed.

## RESPIRATORY ETIQUETTE

Students and employees should:

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

## PERSONAL PROTECTIVE EQUIPMENT

The Hierarchy of Infection Prevention and Exposure Control Measures on page 6 indicates that PPE, including masks, is low on the hierarchy of protection, however it can provide an additional layer of protection when more effective measures are not feasible. Those wearing masks must still maintain physical distancing whenever possible, avoiding crowding and congregating of individuals.

For all individuals required to wear masks on the Southridge campus, the following exceptions are made:

- For a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
- For a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- If a person is behind a barrier;
- While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important.

School employees will utilize positive and inclusive approaches to engage students in preventative practices and will not employ measures that are punitive or stigmatizing in nature. Should a student,

employee or other adult (including a visitor) be unable to comply with a specific safety measure due to any of the exceptions mentioned above, the school will work with the individual to explore other environmental and administrative measures to ensure their safety and the safety of others.

**Grades K-3:** Wearing non-medical masks indoors remains a personal choice; however, it is strongly recommended by Southridge that all K-3 students choose to wear a mask in all indoor areas, including when they are with their learning group. Grade 4 students are required to wear their masks in common spaces and during all transitions between areas in the school. The use of masks outdoors is a personal choice.

**Grades 4-12:** Students in Grades 4-12 are required to wear a non-medical mask in all indoor areas, including when they are with their learning groups, unless one of the exceptions listed above is applicable. The use of masks outdoors is a personal choice.

**All:** Guidelines for mask use by students and employees have been developed and communicated for specific academic settings within the school based on the type of activity being undertaken as well as the space being used. These guidelines apply to all school-led activities held off campus.

**Employees in the Junior and Senior School:** Faculty and staff in the school buildings are required to wear a non-medical mask in all indoor areas of school buildings, including when they are with their learning groups, unless one of the exceptions listed above is applicable. Faculty & Staff meet virtually whenever possible. Faculty & Staff are asked to limit time spent in Faculty/Staff lounges to less than 15 minutes.

Staff in the Annex are to wear masks at all times except when sitting or standing at their seat or workstation in accordance with WorkSafe BC guidance for office settings.

Southridge made re-usable masks available to each student and employee at the beginning of the year and has subsequently provided employees with more re-usable masks including a three-layer mask. Masks are to be maintained and washed according to instructions provided by the student family or employee. Face shields are provided for each employee at the beginning of the year for their use should they wish to use one. The maintenance and cleaning of the face shield is the responsibility of the employee.

The wearing of a non-medical mask by a student or employee does not negate the responsibility to maintain physical distance from people outside of their learning group. The wearing of a mask does not allow for crowding, gathering or congregating of individuals from different learning groups.

As the law currently provides, employees who are immune-compromised, have underlying conditions that put them at greater risk, are recovering from or receiving cancer treatment, or are age 60 or older, will be accommodated if requested.

## ADDITIONAL RESOURCES AND GUIDELINES

These guidelines included in this document may be amended to respond to an increased risk of transmission as communicated by the PHO and the provincial government.

The [BC Centre for Disease Control](#) is an additional source of information about COVID-19. Numerous resources there are available to provide further guidance and support as required.

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) provides additional updated guidelines from the Provincial Health Office and the Ministry of Education.

WorkSafeBC Resources are available for [COVID-19 and returning to safe operation](#). This document may be updated as needed to continue to comply with the regulations of WorkSafeBC.

Guidelines and materials from the PHO can be found at [COVID-19 \(Novel Coronavirus\)](#)

General information on provincial BC initiatives and information is available at [BC Government British Columbia's Response to COVID-19](#) . and at [COVID-19 safe schools](#)

A COVID-19 app for self-assessment is available through the Ministry of Health's for [Apple](#) or Android (through Google Play).

# Appendix A: Enhanced Cleaning

## GUIDE FOR REGULAR JANITORIAL AND FACILITIES STAFF

*Regular janitorial and facilities staffs will have regular duties with emphasis on all high-touch points, which include the following:*



### Main Entrance Doors

- ☐ door handles on both sides of door
- ☐ push area above door handle on both sides of door (see fig.1)



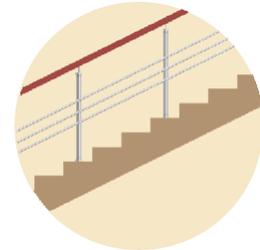
### Exit Doors

- ☐ door handles on both sides of door
- ☐ push area above door handle on both sides of door (see fig.1)



### Reception

- ☐ countertops



### Handrails

- ☐ disinfection of handrails in the stairwell



### Classrooms

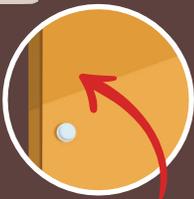
- ☐ door handles and area above door handles on both sides of door (see fig.1)
- ☐ light switches
- ☐ cabinet handles
- ☐ teacher chairs: top back of chair; top and bottom of arm rests (see fig 3)
- ☐ classroom chairs and stools: top back of chair; sides of chair/stool (see fig 4)
- ☐ Desks/tables: top and sides of student desks/tables. Includes 1"-2" of area immediately under the sides (see fig.5)



### Washrooms

- ☐ door handles
- ☐ faucets
- ☐ soap dispensers
- ☐ toilet stall: locking mechanisms
- ☐ toilet stall: area around locking mechanisms on both sides (see fig.2)

FIG 1.



Push area above door handle

FIG 2.



Toilet stall: area around locking mechanisms

FIG 3.



Teacher chairs: top back of chair; top and bottom of arm rest

FIG 4.



Classroom chairs: top back of chair; sides of chair

FIG 5.



Top and sides of desk, including 1"-2" area immediately under sides

## Appendix B: What to Do if a Student or Employee Develops Symptoms at School

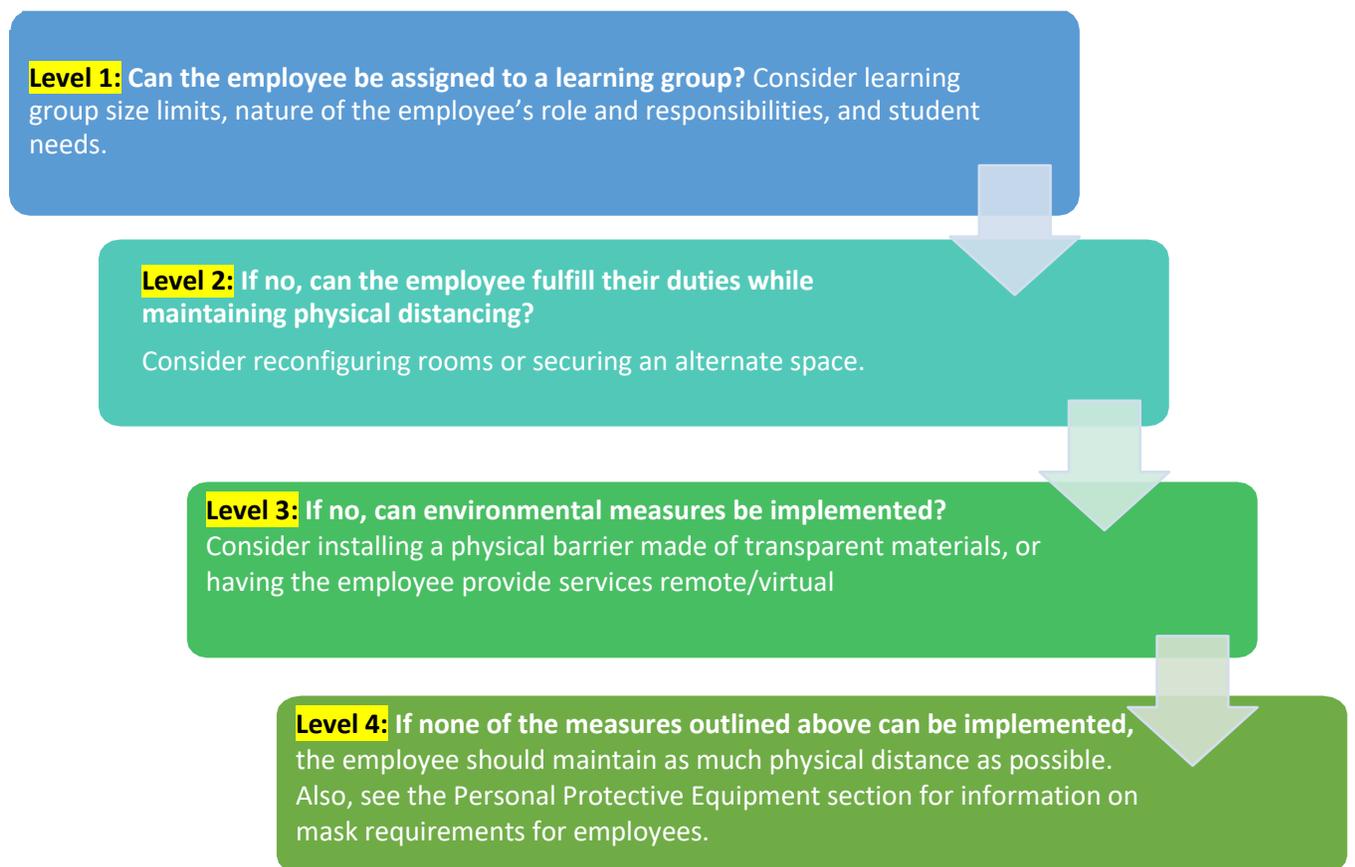
<p><i>If a Student Develops Symptoms of Illness At School</i></p>	<p><i>If an Employee Develops Symptoms of Illness at School</i></p>
<p><b>Faculty must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised 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, faculty should wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with a 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><b>Employee should go home as soon as possible.</b></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><b>Students and employees should return to school according to the guidance under the Southridge COVID-19 Health Screening Procedures document.</b></p> <p><b>A health-care provider note should not be required for students or employees to return.</b></p>	

## Appendix C: Prioritizing Health and Safety – Considerations for Employees

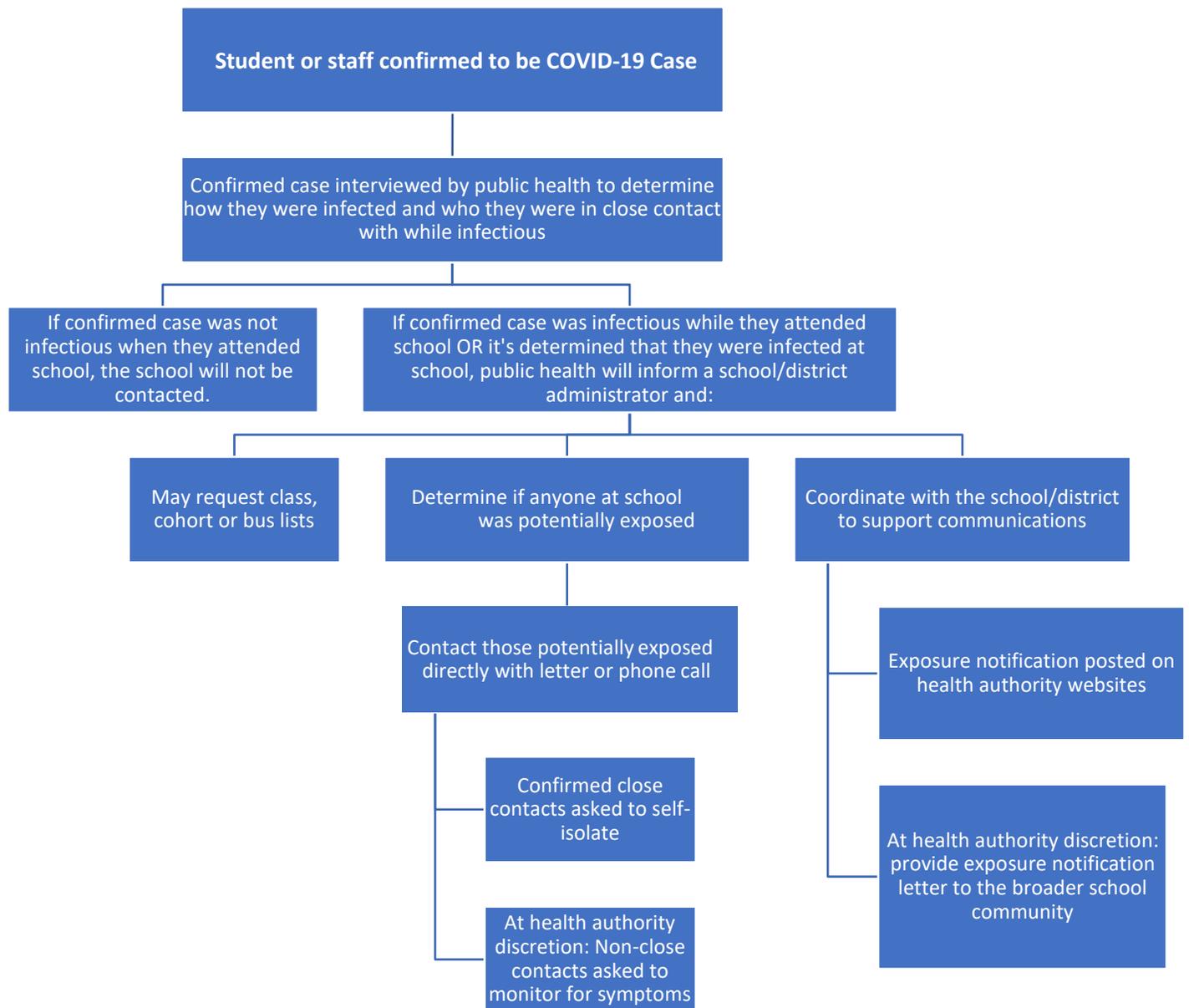
There are measures that can be implemented in school settings to prevent the transmission of COVID-19. The flow chart below has been developed by the Ministry of Education to assist in navigating the layered approach of environmental and administrative measures available to schools.

Southridge will ensure that all options for the highest level of measures have been exhausted before moving to the next level. All decisions are made to prioritize health and safety and in consideration of the best interest of students.

Southridge minimizes the number of employees who interact with learning groups they are not a part of as much as possible while continuing to support learning and a positive, healthy and safe environment. The following flow chart outlines the considerations to assign an employee to a learning group and the steps to take when an employee is not assigned to a learning group.



## Appendix D: Contact Tracing and Public Health Notification in Schools (BCCDC)



Regional health authorities determine their own notification processes. The notifications used in some regions may differ from what is included here. In all regions, public health ensures anyone who may be a close contact (i.e. those required to self-isolate) is notified. Additional information on contact tracing, self-isolation and close contacts is available from the BCCDC.