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## Southpointe Academy

### WorkSafe BC COVID-19 Safety Plan

This COVID-19 Safety Plan outlines the six-step process Southpointe Academy will take while moving to Stage 2 during the COVID-19 pandemic.

Each step outlines the initiatives the school will implement prior to resuming operations.

A copy of this plan will be posted on our school website [www.southpointe.ca](http://www.southpointe.ca) in accordance with the order of the Provincial Health Officer.

#### Step 1: Assessment of risk within Southpointe Academy

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Identification of areas where there may be risks of exposure to COVID-19, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

The best way to prevent transmission is to regularly wash your hands with soap and water.

- We have involved frontline workers, and the Joint Health and Safety Committee (JHSC) reviewed week commencing November 23, 2020.
  - The school has collaborated with the Fraser Health Authority, the Ministry of Education and the Ministry of Health. The school has notified the BCGEU and requested comment regarding any concerns.

- We have identified areas where people gather, such as staff rooms, multipurpose rooms, and meeting rooms.
  - During Stage 2 students will be returning on a full-time basis. Where possible, students will remain in their learning groups.
  - Parents and visitors to the school will not be permitted within the school building unless previously arranged and agreed to by a member of the Leadership Team.
  - Any school tours will be conducted outside of regular school hours for students (e.g. after school).



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	<ul style="list-style-type: none"><li>• If permitted inside the building, parents and visitors must abide by the hand washing, mask wearing and physical distancing guidelines.</li><li>• Common areas where large numbers of students congregated prior to COVID-19 will be limited to the number of individuals within a learning group. Students and staff are discouraged from gathering in proximity and any activities/flow of people are encouraged to take place outside. Signage reminding staff and students of the need to physically distance will be located strategically around the building. Small rooms and elevators will have signage and limits for occupants.</li><li>• The wearing of masks will be mandatory in all common areas of the school.</li></ul>
<input checked="" type="checkbox"/>	<p>We have identified job tasks and processes where workers are close to one another or students.</p> <ul style="list-style-type: none"><li>• Assigned workstations are separated by 2 metres or physical partitions. Divisional managers will be required to work with staff and Facilities to ensure this is in place.</li></ul>
<input checked="" type="checkbox"/>	<p>We have identified the tools, machinery, and equipment that workers share while working.</p> <ul style="list-style-type: none"><li>• General cleaning and disinfecting of the premises will occur at least once a day. Frequently touched surfaces will be cleaned and disinfected at least twice a day. Teachers will need to limit teaching resources as much as possible to reduce and limit the number of items and those that are not easily cleaned. Sharing of tools or other items will be discouraged. Planning of learning activities should include consideration of capacity for cleaning shared objects, equipment and supplies.</li><li>• There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19.</li></ul>
<input checked="" type="checkbox"/>	<p>We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.</p> <ul style="list-style-type: none"><li>• Offices or work locations used by only one person will be identified by Facilities and cleaned once daily.</li><li>• These include things like doorknobs, light switches, toilet handles, tables, desks, chairs, keyboards and necessary teaching manipulatives.</li><li>• Staff have been provided with their own cleaning supplies and hand sanitizer for use in their work area.</li></ul>



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**Step 2: Implementation of relevant protocols to reduce and minimize the risks of transmission**

The following protocols will be implemented:

- Industry-specific protocols as recommended by WorkSafeBC, Ministry of Health and BC Centre for Disease Control have been reviewed and are being implemented.
  - During Stage 2 students will be returning on a full-time basis in designated learning groups.
  - All staff and students must perform a daily health check.<sup>1</sup>
  - Visitors and parents must perform a health check before entering the building.
  - Masks must be worn by staff, students, visitors or parents when entering the building.
  - All students and visitors must pass through a digital thermometer kiosk when entering the building.
  - Students, staff, parents and visitors to the school must sanitize their hands immediately on entry to the building.
  - Parents and visitors to the school will not be permitted within the school building unless previously arranged and agreed to by a member of the school Leadership Team. This includes pick-up and drop-off of students and lunches. Lunches will be provided in the dining hall and no third-party lunches are permitted to be brought in by students.
  - If permitted inside the building, parents, students and visitors must abide by the handwashing, mask wearing and physical distancing requirements
  - We have updated our health and safety recommendations to meet the requirements of Stage 2 and ensured that our [Exposure Control Plan](#)<sup>2</sup> reflects the COVID-19 Public Health Guidance for K-12 Schools<sup>3</sup> document issued September 11, 2020 by the Ministry of Health and BC CDC.
- Frontline workers, divisional leaders and the JHSC.
  - We will communicate essential health and safety information to all staff in writing, which will give staff the opportunity to review the material and ask questions.
  - Our JHSC are scheduled to review the safety protocols week commencing November 23, 2020.
- Orders, guidance, and notices issued by the Provincial Health Officer and relevant to your industry.

<sup>1</sup>[COVID 19 Self-Assessment Tool](#)

<sup>2</sup> Internal school document, viewable only to school staff

<sup>3</sup> [COVID 19 Public Health Guidance for K-12 Schools Updated: September 11, 2020](#)



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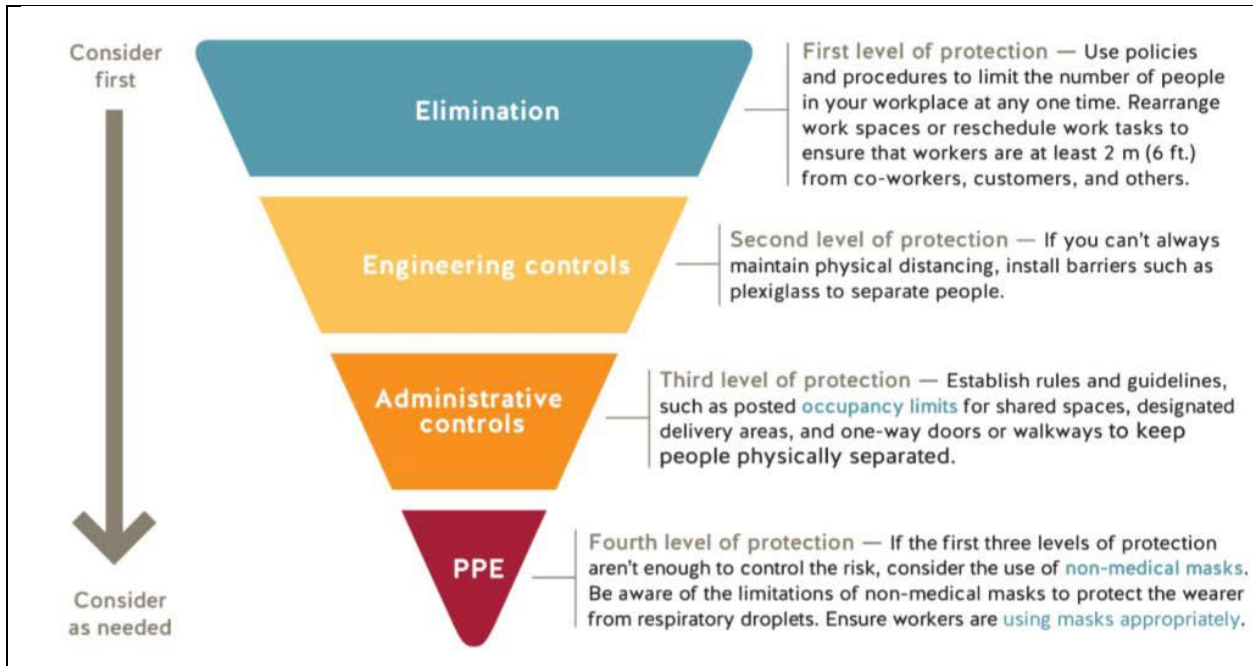
- The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people; however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large assemblies of staff and students will need to be held virtually, if required.
- The school has implemented learning groups to limit the numbers of staff and students that regularly interact with each other as per Public Health recommendations.
- To facilitate contact tracing and additional COVID-19 self -assessment measures all staff and regular contractors are required to review Public Health guidelines regarding COVID-19. Confirming daily by signature that they are fit to be at work, this also records who is present in school. Parents and visitors are required to sign in and students have attendance taken daily.
- ☒ Your health and safety association or other professional and industry associations.
  - We will provide the BCGEU with an opportunity to provide feedback on our plans by sending a copy of this plan to the Staff Representative.
  - We will provide a copy of our updated Safety Plan to FISA.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level is not practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



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First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ☒ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.
  - Staff will be reminded to maintain 2 metres distance from one another when working outside of their assigned learning group.
  - Assigned workstations will be separated by 2 metres or partitions used.
  - Classrooms will be arranged to minimize student contact and movement within the classroom. Students and staff will remain in their assigned learning group.
  - Assess to the Front Office has been limited to essential need so that traffic is reduced.
- ☒ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☒ We have established and posted occupancy limits for common areas such as multipurpose rooms, staff rooms, meeting rooms, washrooms, and elevators.
  - Divisional leaders are asked to review small area rooms and post occupancies if physical distancing is not possible for less than 5 people. Other locations will have physical distancing signage.



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- Masks will be mandatory in all common areas.

- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
- Staff will be requested to maintain 2 metres distance from one another.
  - Assigned workstations will be separated by 2 metres or by workspace partition.
  - Through traffic in the Front Office area has been reduced by using signage.
  - Washrooms have been reassigned to reduce congestions.

Measures in place

Our control measures for maintaining physical distance in the workplace include:

- Placing directional signs on the floor to avoid meeting in aisles and teaching the practice of travelling on the right.
- Designating some floors as one-way travel routes signified by directional signs and instructions.
- Staff leading by example and working with students to encourage:
  - Avoidance of close greetings (e.g., hugs, handshakes) and regular reminders to students about keeping “hands to yourself”.
- Spreading people out into different areas:
  - Consider different classroom and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
- Organizing students into smaller groups, and where possible have that group stay together throughout the day.
- Striving to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (i.e. minimize the amount of mixing between students and different staff in the setting).
- Restricting building access during pick-up and drop-off times, where appropriate, and working within existing arrangements.
- Staggering recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Staggering the release of students during dismissal.
- Taking students outside more often:
  - Organize learning activities outside including snack time, place-based learning and unstructured time.
  - Take activities that involve movement, including those for physical health and education, outside. Group sports activities should be



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- organized with intention, taking into consideration personal hygiene practices.
- Reassure students and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.
- Incorporating more individual activities or activities that encourage space between students and staff:
  - For younger students, adapt group activities to minimize physical contact and reduce shared items.
  - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Managing flow of people in common areas, including hallways.
- Minimizing numbers of parents and caregivers and other non-staff adults entering the school. They should also be reminded to wear masks, practice diligent hand hygiene, and maintain physical distance when they are at the school.
- Discontinuing in person assemblies and other school-wide events that would involve students from different learning groups.

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers cannot keep physically distant from co-workers, customers, or others.
  - To ensure that drivers have an effective barrier, partitions have been installed to allow bus drivers to have a physical barrier between themselves and riders on the bus.
  - A plexiglass partition has been installed at the reception desk to ensure that staff have a physical barrier between themselves and any person at the reception desk.
  - Where a member of the clerical staff is working in an open office, they have been provided with a partition to ensure that they have a physical barrier between themselves, co-workers and any visitor to their work area as appropriate.
  - Individual plexiglass barriers have been ordered so that each student's workspace is separated by a shield from other students.
- We have included barrier cleaning in our cleaning protocols.
  - Facilities are involved with the implementation of any barriers installed. Once implemented, they are added to the cleaning routine.



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<ul style="list-style-type: none"><li>• We have installed the barriers, so they do not introduce other risks to workers (e.g., barriers installed inside a vehicle do not affect the safe operation of the vehicle)<ul style="list-style-type: none"><li>○ Barriers have been installed and they do not disrupt the operation or safety of the vehicle.</li><li>○ Barriers have been installed so they do not cause a hazard to workers.</li></ul></li></ul>
<p><u>Measures in place</u></p> <ul style="list-style-type: none"><li>○ We have sourced appropriate barriers for bus drivers and workers.</li></ul>
<p><u>Third level protection (administrative): Rules and guidelines</u></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> We have identified rules and guidelines for how workers should conduct themselves.<ul style="list-style-type: none"><li>• Staff have been provided with information regarding controls put in place by the School, expectations of staff to not attend work if exhibiting signs or symptoms of common cold, influenza, COVID-19 as well as other procedures and other information to be disseminated to our staff. Additional information linked will provide staff information on the <a href="#">Exposure Control Plan<sup>4</sup></a>, <a href="#">Information on how to Prevent the spread of COVID-19</a>, the <a href="#">limitations of use of personal masks</a>, and <a href="#">how to properly use and care for one if an employee chooses to wear one</a>.</li><li>• To ensure that staff are completing daily COVID-19 self -assessment checks all staff and regular contractors are required to review Public Health guidelines regarding COVID-19. Confirming daily by signature that they are fit to be at work, this also records who is present in school on a particular day.</li></ul></li></ul>
<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> We have clearly communicated these rules and guidelines to workers through a combination of training and signage.<ul style="list-style-type: none"><li>• Staff have confirmed that they have been provided the information referenced above.</li><li>• Training on the new health and safety protocols has been provided during the teachers' preparation week August 31-September 4, 2020</li></ul></li></ul>
<p><u>Fourth level protection: Using masks (optional measure in addition to other control measures)</u></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> We have reviewed the information on selecting and using masks and instructions on how to use a mask.<ul style="list-style-type: none"><li>• The school is constantly monitoring information regarding mask usage and updating our policies to align with the advice of Public Health officials.</li><li>• Masks are mandatory in all common areas of the school.</li><li>• Reusable masks will be provided to staff and students.</li></ul></li></ul>

<sup>4</sup> Internal school document, viewable only to school staff





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<ul style="list-style-type: none"><li>• Disposable masks can be provided to visitors and parents visiting.</li></ul>
<p><input checked="" type="checkbox"/> We understand the limitations of masks to protect the wearer from respiratory droplets.</p> <ul style="list-style-type: none"><li>• We will be reinforcing that non-medical masks' primary purpose is to prevent ill people from spreading their own droplets to other people. Staff, students and their families will be reminded that they must stay home if unwell.</li><li>• Whenever possible, we will be emphasizing the importance and effectiveness of physical distancing and proper hand hygiene.</li><li>• For those employees who wish to wear a personal mask outside of common areas, we have <a href="#">provided information</a> on the limitations of use, risks to be avoided while using and information regarding how to care for personal masks properly.</li></ul>
<p><input checked="" type="checkbox"/> We understand that masks should only be considered when other control measures cannot be implemented. We have trained workers in the proper use of personal masks.</p> <ul style="list-style-type: none"><li>• First Aid Attendants will be <a href="#">provided with specific instructions</a>.</li></ul>
<p><u>Measures in place</u></p> <p>Who will use masks?</p> <ul style="list-style-type: none"><li>• Staff at risk will be identified in the <a href="#">Exposure Control Plan</a><sup>5</sup>.</li><li>• All staff and students will be required to wear masks in all common areas.</li><li>• All visitors and parents will be required wear masks when in the school.</li></ul> <p>What work tasks will require the use of masks?</p> <ul style="list-style-type: none"><li>• The school will follow the requirements laid out in the <a href="#">COVID-19 Public Health Guidance for K-12 School Settings</a> document. First Aid Attendants will be required to follow <a href="#">OFAA protocols during the COVID-19 pandemic</a>.</li></ul> <p>How have workers been informed of the correct use of masks?</p> <ul style="list-style-type: none"><li>• Staff have be provided instructions on how to use a <a href="#">non-medical mask</a>.</li><li>• Staff have been informed that they can use a face shield and that they should not be used in place of a mask.</li></ul>
<p>Reduce the risk of surface transmission through effective cleaning and hygiene practices</p> <p><input checked="" type="checkbox"/> We have reviewed the information on cleaning and disinfecting surfaces.</p> <ul style="list-style-type: none"><li>• We are following guidelines as per <a href="#">WorkSafeBC</a> and the Ministry of Education's "<a href="#">Public Health Guidance for K-12 School Settings</a>". Cleaning schedule outlined in "Step 1: Assessment of risk at Southpointe Academy" above.</li></ul>

<sup>5</sup> Internal school document, viewable only to school staff



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<ul style="list-style-type: none"><li>• A hospital grade misting machine is additionally used to disinfect spaces.</li></ul>
<p><input checked="" type="checkbox"/> Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.</p> <ul style="list-style-type: none"><li>• Soap and water should be utilized as much as possible as it is the most effective form of hand sanitization.</li><li>• Hand sanitizer will be utilized ONLY when access to soap and water is limited as it is less effective. Hand sanitizer is provided in locations throughout the school.</li></ul>
<p><input checked="" type="checkbox"/> We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.</p> <p>Staff have been provided with <a href="#">guidance</a> regarding when and how to wash hands or disinfect with hand sanitizer.</p> <p>Staff will also be regularly reminded about the importance of diligent hand hygiene, specifically:</p> <ul style="list-style-type: none"><li>• Staff are to wash their hands upon arrival at school property and before they go home.</li><li>• Before and after any breaks.</li><li>• Between different learning environments.</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, etc.)</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>
<p><input checked="" type="checkbox"/> We have implemented cleaning protocols for all common areas and surfaces e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).</p> <ul style="list-style-type: none"><li>• These locations will be disinfected twice a day, once at the mid-day break and once at closing. Please see table below.</li></ul>
<p><input checked="" type="checkbox"/> Workers who are cleaning have adequate training and materials.</p>



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	<ul style="list-style-type: none"> <li>• Our custodians and facilities staff are trained in the use of the disinfectant (PCS Sodium Hypochlorite) and have a safe work procedure developed for use.</li> </ul>
☒	<p>We have removed unnecessary tools and equipment to simplify the cleaning process e.g., coffee makers and shared utensils and plates</p> <ul style="list-style-type: none"> <li>• Unnecessary items will no longer be accessible for use in school</li> <li>• The coffee and hot water machines are part of the daily cleaning schedule. Users are expected to wash their hands prior to use.</li> </ul>

<b>Public Health Guidance for K-12 School Settings</b>	<b>Frequency</b>	<b>Disinfecting Tasks [Refer to 'COVID - 19 Public Health Guidance for K-12 School Settings']</b>	<b>Frequency</b>
Clean Surfaces with Visible Dirt	Daily	Washrooms [sinks, counters, mirrors, toilets, urinals, partition walls, dispensers, doors, garbage bins, floors, grab bars, and all washroom supplies replenished]	Twice per day
Empty Garbage Containers	Daily	Classrooms [desks, tables, chairs, sinks, faucets/light switches, doorknobs, telephones, appliance handles]	Twice per day
Empty Central Waste Collection Stations	Twice per day	Front Entry Doors [handles]	Twice per day
Spot Mop	Daily	Water Fountains [push control, basin/spout]	Have been disabled
Spot Vacuum	Daily	Hallways [handrails, light switches, push bars, doorknobs, elevator buttons]	Twice per day



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Wash All Resilient Floors	Weekly	Office [desks, counters, tables, chairs, telephones, keyboards, light switches, doorknobs]	Once per day  Disinfection supplies available for use throughout the day
Vacuum All Carpeted Floors	Corridors and offices daily	Staff Room [appliance and cupboard handles, doorknobs, sinks, tables/chairs, light switches, keyboards]	Once per day

**Step 3: Develop policies**

The following workplace requirements will help ensure that employees and students showing symptoms of COVID-19 are informed not to enter the workplace.

- ☒ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - All students and staff who have mild symptoms without fever can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment. Students should report their absence to the school. Staff should complete a leave of absence form.
  - If the symptoms of staff or students include a fever or if after 24 hours the symptoms remain unchanged or worsen they must use the [COVID-19 Self Assessment Tool](#) contact their physician or contact 811. Then follow the advice given.
- ☒ Anyone directed by Public Health to self-isolate.
  - Fraser Health's Public Health staff will contact the Head of School or designate in the event contact tracing of a confirmed case indicates the school as a potential site of community transmission and will provide direction to the school on actions recommended to prevent further transmission.
- ☒ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
  - Per BC's Provincial Health Officer, these persons must self-isolate.
- ☒ Visitors are prohibited or limited in the workplace.
  - Only authorized personnel will be allowed in school buildings.



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	<ul style="list-style-type: none"><li>• Pick-up and drop-off times will be organized to reduce the numbers of people at the site.</li><li>• Individuals, e.g. contractors will be limited and if their work can take place outside of school hours that will be arranged.</li></ul>
<input checked="" type="checkbox"/>	First aid attendants have been provided <a href="#">OFAA protocols</a> for use during the COVID-19 pandemic. <ul style="list-style-type: none"><li>• The WorkSafeBC OFAA protocols will be communicated to all First Aid Attendants.</li></ul>
<input checked="" type="checkbox"/>	We have a working alone policy in place (if needed). <ul style="list-style-type: none"><li>• Employees who may be in a situation where they are working alone should discuss with their divisional leader. Employees were previously asked during Stage 4 (suspension of in-class instruction) to declare if they are working alone and to establish a check-in schedule with their divisional leader.</li></ul>
<input checked="" type="checkbox"/>	We have a work from home policy in place. <ul style="list-style-type: none"><li>• Where employees are working from home, they will continue to follow previously developed procedures.</li></ul>
<input checked="" type="checkbox"/>	Ensure workers have the training and strategies required to address the risk of violence that may arise as the school community adapt to restrictions or modifications to the workplace. <ul style="list-style-type: none"><li>• We have a violence prevention program in place.</li><li>• Workers have been provided with violent prevention training.</li><li>• Employees are encouraged to contact their divisional leader if they have concerns around increased violence from members of the public.</li></ul>
	We have procedures in place to addresses workers who may start to feel ill at work. It includes the following:
<input checked="" type="checkbox"/>	Sick workers should report, even with mild symptoms to their divisional leader and if in need of medical assistance request first aid.
<input checked="" type="checkbox"/>	Sick workers should be asked to wash or sanitize their hands, self-isolate, inform their divisional leader and the First Aid Attendant if in need of medical assistance. Employees will then go straight home and will be asked to consult the <a href="#">BC COVID-19 Self-Assessment Tool</a> contact their physician or call 811 for further guidance related to testing and self-isolation. <ul style="list-style-type: none"><li>• School staff will be briefed on this procedure.</li><li>• The school has identified an area where an individual who is experiencing symptoms of COVID-19 or other respiratory disease on site can wait while waiting for pickup.</li></ul>



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<input checked="" type="checkbox"/>	<p>If the worker is severely ill (e.g., difficulty breathing, chest pain), a First Aid Attendant will be summoned and 911 will be called.</p> <ul style="list-style-type: none"><li>• First Aid Attendants will follow procedures as per their training for assisting persons who are severely ill. First Aid Attendants will be provided personal protective equipment for use if exposed to potentially infectious materials or required to perform treatment to a person exhibiting signs or symptoms of COVID-19 as per the procedure provided to them.</li></ul>
<input checked="" type="checkbox"/>	<p>Clean and disinfect any surfaces that the ill worker has come into contact with.</p> <ul style="list-style-type: none"><li>• Facilities will ensure that areas will be cleaned and disinfected as appropriate.</li></ul>
<b>Step 4: Develop communication plans and training</b>	
<p>We have ensured that everyone entering the workplace, including workers from other employers, know how to keep themselves safe while at the school.</p>	
<input checked="" type="checkbox"/>	<p>We have a training plan to ensure everyone is trained in workplace policies and procedures.</p> <ul style="list-style-type: none"><li>• All staff must assess themselves daily for symptoms of common cold, influenza, COVID-19, prior to entering the school. In addition, all staff are requested to acknowledge the following every time they come into school:</li></ul>
<input checked="" type="checkbox"/>	<p>"I confirm I am not experiencing any current signs or symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease."</p>
<input checked="" type="checkbox"/>	<p>All workers have received the policies for staying home when sick.</p> <ul style="list-style-type: none"><li>• Staff are aware of the procedures to use to report an absence from work.</li></ul>
<input checked="" type="checkbox"/>	<p>We have posted signage at the workplace, including occupancy limits and effective hygiene practices.</p> <ul style="list-style-type: none"><li>• There are posters displayed regarding hand washing. Additionally, there are posters stating that we are closed to the general public. Staff are encouraged to contact their divisional leader if they have questions and to discuss any additional concerns with the JHSC.</li></ul>
<input checked="" type="checkbox"/>	<p>We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.</p> <ul style="list-style-type: none"><li>• Staff are encouraged to contact their divisional leader if they have questions.</li></ul>
<input checked="" type="checkbox"/>	<p>Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.</p> <ul style="list-style-type: none"><li>• Divisional leaders have the additional tasks of:<ul style="list-style-type: none"><li>○ Ensuring school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Staff will be required to complete a form prior to returning.</li></ul></li></ul>



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<input checked="" type="checkbox"/>	Clearly communicating with parents and caregivers their responsibility to assess their children daily before sending them to school.
<input checked="" type="checkbox"/>	Establishing procedures for students and staff who become sick while at school to be sent home as soon as possible.

**Step 5: Monitor your workplace and update your plans as necessary**

We realize that things may change as we move forward. If we identify a new area of concern, or if it seems like something is not working, we will take steps to update our policies and procedures and involve workers in this process.

<input checked="" type="checkbox"/>	<p>We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.</p> <ul style="list-style-type: none"><li>Information around COVID-19 is rapidly changing and evolving as health officials learn more and refine their policies and procedures. The school will continue to monitor any communications from WorkSafeBC, the Ministry of Education, the Ministry of Health, the BC Center for Disease Control, BC's Provincial Health Officer, and other authoritative voices and will adapt our measures according to their recommendations.</li></ul>
<input checked="" type="checkbox"/>	<p>Workers know who to go to with health and safety concerns.</p> <ul style="list-style-type: none"><li>Workers are to speak to their divisional leader with any health and safety concerns and to forward any additional concerns to JHSC.</li></ul>
<input checked="" type="checkbox"/>	<p>When resolving safety issues, we will involve the JHSC.</p> <ul style="list-style-type: none"><li>Participation of the JHSC is highly encouraged, and we are thankful for their efforts, dedication, and commitment in helping promote health and safety at Southpointe Academy.</li></ul>



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<b>Step 6: Assess and address risks from resuming operations</b>	
The school has been in operation during all stages of the Provincial COVID-19 Pandemic. As we prepare to welcome students, parents and faculty in Stage 2.	
<input checked="" type="checkbox"/>	We have a training plan for new staff. <ul style="list-style-type: none"><li>New staff will receive regular onboarding training as well as additional briefings around physical distancing, hand washing, and other COVID-19 related preventative measures.</li></ul>
<input checked="" type="checkbox"/>	We have a training plan for staff taking on new roles or responsibilities. <ul style="list-style-type: none"><li>Staff assuming new roles or responsibilities will receive appropriate training.</li></ul>
<input checked="" type="checkbox"/>	We have a training plan around changes to our business, such as new equipment, processes, or products. <ul style="list-style-type: none"><li>The school will continue to adapt and modify our processes and procedures based on new or updated information around COVID-19 and with direction from appropriate authorities.</li></ul>
<input checked="" type="checkbox"/>	The school continued to operate vehicles, equipment and machinery, no "start up" review is required.





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## APPENDIX A

### COVID-19 Public Health Guidance for K-12 School Settings<sup>6</sup>

#### Stay Home When New Symptoms of Illness Develop

**Students and staff should stay at home** when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

- If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.
- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.

#### When a COVID-19 test is recommended by the health assessment:

- If the COVID-19 test is positive, the person should stay home until they are told by Public Health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public Health will contact everyone with a positive test.
- If the COVID-19 test is negative, the person can return to school once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.
- If a COVID-19 test is recommended but is not done because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then may return if feeling well enough.

**If a COVID-19 test is not recommended by the health assessment**, the person can return to school when symptoms have improved and they feel well enough. Testing may

<sup>6</sup> [COVID-19 Public Health Guidance for K-12 School Settings](#)



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not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

Other Considerations for Managing Illness at Schools

- Establish procedures for those who become sick at school to go home as soon as possible.
  - Some students may not be able to be picked up immediately. As such, consider having a space available where the student or staff member can wait comfortably, which is separated from others. Provide supervision for younger children.
- Establish procedures that allow for students and staff to return to school with mild symptoms of illness remaining, in line with the guidance in this document.
  - This is to ensure staff and students are not kept out of school longer than necessary.
- Do not require a health-care provider note (i.e. a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.
- A person with mild symptoms may elect to seek COVID-19 testing, even when this is not required according to the above guidance. Having a pending COVID-19 test result should not, by itself, be a reason to exclude a person from school if there are no other reasons to exclude them.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, Public Health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. are not COVID-19, even if the symptoms are similar.

Students and staff who experience symptoms consistent with a previously diagnosed health condition can continue to attend school as normal when they are experiencing these symptoms. They do not require re-assessment by a health care provider and should not be required to provide a health care provider note. If they experience any new or unexplained symptoms they should seek assessment by a health care provider.



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## APPENDIX B

### Summary of School-Based Control Measures <sup>7</sup>



#### 1. STAY HOME WHEN SICK

*Staff or students with new symptoms of illness should stay home.*

*Staff or students who develop symptoms at school should go home.*



#### 2. HAND HYGIENE

*Clean hands more often.*

*Thorough hand washing with plain soap and water for at least 20 seconds helps prevent the spread of illness.*



#### 3. RESPIRATORY AND PERSONAL HYGIENE

*Cover coughs.*

*Sneeze into elbows.*

*Don't share food, drinks, or personal items.*



#### 4. PHYSICAL DISTANCING

*Minimize close, face-to-face interactions.*

*Avoid physical contact.*

*Spread students and staff out to different areas when possible.*

*Take students outside more often.*

*Stagger break and transition times.*

*Incorporate individual activities.*



#### 5. CLEANING AND DISINFECTION

*General cleaning of the school should occur at least once a day.*

*Cleaning and disinfecting of frequently touched surfaces should occur at least one additional time, during the school day.*

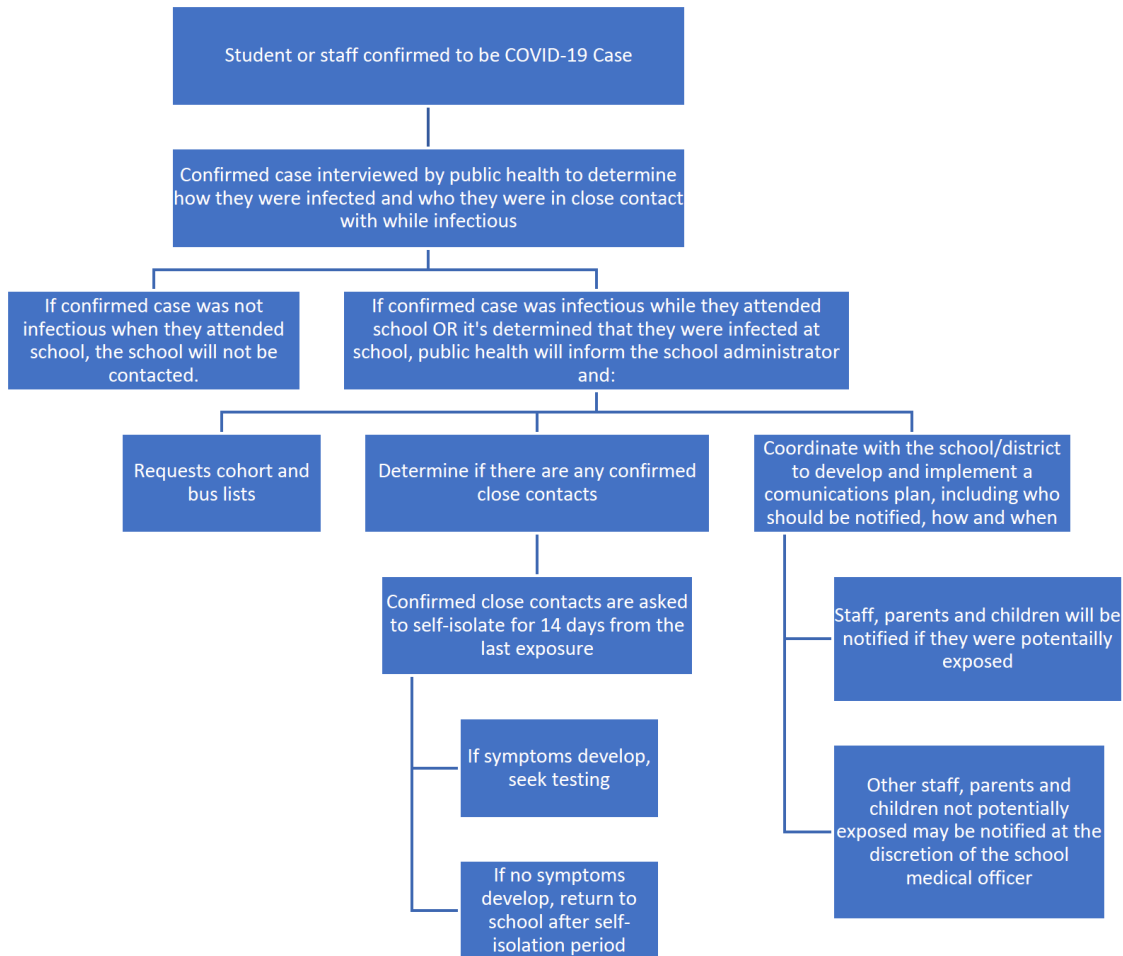
<sup>7</sup> [COVID-19 Public Health Guidance for K-12 School Settings](#)



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## APPENDIX C

### Public Health Actions if a Staff, Student or Other Person Who Has Been in the School is a Confirmed COVID-19 Case <sup>8</sup>



Confirmed close contacts are determined based on the length of time of exposure and nature of the interaction. Only Public Health can determine who is a close contact.

<sup>8</sup> [COVID-19 Public Health Guidance for K-12 School Settings](#)



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## APPENDIX D

### Daily Health Check Example<sup>9</sup>

The following is an example of a daily health check to determine if you should attend school that day.

Daily Health Check			
1.Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

**If you answered "YES" to one of the questions included under 'Key Symptoms of Illness' (excluding fever),** you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

**If you answered "YES" to two or more of the questions included under 'Symptoms of Illness' or you have a fever,** seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a COVID-19 test is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by Public Health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public Health will contact everyone with a positive test.

<sup>9</sup> [COVID-19 Public Health Guidance for K-12 School Settings](#)



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- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 **test is recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID- 19.

**A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.**