

# COVID 19 HEALTH & SAFETY PLAN

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2021



# Introduction

As we continue our school year, our top priority remains the health and safety of our students, staff, and community. The purpose of this document is to outline the updated guidelines and protocols in our COVID-19 Health and Safety Plan. As we continue to work with our Provincial Health partners to navigate the course of the pandemic, this is a working and evolving document.

There are 4 foundational principles that guide our planning:

- 1. Maintain a healthy and safe environment for all students, families, and staff
- 2. Provide the services needed to support the children of our essential workers
- 3. Support vulnerable students who may need special assistance
- 4. Provide continuity of educational opportunity for all students



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## Key Points of Ministry Health & Safety Update on Feb 4, 2021

- We have reviewed our procedures that ensure staff and students are **not** crowding when entering and leaving the school. This includes entrances, hallways, locker areas, and washrooms.
- Physical contact and close, face-to-face interactions are minimized. Staff and students are spread out as much as possible.
- Masks are **not** used in place of physical distancing. Staff and students are encouraged to physically distance even with the use of masks.
- **All Staff and Cohort 4** students are required to wear masks indoors, when both in and outside of their learning group except when:
  - Sitting or standing at their seat or workstation in the classroom or learning space
  - There is a barrier in place
  - Eating or drinking
- Madrona School continues to encourage all students to wear masks as much as they are able to while in the school.
- Classroom seating arrangements prevent students from facing one another.
- PE and Music - All students are required to wear a mask and maintain a physical distance of 2m if singing indoors. Our students will not be participating in any cardio-based activities indoors.
- Parents / Guardians, please use the **NEW K-12 Daily Health Check App** (page 14) to conduct daily health checks with your child(ren)

## Key Points of Ministry Health & Safety Update on Mar 30, 2021

- All Staff and Grade 4 - 8 students are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) **indoors** in school and on **school buses** - both within and outside of their learning groups
- Grades K - 3 students are encouraged to wear their masks as much as possible. If a student is not seated at their desk, they must wear a mask.

- Staff must wear masks throughout the school at all times (when teaching and when other staff or students are present in the room)
- Staff should only eat in the staffroom or the meeting room or when alone in the classroom (not with students in classroom)
- If a staff member needs to remove a mask for students to see their face (e.g., showing a primary student how to pronounce a sound) a face shield must be worn.
- Students and Parents/Guardians are encouraged to not gather at the front of the school during arrival and dismissal.

## KEY DATES 2020-2021

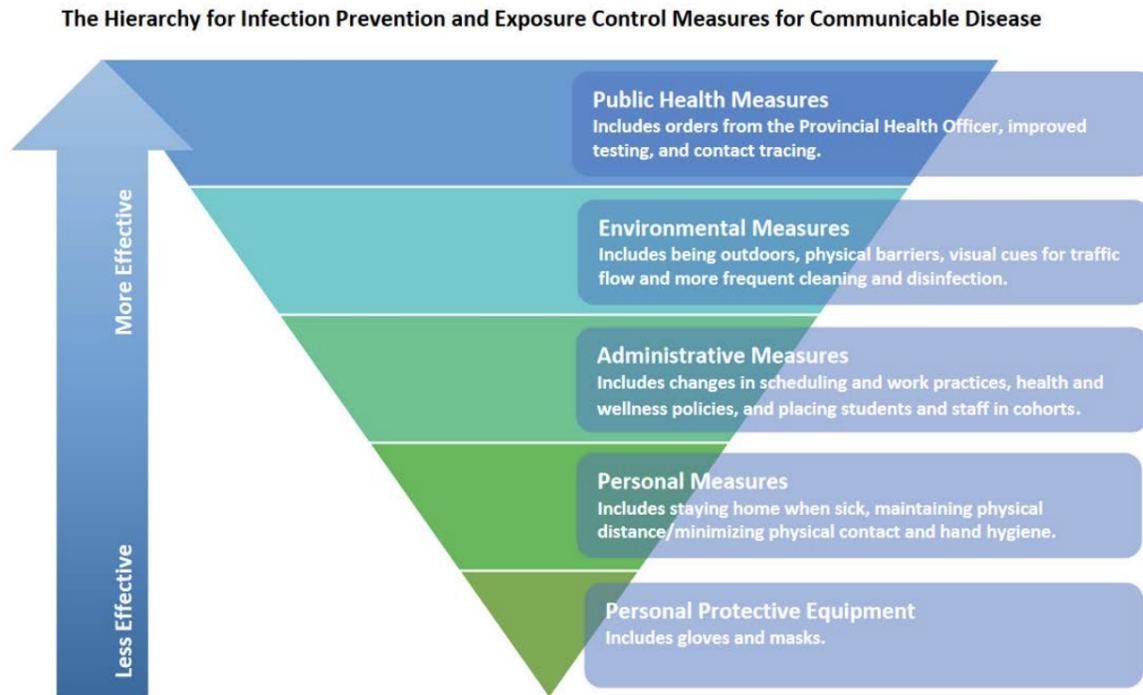
<b>September</b>	Monday 7	<b>Labour Day (School Closed)</b>
	Tuesday 8	First Day of School
	Tuesday 22	Meet the Teacher Evening
<b>October</b>	Friday 9	Staff Professional Day ( <i>non-instructional day</i> )
	Monday 12	<b>Thanksgiving (School Closed)</b>
	Friday 23	Provincial Professional Day ( <i>non-instructional day</i> )
<b>November</b>	Tuesday 3	Parent-Teacher Conferences ( <i>non-instructional day</i> )
	Wednesday 11	<b>Remembrance Day (School Closed)</b>
	Thursday 12 – Friday 13	<b>Mid Term Break (School Closed)</b>
<b>December</b>	Friday 18	Last Day of Classes Before Winter Break
		<b>Winter Break: December 21 - January 1</b>
<b>January</b>	Monday 4	Staff Professional Day ( <i>non-instructional day</i> )
	Tuesday 5	School Resumes
<b>February</b>	Friday 12	Staff Professional Day ( <i>non-instructional day</i> )
	Monday 15	<b>Family Day (School Closed)</b>
<b>March</b>	Wednesday 3	Student-Led Conferences (12:00pm Dismissal)
	Monday 15 – Friday 26	Spring Break
		<b>Spring Break: March 15 - March 26</b>
	Monday 29	School Resumes
<b>April</b>	Friday 2	<b>Good Friday (School Closed)</b>
	Monday 5	<b>Easter Monday (School Closed)</b>
<b>May</b>	Friday 21	Staff Professional Day ( <i>non-instructional day</i> )
	Monday 24	<b>Victoria Day (School Closed)</b>
<b>June</b>	Friday 25	Last Day of School for Students

# Daily Routine Protocols

## Infection Prevention and Exposure Control Measures

Schools are considered a controlled environment. This is because schools include a consistent grouping of people, there are robust illness policies in place, and there is an ability to implement effective personal practices that are followed by most people most of the time in the setting (e.g., diligent hand hygiene, respiratory etiquette).

Madrona School implements a combination of control measures as defined by The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease.



# Exposures, Clusters and Outbreaks

## Exposures and Exposure Notifications

An exposure occurs when a person attends school when they may have been potentially infectious with COVID-19 and there is a risk of transmission to others. If there was a potential exposure at a school, public health will work with the school to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed.

Public health will notify by phone or letter everyone who they determine may have been exposed, including if any follow-up actions are recommended. Those who public health determines are close contacts will be advised to self isolate. Those who public health determines are not close contacts but may still have been exposed may be advised to self-monitor for symptoms.

Once those who may have been exposed have been directly notified, regional health authorities post a notification on their website that details the school and dates a person attended when they may have been infectious. In some regions, this exposure notification is also provided by letter to the school community; this is determined at a regional level.

To ensure personal privacy rights are maintained, public health will not disclose that a student or staff member is a confirmed case of COVID-19 unless there is reason to believe they may have been infectious when they attended school. Public health will only provide the personal information needed to support effective contact tracing.

School administrators or staff should not provide notifications to staff or students' families about potential or confirmed COVID-19 cases unless the school administrator is directed to do so by the school medical health officer.

## Clusters

A cluster refers to two or more confirmed cases of COVID-19 that occur among students and/or staff within a 14-day period, and isolated transmission is suspected or confirmed to have occurred within the school. When this occurs, public health, under the direction of a Medical Health Officer will investigate to determine if additional measures are required to prevent transmission of COVID-19. It is expected that multiple cases may occur within a 14-day period, especially when COVID-19 is circulating in the community. This does not necessarily mean that transmission occurred in the school, as they can also be the result of interactions outside of the school setting.

## COVID-19 Outbreaks in Schools

An outbreak is when there is sustained, uncontrolled, widespread transmission of COVID-19 within a school, and a Medical Health Officer determines extraordinary public health measures are necessary to stop further transmission in the school or school community. Extraordinary public health measures are at the discretion of the Medical Health Officer and may include ordering the school to close for a certain amount of time or requiring testing of all potentially exposed individuals regardless of symptoms.

## Staggered Arrival / Dismissal Times

In an effort to make our community as safe as possible, there will be a change during this school year as to how students are dropped off and picked up from school.

Times for Drop Off and Pick Up will be staggered for the school year.

Please keep in mind that we share this space with our neighbours and that city bylaw officers regularly patrol 10th Avenue during typical drop-off and pick up times.

**It is extremely important that your child arrives at school at the designated time and is picked up at the designated time to help us maintain physical distance between learning groups.**

If your child is late, they must wait until all other learning groups have entered the building and then must enter through reception.

Homeroom Teacher	Drop Off Time (Monday- Friday)	Pick Up Time (Monday-Thurs)	Pick Up Time (Friday)
Ms. Chatman (K/1)	8:50 am	3:25 pm	12:00 pm
Ms. Hagedorn (Gr. 1/2)	8:50 am	3:25 pm	12:00 pm
Ms. Pipes (Gr. 2/3)	8:45 am	3:35 pm	12:10 pm
Ms. Ellis (Gr. 3)	8:45 am	3:35 pm	12:10 pm
Ms. Banting (Gr. 4/5)	8:40 am	3:30 pm	12:20 pm
Mr. Wang (Gr. 5/6)	8:40 am	3:30 pm	12:20 pm
Ms. Carcha (Gr. 6)	8:40 am	3:30 pm	12:20 pm
Ms. Moore (Gr. 6/7)	8:50 am	3:40 pm	12:30 pm
Mr. Cowan (Gr. 7/8)	8:50 am	3:40 pm	12:30 pm

## Madrona Day to Day Operations

Please refer to the [Madrona School Family Handbook](#) for in-depth daily operations.

### Use of Masks

All K-9 students are required to wear a mask when entering school in the morning and when exiting at the end of the school day.

According to the BCCDC, a 'mask' refers to a non-medical mask or face covering. Medical-grade masks are not recommended within school settings for general use.

Additionally, **all students are required to wear a mask in common areas such as hallways and locker areas, or when physical distancing (2m) cannot be maintained between learning cohorts.** We are strongly encouraging students in Cohort 2 to also wear their mask in their classroom and while at their desks as much as they are able.

**All Staff and Cohorts 3 and 4** students are required to wear masks indoors, when both in and outside of their learning group except when:

- Sitting or standing at their seat or workstation in the classroom or learning space
- There is a barrier in place
- Eating or drinking
- Exception can be made for health and behaviour reasons

It is important to note, the use of masks **does not** reduce or replace practicing physical distancing and other prevention measures. All staff and students are encouraged to avoid close face-to-face contact whenever possible. We are strongly encouraging students in Cohorts 3 and 4 to also wear their mask at their desks as much as they are able.

We do have students that fall within the category of Students with Disabilities/Diverse Abilities. We know that some of these students may not be able to wear a mask all day long. Therefore, we are ensuring that we follow the Ministry of Education's protocol that also aligns with our school's core values:

*Schools are encouraged to support student personal practices using positive and inclusive approaches. Schools should avoid punitive measures or enforcement activities that exclude students from fully participating in school or that could result in stigma.*

### Update on Mask Use - March 30

- All Staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) **indoors** in school and on **school buses** - both within and outside of their learning group

- All Students in Grades 4 - 8 are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in school and on school buses - both within and outside of their learning group.
- Students in Grades K - 3 are encouraged to wear a mask indoors in school and on school buses, but are not required to do so. Parents/guardians should determine whether or not the student should be wearing any face coverings indoors.

## **Exceptions for Staff, Students and Visitors**

The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

- To a person who cannot tolerate wearing a mask for health or behavioural reasons
- To a person who is unable to put on or remove a mask without 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 wearing a mask (i.e. playing a wind instrument, engaging in 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 an/or lip reading/movement is important

## **Staff Only Spaces**

In addition to mask use, physical distancing must be practiced within staff only spaces. Including during break times. Staff are required to wear masks indoors.

## **Visitors**

The school is minimizing outside visitor access to the school. We request parents/guardians make an appointment if they need to come into the school building. Visitors must be aware of health and safety protocols prior to entering the school. We prefer that parents/guardians contact the school via email or telephone at this time.

All visitors must adhere to the following:

- Wear a mask at all times
- Sanitize hands upon entry
- Maintain 2m physical distance from staff and students
- Provide the school with contact information
- Confirm that a health check has been completed upon arrival

# Hand Hygiene

When Student Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> <li>▪ When they arrive at school.</li> <li>▪ Before and after any breaks (e.g., recess, lunch).</li> <li>▪ Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li> <li>▪ Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li> <li>▪ After using the toilet.</li> <li>▪ After sneezing or coughing into hands.</li> <li>▪ Whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>▪ When they arrive at school.</li> <li>▪ Before and after any breaks (e.g. recess, lunch). 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).</li> <li>▪ After cleaning tasks.</li> <li>▪ After removing gloves.</li> <li>▪ After handling garbage.</li> <li>▪ Whenever hands are visibly dirty.</li> </ul>

# Learning Cohorts

Learning cohorts are a recommended public health measure to help reduce the risk of transmission of COVID-19. A learning cohort is a group of students and staff who remain together throughout a school term and who primarily interact with each other. Organizing students and staff into learning cohorts helps to reduce the number of different interactions and potential exposure to COVID-19 and supports better contact tracing within a school community.

At Madrona School, each child’s learning will take place within their homeroom class with their homeroom group. Homerooms will be organized to form learning cohorts. Most of the time, learning cohorts will only be together during outdoor recess times. They will also arrive and leave school at the same time. Washrooms have been designated to learning cohorts to reduce the number of students using each washroom.

Within cohorts, 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. Classroom furniture has been arranged to allow distance between students and adults. Teachers will use consistent seating arrangements and students will not sit facing each other. Excess materials from classrooms have been stored to ensure a maximum amount of space in classrooms.

Outside of cohorts, practicing physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there are 1-2 meters of space available between staff and students.

Homerooms will be grouped as follows:

Cohort 1 - Ms. Chatman + Ms. Hagedorn

Cohort 2 - Ms. Pipes + Ms. Ellis

Cohort 3 - Ms. Banting + Mr. Wang + Ms. Carcha

Cohort 4 - Mr. Cowan + Ms. Moore

Any staff member teaching across homeroom groups will travel to homerooms limiting student movement throughout the school. Staff that are not within the learning cohort are required to wear a mask (and face shield if they choose) and are also required to maintain physical distance.

All of our teachers (K - 8) will be maintaining Google Classrooms. We anticipate greater student absence this year and this will allow students to continue their learning if they need to be away from school. This will also allow us to easily move between different stages if directed by the Ministry of Education.

## **Working with Students with Diverse Abilities**

Supporting students with diverse abilities may require staff to be in close physical proximity or in physical contact with a student.

When staff are working with a student indoors, and the service cannot be provided from behind a barrier, staff are required to wear a non-medical mask, a face covering, or a face shield (in which case a non-medical mask should be worn in addition to the face shield).

When working with students where seeing facial expression and/or lip movement is important, and the service cannot be provided from behind a barrier, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth.

- Students in Grade 4 - 8 are also required to wear a non-medical mask or face covering when receiving services indoors and a barrier is not present
- For students in Grade K - 3, the student or parent/guardian should determine whether or not the student should also be wearing any PPE when receiving services in close proximity.

## **Music**

All students are required to wear a mask and maintain a physical distance of 2m if singing indoors.

## Update March 30 on Music Program

- K-12 staff and students in Grades 4 to 12 must wear masks when indoors. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (i.e. playing a wind instrument), but must be worn while singing

## Physical Education

Our students will not be participating in any cardio-based activities indoors. If they are not able to go outside for PE, they may do yoga (physically distanced and wearing masks) or will do health-and nutrition-related activities.

- High-intensity activities must take place outdoors
- Wearing masks during high-intensity activities outdoors is left to personal choice
- Must maintain 2 metres between students during outdoor high-intensity activities
- Activities that do not involve physical contact should be chosen (e.g., soccer, tag, touch football)
- Students should sanitize hands before and after physical activities
- Staff are required to wear masks during PHE/outdoor program classes when they are indoors and a barrier is not present

## Extracurricular Activities

Extracurricular activities and special interest clubs should occur if:

- Under Stage 2, reduced physical contact is practiced by those within the same learning group, and adequate space is provided to avoid crowding.

At this time, Madrona School is not conducting any in person events.

## Field Trips

### Stage 2

When planning field trips, staff should follow existing policies and procedures as well as the COVID-19 health and safety guidelines. Additional measures specific to field trips should be taken, including:

- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration.
- Parent volunteers are **not** permitted during Stages 2 to 4
- Field trips to outdoor locations are preferable
- School will conduct a risk assessment considering the field trip location

## Emergency Evacuation Drills

In the event of an actual emergency, emergency procedures must take precedence over COVID-19 preventative measures

- School must still ensure that they do a minimum of 6 fire drills along with lockdown drills and earthquake drills
- Staff should be notified in advance of emergency/evacuation drills (no 'surprise' drills)
- Fire drills must be total evacuation drills and cohorts should maintain a physical distance of 2 metres when outside (no crowding/congregating)

## Daily Health Checks

Our highest priority is the health and safety of our students, staff, parents, and community. We are obligated to follow the regulations and recommendations of the Canadian and provincial governments, along with the local public health authority.

To achieve a high level of health and safety, it will require the cooperation and flexibility of our entire school community. We would like to thank you in advance for your cooperation and willingness to contribute to ensuring our school is safe for operations.

## K-12 Health Check App

At the home level, it is the parents' responsibility to conduct a daily health screening of their child/ren before arriving at school. As the parent/guardian, you know your child the best and can detect any early symptoms at home.

**Please complete this updated [K-12 Health Check](#) daily with your child, and only bring them to school if they are symptom-free.**

**If a student, staff or other adult has any symptoms, they must not enter the school.**

## BC Thrive App

Adults who enter the school must conduct a health self-assessment via the updated [BC Thrive App](#).

## Report Absences

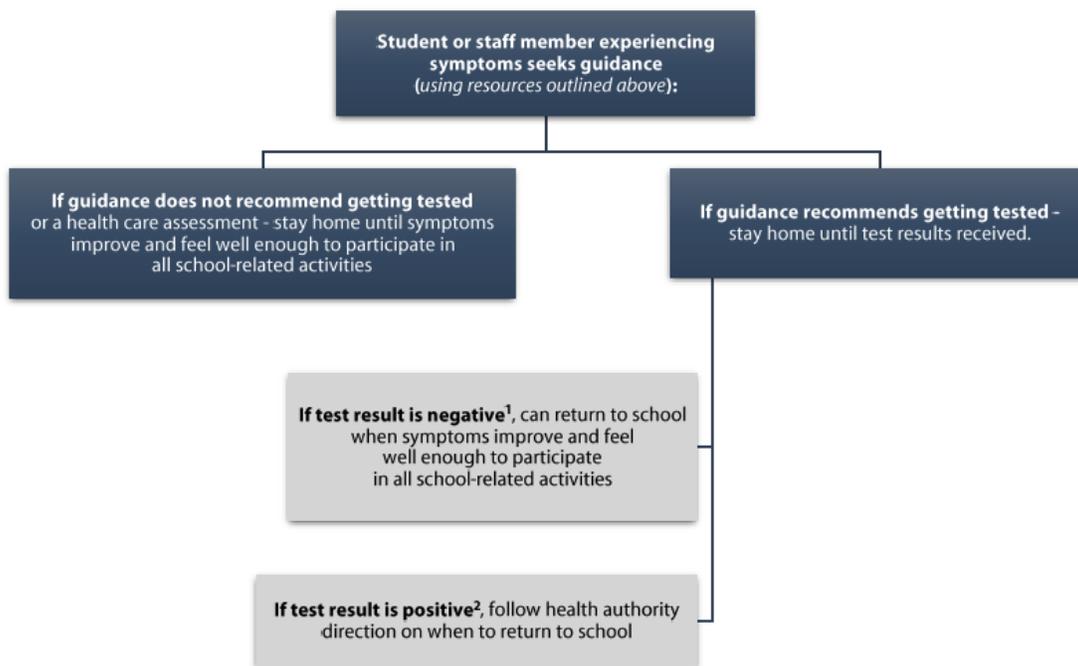
If your child needs to stay home from school, please email [attendance@madronaschool.com](mailto:attendance@madronaschool.com) before the beginning of the school day. If your child is absent due to illness, please follow the following guidelines. If you require further advice, please call 8-1-1.

If a student is not well enough to participate in all school activities, including recess, they should not come to school.

Please refer to COVID 19 Symptoms and When to Get Tested, as the guide to keeping your child at home.

## When to Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC "When to get tested for COVID-19" resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



## Self Isolation

Any student or staff who has been diagnosed, or came in contact with someone diagnosed with COVID19, and/or travelled outside of Canada **MUST** self isolate for 14 days.

Please follow the self-isolation protocols set out by [BC Health Link](#).

## International Travels

Any student, staff or household member who has travelled outside of Canada, must follow the [Madrona International Travels Handbook](#) guidelines and self isolate for 14 days upon returning to Vancouver.

## **Immunocompromised Students**

Students who are immunocompromised, or have underlying medical conditions, will be required to obtain a doctor's note indicating the need for accommodations due to health-related risks. Madrona School is committed to working with these students to ensure continuity of learning and support.

# COVID-19 Symptoms and When to Get Tested

## COVID-19

### When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none"><li>• Fever (above 38° C)</li><li>• Chills</li><li>• Cough</li></ul>	<ul style="list-style-type: none"><li>• Loss of sense of smell or taste</li><li>• Difficulty breathing</li></ul>	<b>1 or more of these symptoms:</b> Get tested and stay home.
<ul style="list-style-type: none"><li>• Sore throat</li><li>• Loss of appetite</li><li>• Headache</li><li>• Body aches</li></ul>	<ul style="list-style-type: none"><li>• Extreme fatigue or tiredness</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>	If you have <b>1 symptom:</b> Stay home until you feel better. <b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.
If you are a close contact* of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.		
Check your symptoms with the B.C. Self-Assessment Tool. If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.		

\* You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19closecontacts>

For more information on COVID-19, go to [www.bccdc.ca](http://www.bccdc.ca)

If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, **call 9-1-1 or go to the nearest Emergency Department.**

## 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 at least 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 should self-isolate until they feel better. If they have a fever, they should stay home until it is gone (without taking medicine that reduces fever). 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 they feel better. If a COVID-19 test is not recommended by the health assessment, the person can return to school when they feel better. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

## Household members

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. is 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 when they are experiencing these symptoms as normal. They do not require reassessment by a healthcare provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms they should seek an assessment by a health-care provider.

## Student Illness at School

**If a student becomes ill at school and/or shows any cold / flu symptoms, they will need to be picked up immediately by a parent/guardian.** While waiting for the parent/guardian to arrive, the student will wait comfortably in a space that is separated from others, with a staff member, and will be asked to wear a non-medical mask until they are picked up.

To protect the community and stop the spread of germs, a student who is ill may not take public transit to go home. A parent/guardian will need to come to pick up the student.

# Protocol in Event of a Confirmed COVID-19 Case at School

If a student, staff, or other individuals who have been in a school are a confirmed case of COVID-19 through testing or investigation (i.e. case finding), the local health authority will initiate contact tracing to determine how they were infected and who else may have been at risk of infection.

If there was a potential exposure at a school (i.e. the confirmed case attended school when they may have been potentially infectious), the health authority will work with the Head of School to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed and should monitor for symptoms or self-isolate.

If there was no potential exposure at the school (i.e. the confirmed case did not attend school when they may have been potentially infectious), the health authority will **not** notify the Head of School.

## Self-isolation and Additional Measures

Health authority staff will identify and directly notify close contacts of a confirmed case who are required to self-isolate. Health authorities ensure those required to self-isolate have access to health-care providers and that other appropriate supports are in place.

Students and staff are only required to self-isolate if directed to do so by health authority staff - this includes members of the learning cohort of the confirmed case.

Other people who are not identified as close contacts of a confirmed case, but who may have interacted with the confirmed case while they were infectious, may be advised by health authority staff to self-monitor for symptoms but can still attend school.

School medical officers may require the additional measure to be taken which may include:

- Requesting students and staff to stay home until contact tracing has been completed
- Self-isolation of a learning group
- Additional cleaning/disinfecting requirements
- Temporary restrictions or modifications of certain school activities

School medical officers will consider similar measures, as outlined above, in the event of a school cluster. Only in exceptional circumstances would a school medical officer consider a school closure.

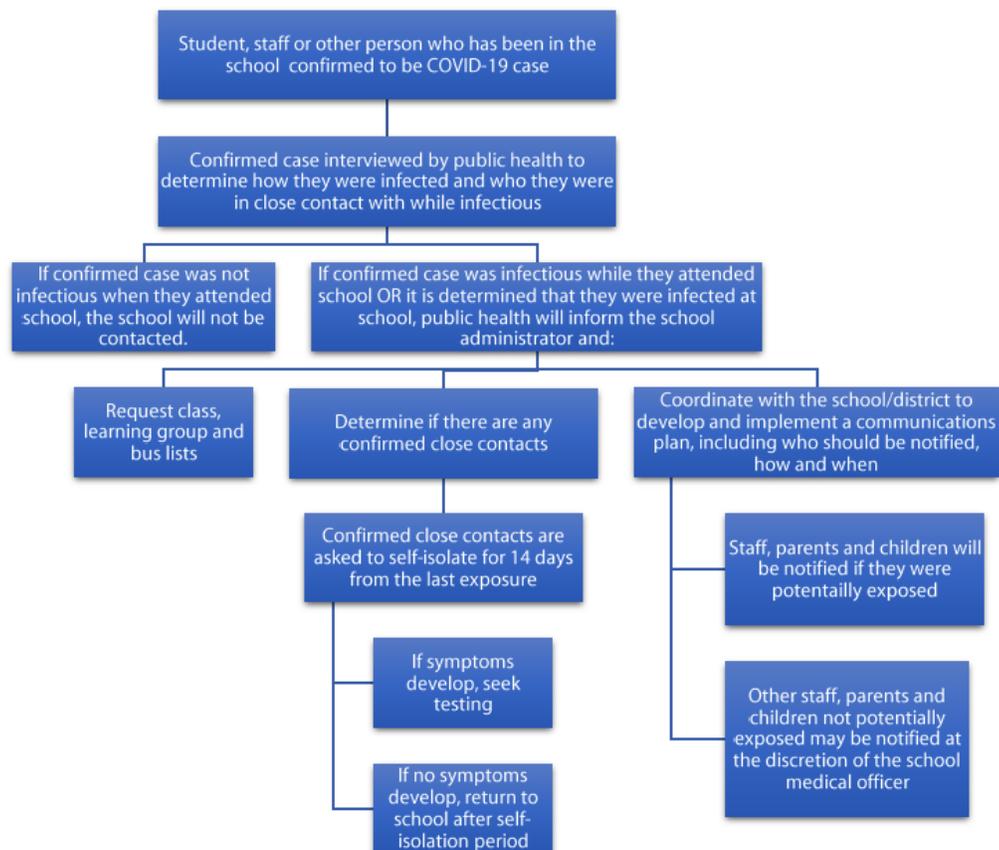
## Communications and Protecting Personal Privacy

School medical officers will play the lead role in determining if, when, and how to communicate information regarding a confirmed case to the school community. To protect personal privacy rights, health authorities will not disclose that a student or staff member is a confirmed case of COVID-19 unless there is reason to believe they may have been infectious when they attended school. In this case, the health authority will provide only the information required to support effective contact tracing and only to the Head of School or delegate.

Health authority staff will notify everyone who they determine may have been exposed, including if any follow-up actions are recommended (e.g. self-isolate, monitor for symptoms, etc.). School medical officers will also work with the Head of School to determine if additional notifications are warranted (e.g. notification to the broader school community).

To ensure personal privacy rights are maintained and that information provided is complete and correct, schools can not provide any public statements or communications to staff or students' families about potential or confirmed COVID-19 cases unless they are directed to do so by the school medical officer or delegate. In these circumstances, communications must be reviewed by the school medical officer or delegate prior to release.

Figure A: Public Health Actions in Response to Confirmed Case of COVID-19 in a School



*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.***

## Air Quality

Actions have been taken to enhance school ventilation including:

- HVAC units have been adjusted to increase natural fresh airflow
- MERV 13 filters are used in our HVAC system
- HEPA air purifiers with UV-C light technology are in every room

Additionally, students will continue to engage in many classes and activities outside (e.g., snack, recess, PE).

## Lunch & Snacks

To prevent the spread of germs and limit high touch areas, students are required to adhere to the following guidelines:

- No food sharing
- No microwave and communal utensils available
- No food brought to share with class (e.g., birthday treats)
- Students may not leave school to purchase food during lunchtime

Based on the above guidelines, students will need to bring,

- A self-contained lunch that does not require reheating
- Multiple snacks
- A full water bottle
- A set of utensils

## School Supplies

This year, every student will have designated school supplies. When buying back to school items from our School Supplies list in the [Family Handbook](#), please ensure your child's name is labelled on every item.

Due to limited space for storage, we ask parents/guardians to keep bulk items at home and send your child to school with the supplies they need for 2-4 weeks at a time. For example, instead of 12 glue sticks, only include 2 glue sticks until it needs to be replenished from home. It is also recommended to purchase a pencil case, labelled with your child's name to store all their stationery.

# Student Laptops

## Grades 4 - 8 Students

**All devices must be taken home to be charged every day. Device charging will not be available at school this year**, due to the Ministry of Education requirements to manage COVID-19. Students will keep their device at their individual work station throughout the day and must take the device home so that the workstation can be sanitized every evening.

Students are not allowed to share devices.

## Cleaning Protocols

Our cleaning team is currently providing an enhanced deep cleaning service during our nightly clean to ensure our school is safe for all students and staff. They are following all current guidelines from the BCCDC, and are using cleaning products that have been approved by Health Canada for use against Coronavirus. As well as the nightly clean, we have also employed a Day Cleaner, who focuses on the cleaning and disinfecting of frequently touched surfaces. The cleaning equipment used is for Madrona use only.

The guidelines include:

- General cleaning and disinfecting of the premises at least once every 24 hours. This includes items that only a single student uses, like an individual desk or locker.
- Cleaning and disinfecting of frequently-touched surfaces at least **twice** every 24 hours. These include doorknobs, light switches, water fountains, toilet handles, tables, desks and chairs, keyboards, **classroom manipulatives, toys and sports equipment**.
- Cleaning and disinfecting any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label. Refer to Health Canada's list of hard-surface disinfectants for use against coronavirus (COVID-19) for specific brands and disinfectant products.
- Limit frequently-touched items that are not easily cleaned.
- Empty garbage containers daily and when full.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- All school toys and equipment used by students are disinfected between uses using cleaning products and techniques in accordance with the cleaning guidelines from the BCCDC and Health Canada. To limit the use of shared equipment, students have been

provided toys and equipment for their own personal use.

- **There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products.** Laminated or glossy paper-based products (e.g. children's books or magazines) and items with plastic covers (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. **There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.**

## Communications

### Madrona Email Subject Line

To help communicate concisely to families, when receiving Madrona emails, the subject line will indicate whether the email is action-based or informative based.

If the email requires the parent/guardian to take action, the subject line will read: **Action Required:**\_\_\_\_\_. If the email is information-based, the subject line will read: **Information:** \_\_\_\_\_.

### MySchool Announcements

School events and information will be sent in the form of email and posted on the [MySchool](#) Announcement board for parent's reference. Some information that is not urgent or no longer relevant will expire after a period of time.

## COVID-19 Public Health Guidance for K-12 Schools Frequently Asked Questions | Parents & Students



### 1. What should I do to help keep my child safe at school?

You can help keep your child – and everyone else - safe at school by:

- Doing a daily health check for your child before school.
- Keeping your child home if they are sick.
- Helping your child know how to:
  - Manage their space from others
  - Clean their hands often
  - Wear a mask correctly
  - Follow the health and safety rules of their school.
- Following public health recommendations, like avoiding non-essential travel and avoiding socializing with people who live outside of your household.

### 2. Is my family at increased risk of getting COVID-19 if my child goes to school?

Schools are low-risk settings for getting COVID-19. This is because:

- There are effective health and safety plans in place. These include multiple layers of protection that work together to reduce risk, and
- Most people in the school are children, who are less likely than adults to have or spread COVID-19.

Most often, it is an adult who brings COVID-19 into a household.

Your family's risk for getting COVID-19 depends on many things, like where you live and the types of activities you do. The best way to protect your family from COVID-19 is to follow [public health recommendations](#) and Provincial Health Officer [Orders](#).

### 3. When should my child stay home from school?

Children should stay home from school when:

- they are sick.
  - Check your child for symptoms of illness everyday before school to make sure they don't go to school sick. This is called a daily health check.
  - Use the [BC Self-Assessment Tool](#) or [this resource](#) to do your child's daily health check.
- they are required to [self-isolate](#).
  - Children are required to self-isolate if they have travelled outside of Canada OR they were identified by public health as a close contact of someone who recently tested positive for COVID-19.

### 4. Someone in my child's class was identified by public health as a close contact. Does my child need to self-isolate too?

Public health identifies [close contacts](#) and asks them to self-isolate. If you do not receive a letter or phone call from public health asking for your child to self-isolate, they can continue to attend school.

**5. I received a letter from public health about an exposure of COVID-19 at my child's school. What does it mean?**

**Exposure notifications** let you know when someone in your child's school attended when they might have been infectious with COVID-19.

Typically, school exposure notifications are provided after contact tracing is complete and after close contacts have been notified. Exposure notification letters may be sent by public health or by your school/school district, depending on the region. Exposure notifications are also posted on the regional health authority websites. If you have not been directly contacted by public health asking for your child to self-isolate, your child can continue to attend school.

In some regions, early exposure notification letters are sent before contact tracing has started. This is to let the school community know about the case, and that public health is doing contact tracing. Your child can continue to attend school while contact tracing is underway.

Regional health authorities include different types of information in their letters. Contact your child's school or 8-1-1 if you're not sure what your letter means.

**6. Should my child wear a mask at school?**

Masks provide protection to the person wearing them and to those around them. Children over age 2 can safely wear masks.

If your child is in middle or secondary school, they should wear a mask on buses and indoors at school except when:

- sitting or standing at their seat or workstation in a classroom or learning space,
- there is a barrier in place, or
- eating or drinking.

If your child is in elementary school, they don't have to wear a mask at school or on the bus. Talk to your child about if you'd like them to wear a mask, and where you'd like them to wear one.

Your child is welcome to wear a mask at school more often. Talk to your child about when you'd like them to wear a mask.

More information on masks is available [here](#).

**7. Why are schools open?**

Attending school in person is important for a student's education and well-being. Schools deliver many important services for many children.

Since Spring 2020, we've learned a lot about how COVID-19 spreads. From our experience in B.C. and around the world, we know that having schools open does not make COVID-19 spread farther or faster in our communities. The number of cases in schools reflect what is happening in our communities.

# COVID-19 Public Health Guidance for K-12 Schools

## Frequently Asked Questions | Parents & Students



With health and safety plans in place with multiple layers of protection, schools are safe places to be. We all need to follow public health recommendations to keep the number of cases in our communities low. This is the most important thing for keeping our schools safe.

### 8. How do we know schools are safe?

Evidence from BC, Canada and internationally shows that when health and safety plans are in place, schools are low-risk for COVID-19 transmission.

We also know this based on our experience in BC since September. While there have been a number of [school exposures](#), school medical health officers have noted that most of these did not result in any transmission at school.

We all need to follow public health recommendations to keep the number of cases in our communities low. This is the most important thing for keeping our schools safe.

### 9. What should I do if someone in my child's class was sick or has been absent for a few days?

Your child should continue attending school. There are many reasons for a person to be absent from school. Most illnesses in B.C. are not COVID-19.

Public health will contact you directly by phone call or letter if your child was a close contact of somebody with COVID-19 and needs to self-isolate.

### 10. What should I do if someone in my child's class tested positive, but I haven't heard from public health yet?

If your child has no symptoms of illness, they should continue attending school.

If your child has symptoms of illness, use the [When to Get Tested](#) resource or the [BC Self-Assessment Tool](#) to know what to do next.

Parents and families sometimes hear about a member of their school community testing positive for COVID-19 before they are notified by public health. This is often because the person who tested positive has told people before public health has completed contact tracing.

Public health will always contact you directly by phone call or letter if your child is identified as a close contact of the person who tested positive.

### 11. Should my child go to school if someone in my household tested positive?

No. If someone in your household tests positive for COVID-19, everyone in the household will be asked to self-isolate.

More information is available [here](#).

Updated: February 4, 2021

For more information, visit [www.bccdc.ca/schools](http://www.bccdc.ca/schools)

# Madrona Handbooks

[Madrona Family Handbook](#)

[Madrona International Travels Handbook](#)

## BC Health & Safety Links

[BC K-12 Health Check](#) **\*NEW\***

[BC Thrive App](#) **\*UPDATED\***

[BC Health Link](#)