

Cornerstone Montessori School

Covid 19 Safety Plan

August 21, 2020

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Restricting Access to the School

- All staff and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control. Self-isolation is also advised for those who are considered a close contact of a confirmed case.
- The school will clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. Students who has symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease will be required to stay home from school until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Teachers will conduct a daily health check at arrival time by asking parents and caregivers to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. Teachers will use the Daily Health Check tool provided by the BC Centre for Disease Control to determine this information (they may adapted this form for ease of use).
- In the event that a child develops symptoms associated with COVID-19 infection while in the school's care, teachers or staff will immediately:
 - Apply physical distancing, respiratory etiquette, and hand hygiene principles
 - Call for a parent or caregiver to pick the child up as soon as possible
 - Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- In the event that a staff member develops symptoms associated with COVID-19 infection while at the school, they will immediately:
 - Apply physical distancing, respiratory etiquette, and hand hygiene principles
 - Leave the school and not return to work until they have been tested for Covid 19 and all their symptoms are resolved
 - Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Cornerstone School will report to Fraser Health if there is elevated staff and student absenteeism due to influenza-like illness.

- Cornerstone School 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 public health.
- Cornerstone School will limit visitors entering the school to those who have essential business to conduct with the school.
- Cornerstone school will ensure that all visitors confirm that they have completed the requirements of a daily health check before entering.
- Cornerstone School will keep a list of the date, names, and contact information for all visitors who enter the school.

Administration Areas

- Cornerstone School will encourage parents and those individuals who are conducting business with the school to call instead of visiting the school.
- The school office will limit visitors to 2 individuals at a time. Individuals waiting to conduct business in the school office will be asked to wait outside of the school building. Signage has been put in place to ensure that visitors waiting to enter the school are standing 2 meters apart.
- Plexiglass has been installed to separate administrative workers in the reception area from the public.

Student Management and Hygiene

Hygiene

- Teachers will develop a routine with their students which includes students' washing their hands as follows:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Teachers will assist younger students with hand hygiene as needed.
- If a sink is not available, teachers will ensure that students use alcohol based hand sanitizer. (Antiseptic agents will be used as a last line of defense only.)

- Teachers will ensure that food is not shared by students.
- Any fruits or vegetables that are provided by the school will be washed with cold, running, potable tap water before consuming.
- All parent provided food items will be placed in a designated, delineated and freshly sanitized tabletop/countertop area labelled “Incoming Food” upon arrival.
- Teachers will encourage students to not touch their faces. Staff will also be reminded to not touch their faces via signage placed around the school building.
- The school will not limit the distribution or sharing of books or paper based educational resources to students. Laminated paper-based products will be cleaned and disinfected daily if they are touched by multiple people.

Physical distancing

- Parents and caregivers will be asked to remain outside of the school to drop off and pick up their children.
- Parents, students, teachers and staff will be reminded not to engage in close greetings like hugs or handshakes and to keep their hands to themselves when possible.
- Teachers will incorporate, when appropriate, educational videos and online programs as a part of learning so young students can sit independently and distanced from each other.
- Teachers will consider teaching classes outside when practicable.
- Teachers will incorporate more individual activities or activities that encourage more space between students and staff. For younger students, teachers will adapt group activities to minimize physical contact and reduce shared items.
- The school has organized students into small groups that will stay together throughout the day.
- The school has divided students in groups that will minimize the number of different teacher(s) that interact with groups of students throughout the day.
- Teachers and administrators have created different classroom configurations and increased classroom space in order to maintain distance between students.
- Teachers will not allow any sharing of food or drink between students.
- The school has created a schedule that will stagger arrival and dismissal times, as well as, recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.
- Teachers will ensure appropriate hand hygiene practices before and after outdoor play.

- Extracurricular activities including sports, arts, or special interest clubs may occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort.
- Inter-school events including competitions, tournaments and festivals, will not occur at this time.

Cohorts

- A cohort is a group of students and staff who remain together throughout a school term. Cohorts will reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced. Cornerstone School cohorts will consist of a maximum of 45 students and staff.
- School administrators, in conjunction with teachers will determine the composition of the cohorts. The composition of the cohort will remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc.).
- Within the cohort, minimized physical contact will be encouraged but a 2 metre physical distance will not always be maintained.
- Cohort composition may be changed at the start of a new quarter, semester or term in the school year. Outside of these, composition will be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational, or student health and safety considerations.
- Consistent seating arrangements will be encouraged within cohorts where practical.
- School administrators will keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.
 - During break times (e.g., recess, lunch), Cornerstone students may want to socialize with peers in different cohorts. This may be permitted when they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
- If there is a requirement for students from different cohorts to be together to receive beneficial social supports, programs, or services then physical distance will be maintained as much possible while still ensuring the support, program, or service continues. This will not apply to extracurricular activities where physical distance between cohorts must be maintained.

Use of personal protective equipment (PPE)

- Cornerstone School recommends non-medical masks in situations where a person cannot maintain physical distance for extended periods of time and is in close proximity with a person outside of their regular contacts.

- Cornerstone School does not recommend non-medical masks for elementary students on buses due to the increased likelihood they will touch their face and eyes. Cornerstone School is not planning any field trips or other events where bus transportation for the students will be required.
- No student will be required to wear a non-medical mask if they do not tolerate it.

Students with medical complexity, immune suppression and/or receiving delegated care

- Managing students with medical complexities, immune suppression, or who are receiving delegated care may require those providing health services (e.g., staff providing delegated care or other health care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. Additional PPE over and above that required for routine practices is not required in this situation. The same guidance is applicable to those providing health services in schools.
- If a person providing health services determines the need for additional PPE following a point-of-care risk assessment, it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g., children with immune suppression), particularly those who work at multiple sites.
- No health services should be provided to a student in school who is exhibiting any symptoms of COVID-19 (beyond those detailed if a student develops symptoms at school in BC CDC guidelines).
- Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk.

Safety for Staff

Physical distancing

- Occupancy limits have been established and posted for shared spaces such as lunch rooms and break rooms. Seating has been reconfigured to ensure occupancy limits are not exceeded. Additional areas are available for workers to have their breaks, including outside areas.
- Employees' schedules (start times, end of day times, break times) have been staggered to prevent crowding when entering and leaving the workplace.
- Teachers and staff will do their utmost to maintain 2 metre physical distancing whenever possible between their co-workers and students. Meetings will be held in the larger classrooms and work processes and practices have been modified to ensure physical distancing between staff, students and other workers.
- No Cornerstone staff will greet others by hugging or shaking hands.

- If workers need to meet in person, they must ensure that there is a 2 metre space between each worker.
- In order to maintain physical distancing in public spaces (hallways, stairs) the school has developed one-way systems for entering and exiting the school and the classrooms. Floor markings and posters inform and address traffic flow throughout the school. New traffic flow systems ensure that the number of exits have not been minimized and the fire code is adhered to.
- School gatherings will be minimized, or will occur within the cohort.
- Staff who need to travel between worksites, should consider separate vehicles if possible.
- Barriers have been installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort, including the front reception desk.
- Some barriers will also be installed between student desks.

Hygiene

- Teachers, staff and students are encouraged to remain on site and not to leave during lunch or at break times.
- Each teacher in charge of a cohort will ensure that hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer), in accordance with the List of Hand Sanitizers Authorized by Health Canada. An office staff member will take responsibility for purchasing supplies and for ensuring that the aforementioned supplies are also available to all staff.
- All workers, including teachers, administrators and support workers, as well as, all students should wash their hands frequently to reduce the risk of transmission, as follows:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- WorkSafeBC handwashing signage is provided to communicate good handwashing practices. These signs are posted near all sinks.
- The school will ensure that all staff and students are provided with appropriate supplies and facilities with soap and water. If soap and water are not available, hand sanitizer and disinfectant wipes will be made available. Hand hygiene stations are set up at the school entrance and other locations as appropriate.
- The school will promote effective hygiene practices, and has posted WorkSafeBC's hygiene practices signage in appropriate places in the school.

Use of personal protective equipment (PPE)

- COVID-19 Public Health Guidance for K-12 School Settings is that personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, staff will continue to use this PPE when performing these tasks.
- Staff will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine) and will wash hands before wearing and after removing gloves.

Interacting with cohorts

- Staff will minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is possible, while supporting learning and a positive, healthy, and safe environment.
- Those outside of a cohort must practice physical distance and/or wear a non-medical mask when interacting with the cohort. Although class configurations should make it unnecessary, two classes from different cohorts can be in the same learning space at the same time if a 2 metre distance can be maintained between people from different cohorts.
- Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

Cleaning and Sanitizing

- Cornerstone School will be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings. Cleaning practices will be in accordance with the provincial health officer's COVID-19 Public Health Guidance for Childcare Settings.
- Each teacher in a cohort will develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces within their classrooms, such as doors and cabinet handles, stair railings, washrooms, shared spaces, desks, keyboards, light switches, and communications devices. These frequently-touched surfaces will be cleaned and disinfected at least twice a day. This includes items that only a single student uses, like a desk or storage area.
- An office staff person will develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces within the office area, the kitchen and the hallways, such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices. These frequently-touched surfaces will be cleaned and disinfected at least twice a day.

- Teachers will remove shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins).
- Garbage containers are to be emptied daily.
- The School administrator will work together with the School custodian to ensure she has received adequate instruction, training, and supplies to implement the cleaning protocols developed for the workplace.
- Staff will clean and disinfect any surfaces that are visibly dirty and will limit frequently-touched items that are not easily cleaned. The school will supply common, commercially-available detergents and disinfectant products and closely follow the instructions on the label. They will refer to Health Canada's list of hard-surface disinfectants for use against COVID-19 for specific brands and disinfectant products.

Buses and School Transportation

- Cornerstone School does not use a bus service to transport students to and from school.
- The school does not plan on booking any bus services for field trips. However, if a bus is required, the school will ensure that the bus company has:
 - Cleaned and disinfected the high touch areas of the bus prior to students boarding the bus according the guidance provided in the BC CDC's Cleaning and Disinfectants for Public Settings document.
 - Ensured that their bus drivers follow all Covid protocols with respect to personal hygiene.
 - Students will sit in their own seat wherever possible (students from the same household may share seats if space is limited) and sit next to the window.
 - Students may be required to wear non-medical masks on a bus trip. This decision will be made by the School Administrator.
- The school will keep records of the bus company used, the name of the driver, and the students who travelled on the bus to share with public health should contact tracing need to occur.

Food Services

- Teachers may include food preparation as part of learning and the school may provide hot lunch once per month.

- If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g., Foodsafe trained staff, a food safety plan, etc.).
- If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.).
- The school will not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).
- The June 19, 2020 Order of the Provincial health Officer Food Service Establishments and Liquor Services does not apply to schools. Food Safety Legislation and the Guidelines for Food and Beverage Sales in B.C. Schools continue to apply as relevant.
- Teachers and staff will continue to emphasize that food and beverages should not be shared.

Communication Strategies

- Cornerstone staff are reminded that all health and safety measures in place prior to the pandemic are still in place.
- Cornerstone School administrators, teachers and office staff have met throughout the summer to ensure that all safety protocols are in place. Further essential health and safety information will be communicated to staff in writing before they return to the workplace and as is required as new information is made available.
- The School administrators will ensure daily communication with staff to provide them with new information and review any concerns.
- Significant communication will be had with parents and caregivers to ensure that they understand the school policy that students must stay home if they are sick.
- The school will minimize the number of non-essential people coming into the school such as parents and caregivers and contractors.
- Cornerstone School will continue to provide up-to-date information to parents and caregivers about what they are doing in the school setting regarding taking extra precautions.
- The staff at Cornerstone School are encouraged to always raise any safety concerns with the School administrators immediately.
- The school will establish a central location where new information is posted relating to COVID-19.

Documentation and Training

- Cornerstone School employees have been kept up to date, and will continue to receive information and training regarding:
 - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - Safe work procedures and/or instructions to be followed, including hand washing and cough/sneeze etiquette.
 - How to report an exposure to or symptoms of COVID-19.
 - Changes that have been made to work policies, practices and procedures due to the COVID-19 pandemic.
- Cornerstone School will keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

Safety Responsibilities by Role

The School Administrator(s) or their designate, will:

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain the school's plans are reasonably made available as practical when required.
- Ensure that all staff are informed about the content of safety policies.
- Conduct a periodic review of the effectiveness of the plan, including a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have staff perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential will be put on hold until directed otherwise by the provincial health officer.
- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.

- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

Teachers, support staff and administrative staff will:

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

School Administrators and Administrative staff will:

- Maintain an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Direct the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.