



**ASPENGROVE**  
SCHOOL

## COMMUNICABLE DISEASE PLAN

*Creation Date: December 2018*

*Last Review Date: Nov 20, 2024*

*Approved by: HOS, CFO*

### SCOPE AND INTENT

The intent of this Health and Safety Plan is to maintain a healthy and safe environment for all students, families, and employees. The Plan outlines the procedures followed and implemented to reduce the risk of transmission of COVID-19 and other communicable diseases.

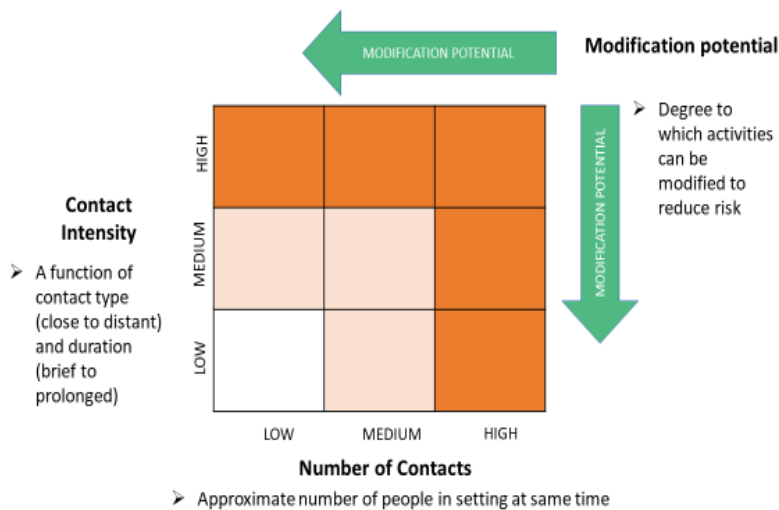
- Provide the services needed to support the children of our essential workers (ESWs).
- Support vulnerable students and provide continuity of educational opportunities for all students.
- Provide for the continuity of teaching and learning.

This document has been developed for the operation of Aspengrove School and reflects the guidance and advice provided by the BCCDC, the Ministry of Education and WorkSafe BC as of the date of the last update noted.

### RISK IDENTIFICATION AND ASSESSMENT

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable disease that may circulate at Aspengrove School include, but are not limited to COVID-19, norovirus and seasonal influenza.

When assessing the risk of transmission within the School, the following grid will be used:



The higher the risk of transmission the greater number of controls are to be implemented. The School will prioritize the implementation of controls in the following manner:

1. Environmental controls: Involves changing the physical environment to reduce the risk of transmission through ventilation, cleaning and disinfection.
2. Administrative controls: involves changing schedules, work practices or health and wellness policies
3. Personal Measures: involves implementing policies to change individual behavior, such as when to stay home when sick or how frequently someone washes their hands.
4. Personal Protective Equipment: these measures involve providing staff with equipment to wear, such as gloves or masks.

**PROTOCOLS TO REDUCE THE RISKS**

Protocols will apply to all areas of the School unless specifically noted to apply to a particular program, educational activities or non-educational activities.

PUBLIC HEALTH MEASURES	
ATTENDANCE AND RECORD KEEPING	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Daily attendance of staff and students (including teachers on call, itinerant teachers/ specialists, district/ authority personnel, parents/ caregivers and volunteers),</li> <li>• Visitor logs,</li> <li>• Class lists,</li> <li>• Bus rider lists, and</li> <li>• Event attendance</li> </ul>
ENVIRONMENTAL MEASURES	
VENTILATION & AIR EXCHANGE	<ul style="list-style-type: none"> <li>• Faculty and staff are encouraged to open windows to increase air flow when weather permits.</li> <li>• HVAC units will be serviced annually and when units have been left unused for over 1 month.</li> <li>• MERV13 filters will be used and replaced every 3 months.</li> <li>• If the School's ventilation system is compromised for any reason, the space will be evacuated and closed until fixed. Program or office activities will move offsite or outside, where possible.</li> </ul>
CLEANING AND DISINFECTING	<ul style="list-style-type: none"> <li>• Frequently touched surfaces are cleaned and disinfected. Surfaces touched by people are cleaned nightly.</li> </ul>
TRAFFIC FLOW	<ul style="list-style-type: none"> <li>• Entry and exits will be clearly marked to direct traffic to minimize crowding and allow for ease of people passing through.</li> </ul>
ADMINISTRATIVE MEASURES	
PROGRAM RELATED GATHERINGS AND EVENTS	<ul style="list-style-type: none"> <li>• Spread out as much as possible</li> <li>• Consider additional handwashing stations to encourage good hand hygiene.</li> <li>• Use virtual meeting methods where ever possibles</li> <li>• In times of increased risk, program related events and gatherings will be held online.</li> </ul>
ATHLETICS	<ul style="list-style-type: none"> <li>• School sports will run in accordance to guidelines set out by the local, regional and provincial public health guidelines</li> <li>• No sharing of water bottles or anything that may touch a person's mouth</li> <li>• Classes will go outside for high intensity activities when possible</li> <li>• students will be encouraged to wash their hands/sanitize upon entering the facility and before touching equipment, after touching equipment and after they sneeze or cough</li> <li>• equipment will be sanitized at the end of each class</li> <li>• if students are using the fitness room they will follow sanitization procedures for that facility</li> <li>• students will keep a respectful distance from others</li> </ul>
CO-CURRICULAR PROGRAMMING	<ul style="list-style-type: none"> <li>• No sharing of water bottles or anything that may touch a person's mouth</li> </ul>



	<ul style="list-style-type: none"><li>• Classes will go outside for high intensity activities when possible</li><li>• Students will be encouraged to wash their hands/sanitize upon entering the facility and before touching equipment, after touching equipment and after they sneeze or cough</li><li>• Equipment will be sanitized at the end of each class</li><li>• Students will keep a respectful distance from others</li></ul>
PHYSICAL AND HEALTH EDUCATION	<ul style="list-style-type: none"><li>• No sharing of water bottles or anything that may touch a person's mouth</li><li>• Classes will go outside for high intensity activities when possible</li><li>• Equipment will be sanitized at the end of each class</li><li>• If students are using the fitness room they will follow sanitization procedures for that facility</li><li>• Students will keep a respectful distance from others</li><li>• Equipment will be sanitized at the end of each class</li><li>• If students are using the fitness room they will follow sanitization procedures for that facility</li><li>• Students will keep a respectful distance from others</li></ul>
OUTDOOR EDUCATION	<ul style="list-style-type: none"><li>• No sharing of water bottles or anything that may touch a person's mouth</li><li>• Classes will go outside for high intensity activities when possible</li><li>• Students will be encouraged to wash their hands/sanitize upon before touching equipment, after touching equipment and after they sneeze or cough</li><li>• Equipment will be sanitized at the end of each session</li><li>• Students will keep a respectful distance from others, and may choose to be masked when in close contact with others.</li></ul>
PERFORMING ARTS PROGRAMMING	<ul style="list-style-type: none"><li>• In band settings, students will set up chairs and music stands with appropriate personal space</li><li>• Students will sanitize instrument mouthpieces after use</li><li>• Students will not share mouthpieces, reeds, or other</li><li>• Students in drama activities will maintain a respectful distance from others</li></ul>
VISUAL ARTS PROGRAMMING	<ul style="list-style-type: none"><li>• Students have individual boxes to put their artwork in when they are finished at the end of class.</li><li>• Students will also have art supplies that they are currently using in the boxes to be stored until they have finished with them.</li></ul>
FIELD TRIPS	<ul style="list-style-type: none"><li>• Risks related to communicable disease will be reviewed during trip planning and mitigation measures identified to reduce the risk of transmission to students and staff.</li></ul>
CLASSROOM ARRANGEMENT	<ul style="list-style-type: none"><li>• Classrooms will be arranged to ensure non-voluntary contact is avoided and to use all available space.</li></ul>
FOOD SERVICES	<ul style="list-style-type: none"><li>• Food services (e.g., meal programs, cafeterias, fundraisers, etc.) can return to regular operational and food safety practices. Effective food safety practices are important for everyone preparing and distributing food.</li><li>• Food services shall have their <a href="#">FOODSAFE Level 1</a> certification when serving food to students.</li><li>• Students involved in food preparation and distribution must either have their FOODSAFE Level 1 certification or be taught and supported to practice relevant food safety practices, including hand hygiene by a Foodsafe Level 1 certified individual.</li></ul>
USE OF WATER FOUNTAINS	<ul style="list-style-type: none"><li>• Water fountains may be used as normal and will be considered a frequently touched surface</li></ul>



	<p>for Cleaning and Disinfecting practices.</p> <ul style="list-style-type: none"> <li>The School's water must be tested in accordance with the Schools Water Testing Policy and in accordance with the <a href="#">Guidelines on Evaluating and Mitigating LEad in Drinking Water Supplies , Schools, Daycares and Other buildings.</a></li> </ul>
PERSONAL ITEMS	<ul style="list-style-type: none"> <li>Personal items, such as teddy bears or computers, may be brought to the School. Clearly label all personal items.</li> </ul>
PHYSICAL DISTANCING	<ul style="list-style-type: none"> <li>All activities, schedules, events and trips shall be designed to prevent overcrowding.</li> <li>Outside activities should occur in places that provide sufficient space to avoid overcrowding.</li> </ul>
NON- PROGRAM RELATED EVENTS AND GATHERINGS (INCLUDING STAFF GATHERINGS)	<ul style="list-style-type: none"> <li>Sufficient space must be provided to prevent involuntary physical contact between attendees (overcrowding).</li> <li>If space is not available to provide for sufficient spacing in a room, or exceeds capacity levels, virtual methods shall be preferred.</li> <li>Plans for non-educational events and activities must have a separate Health and Safety Plan that outlines the protocols.</li> <li>Meetings, professional development days, and other staff only events shall occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders for workplace gatherings and events and any related WorkSafeBC guidance.</li> </ul>
OVERNIGHT CAMPS AND TRIPS	<ul style="list-style-type: none"> <li>Camp operators must supply the School with a Communicable Disease plan.</li> </ul>
COMMUNITY USE OF FACILITIES	<ul style="list-style-type: none"> <li>The School facility is available for Community Use.</li> <li>The facility will be cleaned before and after the use by outside third parties.</li> <li>Use must occur in line with the activities permitted under relevant local, regional provincial and federal public health recommendations and Orders.</li> </ul>
TRANSPORTATION	<ul style="list-style-type: none"> <li>School buses will be cleaned after each use as per the Society's cleaning and disinfecting guidelines.</li> <li>Riders will spread out as much as possible, utilizing all seats unless ridership does not allow. Seating plans are not required.</li> <li>When using personal vehicles to drive students, drivers must:             <ul style="list-style-type: none"> <li>keep the air circulating from the outside to maximize ventilation,</li> <li>Travel with the same people whenever possible</li> <li>Open windows when the weather permits</li> <li>Spread out vehicle occupants as much as possible.</li> </ul> </li> </ul>
EMERGENCY AND EVACUATION DRILLS	<ul style="list-style-type: none"> <li>Employees will be notified in advance of emergency/ evacuation drills.</li> <li>Emergency procedures will be reviewed annually and revised to adhere to the communicable disease plans.</li> <li>In the event of an actual emergency, procedure modifications may be suspended to ensure a timely, efficient and safe response.</li> </ul>
VISITORS ON CAMPUS	<ul style="list-style-type: none"> <li>Visitors are permitted on campus</li> <li>Visitor access will be limited to those areas required for the purpose of the visit.</li> </ul>
<b>PERSONAL MEASURES</b>	
DAILY HEALTH CHECKS	<ul style="list-style-type: none"> <li>Parents and caregivers must assess their children daily for illness before sending them to</li> </ul>



	school.
ILLNESS, SYMPTOMS, AND STAYING HOME	<ul style="list-style-type: none"><li>• Students, employees, or other adults must stay at home when sick or unwell.<ul style="list-style-type: none"><li>o</li></ul></li></ul>
WHEN SYMPTOMS DEVELOP AT SCHOOL	<ul style="list-style-type: none"><li>• If Symptoms develop in school, the individual will be isolated and sent home as soon as possible.</li><li>• Possibly, the impacted area of the school will be evacuated and closed until cleaning and disinfecting can occur.</li></ul>
HAND HYGIENE & RESPIRATORY ETIQUETTE	<ul style="list-style-type: none"><li>• Hand cleaning facilities are available throughout the School.</li><li>• Students, employees and visitors are encouraged to wash their hands frequently.</li></ul>
VACCINATIONS	<ul style="list-style-type: none"><li>• Vaccinations are strongly recommended for all staff, students and visitors onsite.</li></ul>
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
USE OF MASKS	<ul style="list-style-type: none"><li>• Masks or face coverings (a “mask”) are not mandatory and students and staff can choose to wear them or not at all times.</li></ul>
<b>SUPPORTIVE SCHOOL ENVIRONMENTS</b>	
PERSONAL PREVENTION PRACTICES	<ul style="list-style-type: none"><li>• Based on new information released by the Ministry of Education and Child Care regularly the school will assess the need to update this plan.</li></ul>

Industry guidance and links

<https://www2.gov.bc.ca/gov/content/education-training/k-12/communicable-disease-prevention-in-k-12-schools#communicable-disease-activity-at-school>

Work Safe BC

<https://www.worksafebc.com/en/covid-19/covid-19-prevention>

## **COMMUNICATION AND TRAINING PLANS**

### *STAFF TRAINING AND COMMUNICATION*

- Our staff will receive information regarding the following:
  - Safe work procedures or instructions to be followed, including hand washing and cough/sneeze etiquette, proper use of masks and when to use them.
  - How to report an exposure to or symptoms of a communicable disease
  - Changes made to work policies, practices, and procedures due to the times of increased risk.
- The School will keep records of instruction and training provided to workers, as well as reports of exposure and first aid records.
- First aid attendants will be provided with the [Occupational First Aid Attendant protocols](#) for use during the COVID-19 pandemic.
- Policies are posted on the [AGS policies and procedures](#) shared drive and accessible by all staff.

### *STUDENT COMMUNICATION AND TRAINING*

- Faculty will deliver training and lead activities for students to teach student responsibilities in preventing communicable diseases.
- As changes occur, Faculty will communicate these changes to students.

### *PARENT COMMUNICATION AND TRAINING*

- Updates and important information on communicable disease will be published in the Weekly eNews.
- Special notices will go home if risk of a communicable disease is elevated.

## **MONITORING AND UPDATING THE PLAN**

Annually the Health and Safety Committee (“HSC”) will:

- Review the communicable disease plan for amendments.
- Review cleaning and disinfecting guidelines
- Review illness and absence policies set by the School for Employees and Community.

The review shall focus on ensuring protocols are

1. Preventing crowding and gathering.
2. Reviewing for effectiveness of cleaning protocols
3. Review of trends in absenteeism of staff and students.

Quarterly, the Society shall perform Health and Safety Checks quarterly to assess the adherence and review effectiveness of such controls and report findings to the Health and Safety Committee.

Monthly, the registrar shall report absences to the Health and Safety committee.