

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)



Pandemic Response Plan

Updated August 31, 2020

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Introduction

This plan is fluid and serves as a guideline for conditions that are changing rapidly. In all matters related to the pandemic the District will follow the directions of our Provincial and National Health Officers and the Ministry of Education. Updates can be found at:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> and
<https://www.interiorhealth.ca/AboutUs/Leadership/MHO/Pages/MHOUpdates.aspx>

A pandemic is defined by the World Health Organization (WHO) as an epidemic of infectious disease that is spreading through human populations across a large region such as a continent, or even worldwide. A pandemic can start when three conditions have been met:

- Emergence of a disease new to a population;
- Agents infect humans, causing serious illness; and
- Agents spread easily and are sustainable among humans

The World Health Organization (WHO) has determined that the COVID-19 virus is a pandemic based on the WHO's definition.

The scope of this Pandemic Response Plan is to minimize exposure of all staff and students at School District No. 67 (Okanagan Skaha) to COVID-19 and provide information to keep them as up to date as possible concerning COVID-19. To achieve this School District No. 67 (Okanagan Skaha) will take guidance from agencies such as the Interior Health Authority, BC Center for Disease Control, the Ministry of Education, Public Health Agency of Canada and WorkSafe BC.

The public health officials in BC will determine the need to close schools, based on the effectiveness of community-wide closures or province-wide closures in controlling the transmission and impact of COVID-19.

Contingency planning is essential for an effective response. This plan outlines the steps School District No. 67 (Okanagan Skaha) will take to ensure coordinated pandemic measures and continuity of work.

What are the Signs and Symptoms of COVID-19?

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear **2-14 days after exposure***:

- Fever
- Cough
- Sneezing
- Sore throat
- Shortness of breath

* This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Pandemic Planning Committee / Emergency Response Team (ERT)

A District committee is in place to plan for effective educational and business continuity in the event of a pandemic. This plan also addresses the very important topics of infection control and mitigation.

During a pandemic, the roles of the members will shift from planning to emergency response, as identified in the *Pandemic Period* of this response plan.

Planning Committee:

Superintendent of Schools
Assistant Superintendent
Secretary-Treasurer
Director of Facilities
Director of Instruction
Director of Information Technology
District Principal - Student Support Services

What Type of Prevention and Continuity Planning is School District No. 67 Doing?

During a pandemic, where school attendance may drop by as much as one third to one half of its school population, or potentially even see a school(s) closure, the School District is working on the following plans. (An important component of the plan is prevention).

Reduction of the spread of the virus through:

- Education on hand washing and cough/sneeze etiquette
- Increased contact surface disinfection
- On-going communication with Ministries, staff, students, parents and the community
- Education of students if schools are closed
- Continuation of employee wages/benefits
- Facilities operations (heating, electrical, plumbing, etc.)
- Cleaning of schools following a closure or during a pandemic
- Information Technology: Educational Program Delivery and Communication
- See Appendix A for further information on prevention control)

Plan Overview

Organization and Structure of the Plan

The main body of this plan is organized in three sections, which outline the key roles and responsibilities of School District No. 67 in each of the three pandemic phases. In order to ensure clarity in public communication, these sections mirror the phases of the *Interior Health Pandemic Influenza Preparedness Plan*.

1. **Pre-pandemic Period:** This is the critical stage for pandemic preparedness. The pre-pandemic phase is before a pandemic occurs, and planning efforts need to focus on education, business continuity and infection control.
2. **Pandemic Period:** The Provincial Health Officer (PHO) will declare when it is time to activate plans for the pandemic phase. We cannot anticipate exactly what will happen. Plans need to be fluid and will need to be adapted to reflect circumstances and situations as they arise.

During this phase, the key goals will be to:

- Minimize rates of mortality, morbidity, illness, and suffering; and,
- Minimize educational and business disruptions.

3. ***Post-pandemic Period:*** The post-pandemic period begins when the Provincial Health Officer (PHO) declares that the pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review their impact, and use the lessons learned to guide future planning activities.

Each period in the Pandemic Response Plan addresses the following five key components:

1. Planning and Coordination
2. Continuity of Student Learning and Core Operations
3. Infection Control Policies and Procedures
4. Communication Planning
5. Education of Staff/Students/Families

Pre-Pandemic Period

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <p>a. Responsibility for SD67 plan activation</p> <p>b. Update <i>Critical Incident Response Binder</i> to include a section on pandemic influenza</p> <p>c. Incorporate responsibilities and authorities of Ministry of Health / Interior Health and Ministry of Education in development and implementation of Pandemic Response Plan</p> <p>d. Advise staff of pandemic plan sent in conjunction with updated <i>Critical Incident Response binder</i></p> <p>e. Plan for an isolation room for staff and students that become ill with flu-like symptoms while at work/school (See <i>Separating Ill Students and Staff</i>)</p> <p>f. Educate and equip person(s) to care for ill students until parent arrives (See <i>Separating Ill Students and Staff</i>). Director of Facilities will assist with this function</p>	<p>Superintendent</p> <p>District Principal – Student Support Services</p> <p>Superintendent, Director of Facilities</p> <p>Asst. Superintendent, District Principal, Principals, Supervisors</p> <p>Principals, Supervisors</p> <p>Principals, Supervisors</p>
<p>2. Continuity of Student Learning and Core Operations</p> <p>a. Consider impact of varying levels of student and staff absences and school closures</p> <p>b. Consider and develop alternative procedures to facilitate continuity of education</p> <p>c. Develop cross training plans for essential services</p> <p>d. Develop a continuity of operations for essential services:</p> <p>i) Education</p> <p>ii) Payroll</p> <p>iii) Custodial</p> <p>iv) Communications (IT, automated call out system)</p> <p>v) Transportation</p>	<p>Superintendent, Secretary-Treasurer, Assistant Superintendent, Director of Instruction, Director of Facilities, Principals</p> <p>Director of IT, Director of Instruction, District Principal, Principals</p> <p>Secretary- Treasurer, Director of Instruction, Director of Facilities, Director of IT</p> <p>Assistant Superintendent, Director of Instruction, Director of IT, District Principal, Principals, Secretary-Treasurer</p> <p>Director of Facilities, Custodial Supervisor</p> <p>Superintendent, Secretary-Treasurer, Director of IT</p> <p>Secretary-Treasurer, Director of Facilities</p>

<p>3. Infection Control Policies and Procedures</p> <p>a. Implement infection control practices and procedures that help limit the spread of infection</p> <p>b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels</p> <p>c. Order additional cleaning supplies and ensure custodial staff are trained in pandemic cleaning procedures</p> <p>d. Advise staff and students who are sick with flu like symptoms to remain at home</p> <p>e. Educate children and staff on proper hand washing and cough/sneeze etiquette</p> <p>f. Maintain a healthy work environment by posting tips on how to stop the spread of germⁱ</p> <p>g. Advise the school public health nurse when $\geq 10\%$ of school population is away ill</p>	<p>→ Director of Facilities</p> <p>→ Director of Facilities, Custodial Supervisor</p> <p>→ Director of Facilities, Custodial Supervisor</p> <p>→ Principals, Supervisors</p> <p>→ Principals, Supervisors,</p> <p>→ Principals, Teachers, Supervisors</p> <p>→ Principals</p>
<p>4. Communication Planning</p> <p>a. Develop and maintain contacts with MHO, Partner Agencies, Ministry of Education and City Officials</p> <p>b. Post relevant information on SD67 Website on Pandemic Planning</p> <p>c. Establish method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing</p> <p>d. Advise Board of Education, Managers and School Administration on influenza surveillance and preventative measures</p> <p>e. Advise staff, students and families of SD67 Website and automated call out system.</p> <p>f. Ensure that parents/guardians have provided up to date contact information to the school</p> <p>g. Discuss Pandemic Influenza with staff including prevention, signs, symptoms and family preparedness</p> <ul style="list-style-type: none"> ❖ at your health and safety committee meetings ❖ and at staff meetings <p>h. Media communications</p>	<p>→ Superintendent, Director of Facilities</p> <p>→ Superintendent, Director of IT</p> <p>→ Superintendent, Secretary-Treasurer, Director of IT, Principals</p> <p>→ Superintendent, Director of Facilities</p> <p>→ Principals, Supervisors</p> <p>→ Principals</p> <p>→ Principals, Supervisors</p> <p>→ Superintendent (or designate)</p>
<p>5. Educate Staff / Student / Families</p> <p>Distribute provided information articles, home hygiene, etc. in school newsletter.</p>	<p>→ Principals</p>

Pandemic Period

<i>Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <p>a. If school trips are planned, determine how children will be isolated and sent home should they become ill with flu like symptoms</p> <p>b. Closing of schools may be required</p> <p>c. School trips and school evening user groups may be cancelled</p> <p>d. Schools may be used by officials for clinics, hospitals, daycare centres etc.</p> <p>e. Depending on staffing or student shortages, classes may need to be combined</p> <p>f. Bus routes may need to be combined due to driver and/or student shortages</p>	<p>Secretary-Treasurer, Director of Instruction, Principals (See <i>Separating Ill Students and Staff</i>)</p> <p>Medical Health Officer, Superintendent, Director of Instruction, Principals</p> <p>Superintendent, Director of Instruction, Principals, Director of Facilities</p> <p>Interior Health, City of Penticton, Superintendent</p> <p>Assistant Superintendent, Director of Instruction, Principals</p> <p>Secretary-Treasurer, Director of Facilities</p>
<p>2. Continuity of Student Learning and Core Operations</p> <p>a. Evaluate capability of student learning continuity: adjust as needed</p> <p>b. Reinforce cross training to ensure continuity of core operations</p> <p> i. Education</p> <p> ii. Payroll</p> <p> iii. Custodial</p> <p> iv. Communications (IT, automated call out system)</p> <p>c. Schools may be closed</p> <p>d. School trips may be cancelled</p>	<p>Director of Instruction, District Principal, Principals</p> <p>Director of Instruction, District Principal</p> <p>Secretary-Treasurer</p> <p>Director of Facilities</p> <p>Superintendent, Secretary-Treasurer, Director of IT, Principals</p> <p>Principals (under advisement of Superintendent or designate). Use of automated call out system.</p> <p>Medical Health Officer, Superintendent, Director of Facilities, Director of Instruction, Principals</p>

<p>3. Infection Control Policies and Procedures</p> <ul style="list-style-type: none"> a. Continued use of infection control practices and procedures that help limit the spread of infection b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels c. Advise staff and students who are sick with flu like symptoms to remain at home d. Restriction of community, volunteer and visitors to schools and facilities e. Rigorous cleaning of schools and contact surfaces f. Audit infection control practices g. Plan for children away on school trips to be isolated and/or sent home if they become ill h. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette i. Advise the school public health nurse when $\geq 10\%$ of school population is away ill j. Separation of ill students and staff until they can be sent home 	<ul style="list-style-type: none"> → Director of Facilities → Director of Facilities, Custodial Supervisor → Principals, Supervisors → Principals, Supervisors → Director of Facilities, Custodial Supervisor → Director of Facilities → Principals, Director of Instruction, Superintendent, Director of Facilities, District Principal (See <i>Separating Ill Students and Staff</i>) → Principals, Teachers, Supervisors, → Principals → Principals, Supervisors
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Media communications b. Continue to work closely with MHO, Child Youth Program Consultants, Ministry of Education, and City Officials c. Maintain and evaluate SD67 Website for information on Pandemic Planning d. Maintain method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing e. Continue to provide the Board of Education, Managers and School Administrators with information on influenza surveillance and preventative measures f. Remind staff, students, volunteers and families of SD67 website g. If school is open, provide information in school newsletters 	<ul style="list-style-type: none"> → Superintendent or designate → Superintendent, Director of Facilities → Superintendent, Director of IT → Superintendent, Secretary-Treasurer, Principals (under advisement of Superintendent or designate) → Superintendent, Director of Facilities → Principals, Supervisors → Principals
<p>5. Educate Staff/Student/Families</p> <ul style="list-style-type: none"> a. If school is open, increase awareness by informing through bulletins etc., advise of School District website, communicate with DPAC 	<ul style="list-style-type: none"> → Superintendent, Director of Facilities, Principals

Post-Pandemic Period

<i>Post-Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <p>a. Re-opening of schools →</p> <p>b. Resumption of business activities →</p> <p>c. Depending on staffing shortages, classes may need to be combined →</p> <p>d. Plan for bus driver shortages and combining routes →</p>	<p>ERT, Principals</p> <p>ERT, Principals, Supervisors</p> <p>Asst. Superintendent, Director of Instruction, Principals</p> <p>Secretary-Treasurer, Director of Facilities</p>
<p>2. Continuity of Student Learning and Core Operations</p> <p>a. Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened →</p> <p>b. Communications (IT, automated call out system) →</p> <p>c. Resumption of school classes and activities →</p>	<p>Director of Instruction, District Principal, Principals</p> <p>Superintendent, Secretary-Treasurer, Director of IT, Principals</p> <p>Superintendent, Assistant Superintendent, Director of Instruction, District Principal, Principals</p>
<p>3. Infection Control Policies and Procedures</p> <p>a. Continue with infection control practices and procedures that help limit the spread of infection →</p> <p>b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels →</p> <p>c. Advise staff and students who are sick with flu like symptoms to remain at home →</p> <p>d. Continue to audit infection control →</p> <p>e. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette →</p> <p>f. Advise the school public health nurse when ≥10% of school population is away ill →</p> <p>g. Separate ill students and staff →</p>	<p>Director of Facilities</p> <p>Director of Facilities, Custodial Supervisor</p> <p>Principals, Supervisors</p> <p>Director of Facilities</p> <p>Principals, Teachers, Supervisors,</p> <p>Principals</p> <p>Principals, Supervisors</p>

<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Media communications b. Continue to work closely with MHO, Partner Agencies, Ministry of Education and City Officials c. Maintain and evaluate SD67 website for information on Post-Pandemic Recovery Phase d. Maintain method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing e. Prepare for Critical Incident Response if there have been deaths among students and staff 	<ul style="list-style-type: none"> → Superintendent (or designate) → ERT → Superintendent, Director of IT → Superintendent, Secretary-Treasurer, Principals (under advisement of Superintendent or designate) → Superintendent, Assistant Superintendent, Director of Instruction, Critical Incident Response Team, Principals
<p>5. Educate Staff / Student / Families</p> <ul style="list-style-type: none"> a. Direct staff, students and families to information on SD67 website b. Use school newsletter to provide information to students and families c. Keep staff informed 	<ul style="list-style-type: none"> → Principals, Supervisors → Principals → Principals, Supervisors (through safety committee meetings and staff meetings)

Communication

1. The Superintendent of Schools (or designate) is the spokesperson for all *School District* related pandemic issues. Communication strategies include:
 - Updating all media sources
 - Maintaining the School District No. 67 website
 - Implementing the automated call out system
2. The Office of the Provincial Health Officer is the spokesperson for all pandemic health issues.

School District No. 67 Reporting Requirements

If 10% or more of the school population is away, the school principal will notify the school public health nurse and the Superintendent.

School Closure Decision Making Process

1. The Provincial Medical Health Officer (PHO) will direct the province when it is time to activate pandemic plans. If activation of these plans is to include school closures in order to minimize the spread of infection, the Provincial Medical Health Officer will advise the Superintendent of Schools.

Or

2. The Ministry of Education can direct that school closures occur to reduce the spread of infection in the school population or for other public health reasons:

Although the decision to close a school for public health reasons lies with public health officials, it is important for School Districts to be aware of communication protocols and their roles in closing a school.

Upon a decision being made that school closure is advisable, the PHO will inform the Superintendent to discuss implementation, and in addition to usual internal contacts the PHO will inform the Deputy Minister of Education and other Medical Health Officers.

Once a decision is made to close a school, the Superintendent must ensure the decision is communicated immediately to:

- The principal of the school(s) affected

- Other partner groups, such as OSTU, CUPE and the Penticton Indian Band

Principals, in turn, must immediately convey the decision to:

- Parents
- Students
- Community groups that make use of the school's facilities
- Teachers and other school staff
- The school's Parent Advisory Council

EXAMPLE: A student or staff member has tested positive for the pandemic virus.

1. Centre for Disease Control informs: → Provincial Health Officer (PHO) and Medical Health Officer (MHO)
2. MHO Informs: → Superintendent of Schools
3. Superintendent of Schools informs: → Ministry of Education
4. The Superintendent of Schools, in consultation with the Medical Health Officer, the Ministry of Education and the school principal, will determine whether the school should be closed based on criteria established by the Ministry of Education. School closure is not advised for a suspected or confirmed case of influenza and, in general, is not advised unless staff or student absenteeism interferes with the school's ability to function.

Contact Information

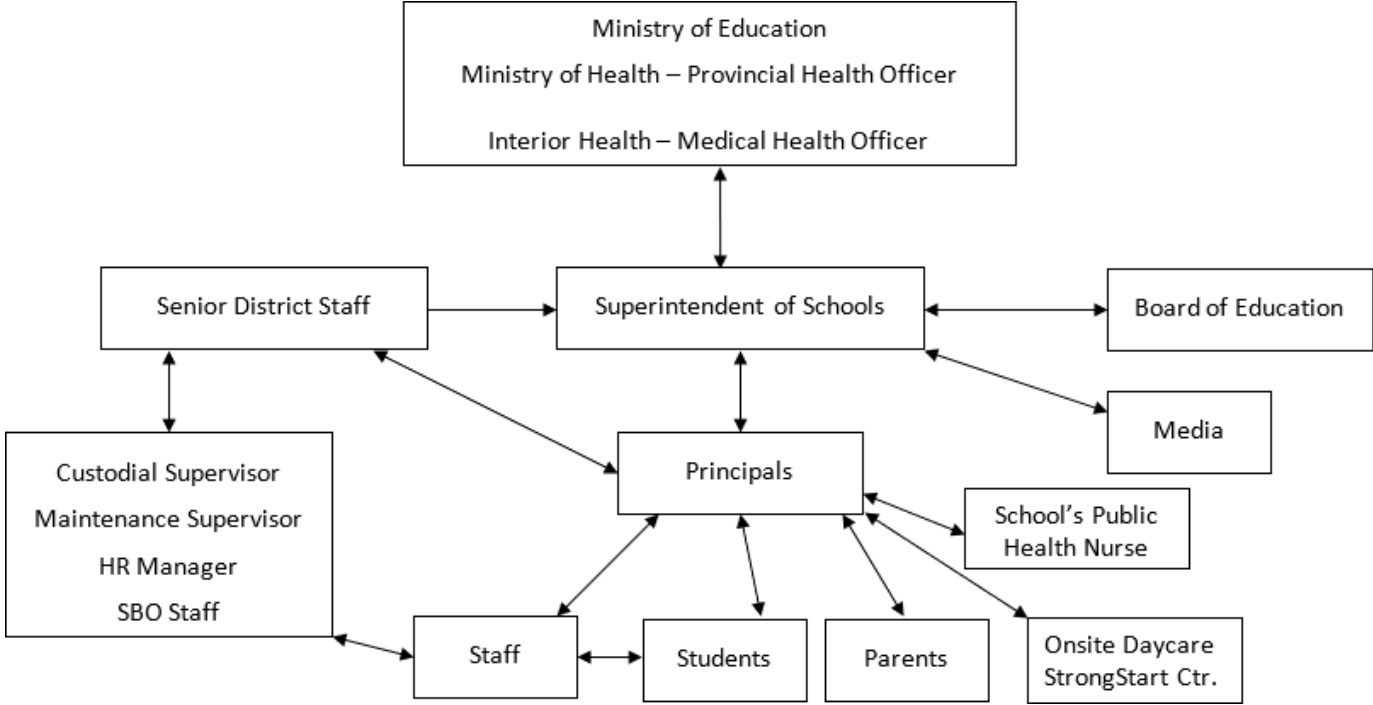
In all matters related to the pandemic the District will follow the directions of our Provincial and National Health Officers and the Ministry of Education. Updates can be found at:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

and

<https://www.interiorhealth.ca/AboutUs/Leadership/MHO/Pages/MHOUpdates.aspx>

Communication Flowchart



Roles and Responsibilities

Superintendent of Schools

1. SD67 Pandemic Plan Team Leader.
2. Develop and maintain pandemic plan with input from pandemic planning committee and key stakeholders.
3. Activate School District No. 67 (Okanagan Skaha) Pandemic Plan.
4. Direct school closures.
5. Key spokesperson for school related pandemic issues.
6. Provide key information to the Board of Education of school related pandemic issues, including school closures and implementation of the Pandemic Response Plan.
7. Provide schools with educational materials and monthly information for school newsletters, staff and student education.

Secretary-Treasurer

1. Provide key information to the Board of Education on pandemic response plan.
2. Develop and maintain electronic communications.
3. Coordination of staff training on communication systems such as automated callout system.
4. Advise staff of any changes to SD67 communications systems.
5. Develop disaster liaison plan in the event of a communication system failure.
6. Establish plans for how to address concerns should children become ill on a field trip.
7. Develop and implement key financial functions to ensure payroll and benefits are not disrupted.
8. Assist the payroll, and technology departments with the development and implementation of cross training strategies for essential services.

Assistant Superintendent

1. Assist departments with the development and implementation of cross training strategies for essential services to ensure coverage in the event that staff become ill.
2. Consider and develop alternative staffing procedures to ensure continuity of education.
3. Develop and implement specific employee work policies for use during a pandemic.
4. Develop alternative program delivery strategies to assure continuity of instruction in the event of a school closure and/or teaching or support staff, critical to program delivery, are away due to pandemic influenza.

Director of Instruction

1. Develop alternative program delivery strategies to assure continuity of instruction in the event of a school closure and/or teaching or support staff, critical to program delivery, are away due to pandemic influenza.
2. Develop protocols for reviewing school field trips and establish plans for how to address concerns should children become ill on the field trip.
3. Assist with monitoring information, developments of progressing pandemic in order to guide actions.
4. Maintain liaisons with other School Districts.

Director of Facilities

1. Provide key information to the Board of Education on pandemic response plan.
2. Maintain liaisons with other School Districts, Health Authorities and city officials.
3. Develop, implement and audit an exposure control plan.
4. Provide District wide educational support, advice and expertise to schools and facilities.
5. Provide schools with educational materials and monthly information for school newsletters, staff and student education and safety committee meetings.
6. Ensure custodial staff is trained in the safety requirements and the contact disinfection techniques for all three pandemic phases.
7. Ensure custodial staff has personal protective equipment and cleaning supplies to prevent self-infection and cross contamination during all three phases of pandemic planning.
8. Ensure adequate supply of soap and paper towels for increased hand washing vigilance during all three pandemic phases.
9. Develop a transportation plan in the event that there are not a sufficient number of bus drivers to accommodate all current bus runs.
10. Establish plans for how to address concerns should children become ill on a field trip.
11. Assist the custodial and maintenance departments with the development and implementation of strategies for essential services (core building services).

Director of Information Technology

1. Develop and maintain electronic communications.
2. Coordination of staff training on communication systems.
3. Advise staff of any changes to SD67 communications systems.
4. Develop disaster liaison plan in the event of a communication system failure.
5. Liaison with the City of Penticton and Summerland and the RDOS IT departments to coordinate backend communications systems.
6. Assist technology department with the development and implementation of cross training strategies in order to maintain essential services if staff becomes ill.
7. Develop alternative program delivery strategies to assure continuity of instruction in the event of a school closure and/or teaching or support staff, critical to program delivery, are away due to pandemic influenza.

District Principal – Student Support Services

1. Assist with monitoring information, developments of progressing pandemic in order to guide actions.
2. Develop alternative program delivery strategies for special needs students to facilitate continuity of instruction in the event of a school closure due to pandemic influenza.
3. Contact parents when 10% or more of the school population is away to discuss the possible health implications this may have for students who may be immune-compromised.

4. Work with local agencies to address provision of psychosocial support services for the staff, students, and their families during and after a pandemic plan.
5. Implement Critical Incident Response Plan if/when necessary.

Principals

1. Educate all staff and students about proper hand washing practices. Resources are available on the SD67 Coronavirus area of the website, on [HealthLink BC](#) website, and Appendix A of this document.
2. Educate all staff and students about cough/sneeze etiquette. Resources are available on the SD67 Coronavirus area of the website, on [HealthLink BC](#) website, and Appendix A of this document.
3. Educate staff and students to not attend work or school when exhibiting flu like symptoms.
4. Separate students who become ill at school until they can be sent home.
5. Ensure that parents/guardians have provided up to date contact information to the school.
6. If 10% or more of the school population is away, the school principal will notify the school public health nurse and the Superintendent.
7. Develop alternative procedures to assure continuity of instruction for students who are absent due to pandemic influenza.
8. Ensure that rigorous cleaning and infection control practices are happening in the schools and facilities.
9. Implement protocols for reviewing school field trips and establish plans for how to address concerns should children become ill on the field trip.
10. Discuss pandemic planning at monthly safety committee meetings.
11. Advise staff, DPAC and parents about School District No.67 plans for pandemic influenza, including website communications and personal preparedness.
12. Provide a monthly communication in school newsletter on pandemic planning and preparedness, including information on SD67 website. Information will be provided by the Superintendent or Director of Facilities for this purpose.

Supervisors

1. Educate all staff about proper hand washing practices. See Appendix A - Universal Precautions at the end of this Pandemic Plan, and the [HealthLink BC](#) website.
2. Educate all staff about cough/sneeze etiquette. See Appendix A – Universal Precautions at the end of this Pandemic Plan, and the [HealthLink BC](#) website.
3. Ensure that staff does not attend work or school when exhibiting flu like symptoms.
4. Separate staff who become ill at school until they can be sent home.

5. Ensure that rigorous cleaning and infection control practices are happening in the schools and facilities.
6. Discuss pandemic planning at monthly safety committee meetings.
7. Advise staff about School District No. 67 plans for pandemic influenza, including website communications and personal preparedness.
8. Provide a monthly communication in memo form on pandemic planning and preparedness, including information on SD67 website. Information will be provided by the Director of Facilities for this purpose.

Separating Ill Students and Staff

1. Sick students and staff should always be required to stay home. Students and staff who appear to have an influenza-like illness at arrival or become ill during the day must be promptly isolated in a room separate from other students and sent home.
2. Schools should regularly update contact information for parents so that they can be contacted more easily if they need to pick up their ill child.
3. Recognizing that space is often in short supply, early planning on the location for a sick room is essential. This room should not be one commonly used for other purposes for example, the lunchroom during non-mealtimes. It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well ventilated areas and placed in areas where at least 2 metres of distance can be maintained between the ill person and others.
4. A limited number of staff should be designated to care for ill persons until they can be sent home. These care givers should not be at increased risk of influenza complications (for example, pregnant women or persons that have a chronic illness) and they should be familiar with infection control recommendations to prevent spread of influenza.
5. When possible and if the sick person can tolerate it, he or she should wear a surgical mask when near other persons. If the sick person cannot tolerate a mask, encourage the use of a tissue when coughing or sneezing.
6. Staff who act in a care giver capacity are likely to come into close contact with students and staff with influenza-like illness. CDC recommends that staff keep at least 2 metres (6 feet) away from persons with known, probable or suspected influenza or influenza-like illness. If staff have to approach within 2 metres, they should wear a surgical mask and safety glasses. Clean your hands often, including before and after putting on or taking off a mask, after touching anything that a sick person has touched, before you eat, and before touching your eyes, nose or mouth.

ⁱ Information provided by Superintendent or Director of Facilities and posted on School District No. 67 website.

Appendix A – Universal Precautions

1. Hand Washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched. Wash your hands immediately:

- Upon arrival at work or school
- After using the toilet
- Before eating, drinking, food preparation, handling contact lenses, or applying make-up
- Before leaving school

2. Cough/Sneeze Etiquette

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions and dispose of them promptly in a waste container
- Offer surgical masks to people who are coughing
- Turn your head away from others when coughing or sneezing
- Wash hands regularly

3. Proximity Recommendation

Practice social distancing and attempt to keep a minimum two-meter (6 ft) distance between yourself and others whenever possible. Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth.

It is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.

4. Cleaning and Disinfecting

Regular cleaning and disinfecting of objects and high-touch surfaces (e.g. door handles, water fountain push buttons) will help prevent the transmission of viruses. This can be done using existing school setting cleaning and disinfection protocols.

5. If Individuals Show Symptoms

If individuals show symptoms as outlined above, they should not go to school or work. If individuals begin to experience symptoms while attending a school, it is recommended that schools promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home. This room should not be one that is commonly used for other purposes (i.e., the lunchroom during non-meal times). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well-ventilated areas and where at least two meters of distance can be maintained between the ill person and others.