



## Brooks Health and Safety Plan

Brooks Secondary School looks to the health and safety guidelines as laid forth by the Ministry of Education in consultation with Provincial Health Officer, BC Centre for Disease Control and Work Safe BC. The following actions have been put into place for safe return to school Sept 2020. All safe practices will be communicated with the school community (students, families, staff) regularly. Please note that this is a living document and is subject to change / updates.

All links and information are found at the bottom of this document and are current. These documents will be regularly reviewed and updated as needed, please check the Brooks and SD47 websites for live links, updates and FAQ's.

Schools are considered a “controlled” environment by public health. This is because:

- Schools include a consistent grouping of people.
- Schools have robust illness policies for students and staff.
- **Reinforcement and adoption of** effective personal practices that can be consistently reinforced and are followed by most people in the setting e.g. diligent hand hygiene, respiratory etiquette
- Schools can implement a variety of health and safety measures (e.g., enhanced cleaning and disinfecting practices, using outdoor space for learning activities, grouping students and staff in learning groups to limit in-person interactions, implementing staggered schedules, etc.)

<b>PUBLIC HEALTH MEASURES</b>	
Recommendations	Actions
<b>1. Mass Gatherings – masks required and 2 m distancing.</b> No gatherings greater than 50 outside of school cohorts (secondary 120)	<ul style="list-style-type: none"> <li>- No assemblies (grade group or whole school).</li> <li>- <b>Staff gatherings (virtual) or in a safe school space if less than 50 persons.</b></li> </ul>
<b>2. Contact Tracing, Outbreak Management</b>	<ul style="list-style-type: none"> <li>- Students in attendance at Brooks <i>please note if flu like symptoms occur student to be brought to sick room and administration will call home immediately. Parents advised to pick up student (we'll meet them outside), call 811 and follow PHO recommendations</i></li> <li>- No community access to the building on evenings and weekends to continue.</li> <li>- Families / community can make apts to speak with school staff face to face if urgent. All other communication can be done virtually or by phone.</li> <li>- H &amp; S will work within CDC, PHO and WSBC parameters – awareness and signage.</li> </ul>
<b>3. Self-Isolation and Quarantine</b>	<ul style="list-style-type: none"> <li>- Ongoing and regular communication about staying home if ill.</li> <li>- Medical room prepared for isolation.</li> </ul>

**ENVIRONMENTAL MEASURES**

Recommendations	Actions
<p><b>1. Cleaning and Disinfection</b> – frequently touched means surfaces and items touched or used by multiple staff or students. Sanitizers will be 60% alcohol based.</p>	<ul style="list-style-type: none"> <li>- General cleaning once per day.</li> <li>- Frequently touched surfaces cleaned twice per day, and include: doorknobs, handrails, light switches, tables, desks, chairs, manipulatives, keyboards, washrooms.</li> <li>- Zones established to allow for cohort movement and 2m spacing.</li> <li>- Garbage emptied daily.</li> <li>- PPE available - wear gloves when in contact with bodily fluid.</li> <li>- Common, commercially available detergents are for any staff to use and do not require WHMIS certification.</li> <li>- Removal of fabric items in common areas, including chairs in main office reception and lunch room furniture.</li> <li>- Signage and staff reminders about glove protocols.</li> <li>- Hand dryers disabled, paper is accessible in washrooms and in classrooms with handwashing stations.</li> <li>- Water fountains disabled, bottle filling stations enabled.</li> <li>- Photocopiers will have cleaning products available, all stations open, follow social distancing practices and a wear mask.</li> </ul>
<p><b>There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products.</b></p>	<p>There is no need to limit the distribution or collection of books or paper-based educational resources to students. This includes plastic book coverings, which are just a low risk item.</p>

**ADMINISTRATIVE MEASURES**

Recommendations	Actions
<p><b>1. Physical Distancing and Minimizing Physical Contact</b> – masks required at all times in school unless student is in cohort, at their desk, and 2 meters distant from others. If wearing a face shield, a mask must also be worn.</p>	<ul style="list-style-type: none"> <li>- Avoiding physical greetings (hugs, handshakes) or close proximity to another person, regular reminders for students to remain 2 mtrs apart.</li> <li>- All areas at school maintain 2 m social distancing whenever and wherever possible.</li> <li>- Students/staff masks required indoors unless at their desk with 2 m distance, if barrier in place, or while eating.</li> <li>- No scheduled bells for breaks; however, staggered lunch bells for Jr and Sr programs – physical distance.</li> </ul>

- Lunch movement (use directional arrows) will be within the Great Hall, cohort classroom(s) or outside: masks and 2m physical distancing required.
- Staggered drop-off and release times for Jr and Sr programs. General pick up times for busing students, zones allocated: masks required.
- Guests will be asked to minimize any visitation, encouraging phone/email contact. Pickup and drop off outside only: sign in, PPE and hand hygiene required upon entry – see signage at entry.
- Any required face to face meeting must be arranged ahead of time, so a safe space can be made available.
- All visitors (including staff and students) to practice hand hygiene upon entry.
- *Reception limited*: only 2 people in the reception area at any time, traffic flow, removal of chairs for waiting.
- No general staff access to main office or supply room.
- Plexiglass installed in main office and library.
- *Copy room*: both copiers available, PPE and social distancing required as space allows, outside of that through traffic only. Occupancy signs are set.
- *Staff washrooms*: patron limits posted outside entry.
- *Staff/prep room*: masks required and must practice social distancing of 2m.
- *Lunch room*: no community dishware or utensils, coffeemaker disabled, removal of fabric furniture.
- *Classroom*: please organize to allow 2m distancing with desks facing a similar direction, and remove any unnecessary and non-district furnishings/materials from the classroom.
- *Library*: Library will have plexiglass, signage, directional arrows, PPE required. Zones for cohorts, see bookings sheet.

	<p>Access will be based on scheduling and only one cohort access at a given time.</p> <p><b>Music classes:</b></p> <ul style="list-style-type: none"> <li>- In addition to school classroom protocols, masks are required while singing indoors, cohort group spaced 2m apart, use large space, follow strict cleaning protocols.</li> </ul> <p><b>PHE classes:</b></p> <ul style="list-style-type: none"> <li>- Masks required unless high intensity, but then 2m and ensure ample space.</li> <li>- If inside, students must keep 2 m distancing for all indoor stationary activities.</li> <li>- Activities should not include prolonged physical contact or crowding.</li> <li>- PHE must be within cohort.</li> <li>- Clean shared equipment after use.</li> <li>- Outside activities recommended whenever possible.</li> </ul>
<p>2. <b>Cohorting</b></p>	<ul style="list-style-type: none"> <li>- Students will be in cohorts not exceeding 120. Cohorts are consistent and students are required to wear mask and keep 2m distance where possible.</li> <li>- Avoid physical contact and minimize prolonged close proximity – spread out.</li> <li>- Cohorts: physical distancing should include avoiding physical contact, minimize close, prolonged, face to face interactions, and spread out in space. 2m if persons from different cohort.</li> <li>- Cohorts must remain consistent within a term/quarter (Gr 10-12) and semester (Gr 8/9), minimal changes to compositions is encouraged.</li> <li>- Up to date lists of cohorts, staff and visitors will be available through admin.</li> <li>- Admin will limit the number of adults interacting with a cohort, where possible.</li> <li>- TTOC/itinerant staff will wear masks (PPE) and be 2m distant at all times.</li> <li>- Staff and students encouraged to stay on site during breaks.</li> </ul>

<p><b>3. Safety and Sanitization</b></p>	<ul style="list-style-type: none"><li>- If a student arrives sick they shall wait outside until parental pick-up.</li><li>- Signage and information to be followed upon entry – clear signage at all entries.</li><li>- Hand sanitization pumps will be available for entry and exit into each room. All who enter or exit must use.</li><li>- Cleaning wipes will be available in computer labs and staff prep room to allow for cleaning of personal workspaces</li><li>- All washrooms to have max occupancy stated outside entry.</li><li>- Fountains unavailable, bottle filling stations available.</li><li>- Tissue boxes available upon request for work spaces – pls contact clerical.</li><li>- Paper recycling bins available in each room, emptied by class weekly.</li><li>- Garbage emptied daily by custodial staff.</li><li>- All other recycling materials must be dropped in waste management bins located within zone hallways.</li><li>- SD47 personnel carrying out duties will wear masks in occupied areas and practice social distancing – 2m.</li><li>- We will have two cleaners sanitizing high touch surfaces all mornings. Two additional staff will come in during the afternoon and into the evenings to complete the full deep clean of all areas throughout the school.</li><li>- If staff wish to have access to cleaning products please see admin.</li><li>- Staff may bring in their own cleaning product or hand sanitizer so long as it meets the recommendations.</li></ul>
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	<ul style="list-style-type: none"> <li>- If anyone becomes ill at Brooks they must leave without delay and be tested for COVID-19.</li> <li>- BC CDC Assessment tool: <a href="https://www.thrive.health/bc-self-assessment-tool">https://www.thrive.health/bc-self-assessment-tool</a></li> </ul>
<b>2. Hand Hygiene</b>	<ul style="list-style-type: none"> <li>- Communicated as per BCCDC guidelines</li> <li>- Posters everywhere applicable</li> <li>- Ensure handwashing upon entry of school.</li> <li>- Sanitize upon entry and exit of classroom, after eating and using facilities.</li> </ul>
<b>3. Respiratory Etiquette</b>	<ul style="list-style-type: none"> <li>- Staff and parents to teach and reinforce these practices amongst students.</li> <li>- Masks are required in cohort.</li> <li>- Masks required at all times, including if persons is wearing a shield.</li> </ul>
<b>4. Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>- Students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student – face shields and non medical face masks available.</li> <li>- Face shields are a personal choice, face mask must be worn in addition.</li> <li>- Staff moving between cohorts must remain socially distant, follow signage and arrows when moving, and wear PPE/non medical face mask.</li> </ul>
<b>5. Workspaces and Other Zones</b>	<ul style="list-style-type: none"> <li>- Staff will implement ongoing, supplemental, cleaning and disinfecting of their workspaces when possible.</li> <li>- Follow the 2-metre physical distancing requirements.</li> <li>- Follow occupancy signage (washrooms, photocopier space, office, staff lunch room).</li> <li>- Food will be removed daily from common spaces.</li> <li>- No shared/communal materials.</li> </ul>

## References

- [BC's Back to School Plan](#)
- [Five Stage Framework](#)
- [COVID-19 Public Health Guidance for K-12 School Settings](#)
- [WorkSafeBC guidelines.](#)

## **PROTOCOL IN THE EVENT OF A CONFIRMED COVID-19 CASE IN A SCHOOL**

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
  - Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
  - Recommend 14-day isolation if necessary (for confirmed close contacts).
  - Recommend monitoring for symptoms if necessary.
  - Provide follow-up recommendations if necessary.
- Schools must continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

**\*\* Electronic daily health checks are sent out by admin for staff.**