



SITE COMMUNICABLE DISEASE PLAN

Created on September 3, 2021

EFFECTIVE DATE: September 3, 2021

REVIEWED BY: Shannon Lake Elementary Safety Committee September 15, 2021

INTRODUCTION:

To provide staff, students, and visitors who are attending Shannon Lake Elementary communicable disease safety procedures for safely entering Shannon Lake Elementary. This plan is based on [Central Okanagan Public Schools' Communicable Disease Plan](#). **Read this plan before entering this facility.**

1. SITE ENTRY:

- Perform a [Daily Health Check](#) prior to entering the facility. Do not enter the facility if you answer 'yes' to any of the symptoms.
- Masks or other form fitting face coverings are required indoor in schools for adults and students grades K-12. Some exceptions apply (see Personal Protective Equipment).
- Visitor entry may be restricted at the discretion of the site Administrator.
- Visitors must sign-in at reception. All fields on the sign-in sheet must be populated. Sign-in information to be kept for 45 days for contact tracing purposes.
- Visitors must acknowledge performing the Daily Health Check in the appropriate column on the site sign-in sheet. Staff should use the online acknowledgement provided by the School District. Students are not required to perform the acknowledgement.
- Visitors to be limited to those areas required for the purpose of the visit.
- Disinfect hands by proceeding to the nearest handwashing station. Wash hands according to Health Canada guidelines. Although, not as effective as handwashing, alcohol-based hand sanitizers may be used.

2. PREVENTION MEASURES:

Ill, Unwell or Symptomatic

- For staff and students, do not enter if ill or displaying symptoms of COVID-19 unless health guidance has been sought, received clearance to return to school, symptoms have improved, and feel well enough.
- Non-staff visitors must not enter the site if ill or displaying symptoms regardless of health guidance (follow the Daily Health Check instructions).
- Staff and students displaying new symptoms while at school must immediately inform their supervisor and leave the school.
- If unable to immediately leave the school the individual must isolate in an area away from others, preferably outside, until able to leave.

Personal Protective Equipment

- Masks or other form-fitting face coverings required indoor in schools for people aged 5 and older. Some exceptions apply including:
 - there is a barrier in place; or
 - in the act of eating and drinking; or
 - a person is unable to wear a mask because they do not tolerate it (for health or behavioural reasons); or
 - a person is unable to put on or remove a mask without the assistance of another person; or
 - the mask is removed temporarily for the purposes of identifying the person wearing it; or
 - the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.); or

- 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 and/or lip reading/movements are important.
- Site Administrator to be informed of any mask exception requests.

Spacing

- Maintain as much space from others as possible. Follow foot traffic and spacing signage instructions.
- Respect each other's personal space.
- Consider going outdoors.
- Visitors to be limited to those areas required for the purpose of the visit.

Hand hygiene

- Avoid touching your face.
- Wash your hands often (see handwashing poster attached), but especially:
 - Upon entry and re-entry to the facility
 - After sneezing, coughing, using a tissue
 - Before you prepare food / eat
 - Before and after using a shared space
 - Before leaving work
- Sneeze/cough into the crease of your sleeve.

Physical Barriers

- It is recommended that existing plexiglass barriers remain in place if they are not interfering with operations.

3. CLEANING PROCEDURE:

- Custodial cleaning team will disinfect frequently touched items (e.g. door handles, light switches, faucet handles, toilet handles, hand railings, water fountains, toys, service counters, appliances) at least 1x per day.
- Less frequently touched items will have general cleaning occur in line with regular practices.

4. SHARED SPACES:

- May be used by multiple users at the same time.
- Space people out as much as possible.
- Masks required unless exceptions apply (see Prevention Measures).
- Obey occupancy limits if posted on room doors.

5. SHARED ITEMS:

Educational Items

- May be shared but will not be cleaned/disinfected between users. Wash hands after using shared items.

Appliances

- May be shared but will not be cleaned/disinfected between users. Wash hands after using shared appliances.

Food

- Homemade/home prepared foods must not be shared (home baked food, potlucks, etc).

Water Fountains

- Water fountains and water dispensing stations can be used but will not be cleaned/disinfected between users.

Personal Items

- Do not share personal items (pens, food, beverages, cell phones, water bottles, etc.).