



**COVID 19  
HEALTH & SAFETY PLAN**



**SURREY CHRISTIAN SCHOOL**  
EDUCATING FOR WHOLENESS

# COVID 19 HEALTH AND SAFETY PLAN

## Health and Safety Plan

### Cleaning and Disinfecting

We have increased janitorial time at all three of our campuses to allow for more frequent cleaning and disinfecting of bathrooms, classrooms and frequently touched surfaces like handrails, doorknobs, etc. We have also purchased several disinfectant fogging machines to allow for greater overall disinfecting.

### Physical Distancing Strategies

Physical Distancing will be strictly enforced whenever staff/students move outside of their cohort. Creating cohort specific play/break time spaces and multiple cohort specific break times will help maintain the integrity of the cohorts. Physical distancing will be practiced in hallways, outdoor play spaces and before and after school drop-off and pick-up.

### Hand Hygiene

Hand sanitizing stations have been installed at the entranceway of all three schools and in various high traffic areas throughout the buildings. Hand washing and sanitizing posters have been displayed prominently at all three campuses. Primary students will receive instruction in proper hand washing and sanitizing and have scheduled times throughout the day to practice. All K-7 rooms have soap and water available for student use.

### Personal Protective equipment

All staff and students were issued one cloth mask from the school and encouraged to purchase their own as well. Disposable masks will be available at the entrance of each building for students or staff who have forgotten their personal cloth mask. Face shields will be made available for all staff who request them. Personal barriers will also be available for education assistants who work one on one with students outside their cohort.

### Symptom Assessment and illness policies/procedures

Parents will need to sign an agreement with the required health expectations for their child to attend school. Teachers will be monitoring students on arrival - symptomatic students will be isolated and sent home. Upon learning of a positive COVID test result amongst any student or staff, Fraser Health Authority will be contacted immediately.

### Student Transportation on Buses

All students will be required to wear masks while on the bus. Students who are symptomatic will not be allowed on the bus. Buses will be fogged with disinfectant on a regular basis.

## Health and Safety Training

Staff were trained during the week of August 31-September 4 that included the following content:

- 1) Proper use of masks and expectation of mask use for students
- 2) School entrance and exit protocols for students and staff

- 3) Basic symptom assessment and illness policies and procedures
- 4) Physical distancing protocols for students and staff
- 5) Protocols for movement outside of cohorts
- 6) Use of physical barriers for education assistants working one on one outside of their cohort
- 7) Division of playground/outside space and shared inside space for isolated cohort use
- 8) Protocols and requirements for moving out of one's cohort
- 9) Teachers' roles in instructing and reinforcing student:
  - physical distancing
  - hand hygiene
  - mask use
  - student travel while on school property

## Learning Groups

### Grades K-7:

Students are divided into either grade level cohorts when that specific grade level number totals less than 60 students, OR into multi-grade (K-1;2-3;4-5;6-7) when student numbers and planning and instruction are more applicable/effective.

### Grades 8-12:

- 1) We have changed our school calendar and timetable to a quarter system in which students will only take two classes (about 3 hours each) per quarter for 10 weeks. This will help us minimize student and teacher travel outside of cohort.
- 2) We have changed how specific electives are being offered to minimize multi-grade courses as well as minimize out of cohort travel by both students and teachers.
- 3) All students will be in grade level cohorts as we currently do not have any grade 8-12 classes that exceed 120 students.

Please see the BC Ministry of Education explanation for Learning Groups below:

Maximum learning group sizes (inclusive of students and staff)				
STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGES5
<ul style="list-style-type: none"> <li>• Elementary: no limit</li> <li>• Middle: no limit</li> <li>• Secondary: no limit</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 60</li> <li>• Middle: 60</li> <li>• Secondary: 120</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 30</li> <li>• Middle: 30</li> <li>• Secondary: 60</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 30</li> <li>• Middle: 30</li> <li>• Secondary: 30</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary: 0</li> <li>• Middle: 0</li> <li>• Secondary: 0</li> </ul>

## Workforce Organization:

We have reorganized our timetable and school calendar to minimize staff travel across cohorts.

- 1) Any staff who work at multiple sites and/or across multiple cohorts must wear masks at all times and obey physical distancing protocols. These staff will be assigned to one cohort as their 'home base.' Education assistants will use physical barriers when working one on one with students that are outside of their assigned cohorts.
- 2) Counseling spaces have been adjusted to create enough space for physical distancing during the counseling sessions.

- 3) Teacher librarians will wear masks with students outside their cohort and maintain physical distancing during all student interactions. The circulation desk will be equipped with a plexi-glass physical barrier.
- 4) Main offices front desks will be equipped with either a plexi-glass physical barrier, or a sliding glass physical barrier.

## Continuity of Learning Plan

We will continue to use the following platforms that have proven successful for us: Seesaw, Zoom, Microsoft Teams, YouTube, and Outlook. Students will be able to participate in similar learning experiences whether they are at home or at school. We have assigned and given time to specific proficient staff members to provide ongoing support for their colleagues.

## Students with Diverse Abilities/Disabilities

- 1) All students will be part of their cohorts/learning groups, as has been determined by the school.
- 2) Education assistants are working within cohorts. In the one instance where this is not possible, they are working with students with whom physical distancing and mask wearing can be enforced for both students and staff.
- 3) Education assistants will collaborate with teachers in the delivery of instruction and supports for students with disabilities and diverse abilities, which may during this time also include assisting with the collection of materials that will be sent to students on an at home learning plan, and supporting families and students in accessing and participating in remote learning and therapy experiences as needed.
- 4) Plexi glass barriers and mask-wearing will be used by education assistants and teachers who support learning assistance and will be working across cohorts.
- 5) IEPs were reviewed this fall, and students will continue to receive supports and services as identified in their IEP. Strategies to achieve the goals may need to be adjusted according to current public health guidelines.
- 6) We will continue to make regular connections and communicate regularly between staff, families and students, and continue our focus on relationships and keeping strong connections.

## Transportation

We have revised and added to our regular busing routes to allow for lower numbers of students on each bus. Students will be required to wear masks on the bus at all times. There will be no more than two students to a seat at all times. The buses will also be 'fogged' with disinfectant on a regular basis as well as disinfected by hand by bus drivers after routes are completed.

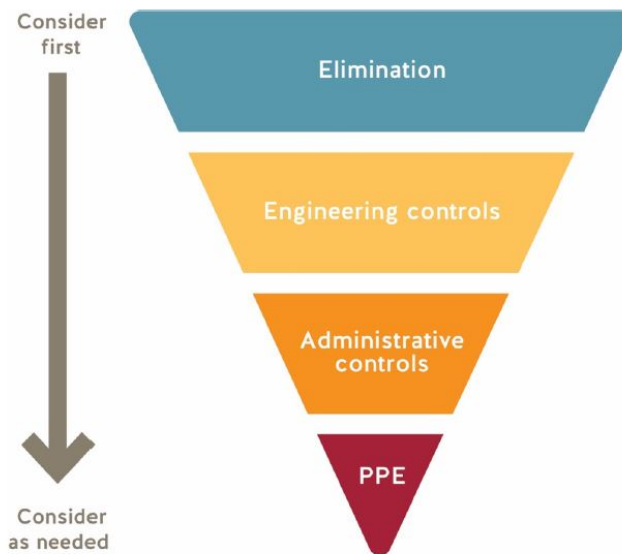
## WORKSAFE BC SAFETY PLAN FOR SURREY CHRISTIAN SCHOOL

The following is specific information from the Surrey Christian School WorkSafe BC COVID 19 Safety Plan that has been approved by the BC Ministry of Education. To read how SCS is specifically addressing each level of protection read "Measures in Place at SCS" under each section.

## WorkSafe BC Levels of Protection

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable

or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



**First level protection (elimination)** – Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange workspaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

**Second level protection (engineering controls)** – If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

**Third level protection (administrative controls)** – Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

**Fourth level protection (PPE)** – If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

## First Level Protection - Elimination

Limit the number of people at the workplace and ensure physical distance whenever possible.

- We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. (Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.

- ☑ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☑ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☑ We have implemented measures to keep workers and others at least 2 metres apart wherever possible. Options include revising work schedules and reorganizing work tasks.

### Measures in place at SCS:

- 1) When suitable to the job description and where appropriate some of our office and administrative staff are able to work from home at least part time. When on campus those staff members will work from individual offices.
- 2) We will continue to conduct administrative and support staff meetings via Zoom.
- 3) Staff break rooms will have a limit of 10 occupants at a time.
- 4) School counselors have been assigned spaces that allow for physical distancing and where possible, access to fresh air.
- 5) Teacher librarians will wear masks and observe physical distancing protocols at all times.
- 6) All of our classroom occupancy limits follow the Ministry of Education protocols as laid out in their restart plan. For example, grades K-7 students will be organized into cohorts of 60 or less students and grades 8-12 students will be organized into cohorts of 120 or less students.
- 7) Only staff and students will be allowed in the building. Parents or outside guests/visitors will be minimized.
- 8) We have revised our schedules to minimize time students and staff from different cohorts are near each other. For example, cohort groups will move through the hallways at separate times and recess and lunch breaks will be staggered to maintain the integrity of the cohorts. Each cohort will also be assigned a specific entry/exit location and time period in order to maintain the integrity of the cohorts.
- 9) During student drop-off and pick-up both students and staff must wear masks and practice physical distancing.
- 10) Bathrooms will have an occupancy limit of two people at a time.
- 11) Changerooms will only be used by students that are in the same cohort.
- 12) Access to the elevators is reserved for students with mobility challenges and will be limited to two occupants at a time.
- 13) We have limited facility rental to those groups who fully comply with our safety protocols.
- 14) Staff meetings will be hybrid with some staff in attendance while observing physical distancing and mask-wearing while others will attend via Zoom. Weather permitting, some of these meetings will also take place outdoors.
- 15) We are encouraging parent-teacher and parent-administration contacts to be via email or phone rather than in person.
- 16) Employees who work at multiple campuses will be required to wear a mask and observe physical distancing protocols any time they enter one of the buildings.

### Second Level Protection – Barriers and Partitions

- ☑ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- ☑ We have included barrier cleaning in our cleaning protocols.
- ☑ We have installed the barriers, so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).



## Measure in place at SCS

Barriers are installed in reception areas at the entrance of each campus and will become part of the regular cleaning program. Portable barriers will be used by education assistants and teachers when working one-on-one with students outside their cohorts. Education assistants will be required to clean the portable barriers after each use.

## Third Level Protection – Administrative

- ☑ We have identified rules and guidelines for how workers should conduct themselves.
- ☑ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

## Measures in place at SCS

- 1) All teachers and education assistants at SCS must wear masks and observe physical distancing protocols at all times with the following exceptions:
  - To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
  - To a person unable to put on or remove a mask without the assistance of another person;
  - If the mask is removed temporarily for the purposes of identifying the person wearing it;
  - If 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.);
  - If a person is eating or drinking;
  - If a person is behind a barrier;
  - 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.
- 2) Any other support staff member (janitor, finance employee, bus driver, etc.) or cross campus employee (superintendent office staff, director of admissions, development, learning, international student coordinators, and education support services staff) must wear a mask and observe physical distancing protocols upon entering the building.
- 3) Janitorial staff are to follow strict cleaning protocols without exception.
- 4) All staff are to regularly wash or sanitize their hands and teachers are to teach and reinforce good handwashing/sanitizing practices.
- 5) There is signage posted throughout all the buildings that remind staff and students about:
  - physical distancing protocols
  - handwashing/sanitizing protocols
  - appropriate travel through common areas
  - occupancy load limitations on shared spaces
  - mask usage
  - school entrance and exit protocols
- 6) During the week of August 31 - September 4 all staff received in-service training that included:
  - proper use of masks and expectations for staff and students
  - school entrance and exit procedures for students and staff
  - basic symptom assessment and illness policies and procedures
  - physical distancing protocols for students and staff
  - protocols for movement outside of cohorts
  - use of physical barriers for those working one-on-one with students outside assigned cohorts
  - protocols, requirements, and limitations of movement outside of protocols

## Fourth Level Protection – Using Masks

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

## Measures in place at SCS

Mask use will be required for:

- 1) All staff at all times, with the following exceptions:
  - To a person unable to put on or remove a mask without the assistance of another person;
  - If the mask is removed temporarily for the purposes of identifying the person wearing it;
  - If 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.);
  - If a person is eating or drinking;
  - If a person is behind a barrier;
  - 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.
- 2) All students from Grade 4-12 at all times, with the following exceptions:
  - To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
  - To a person unable to put on or remove a mask without the assistance of another person;
  - If the mask is removed temporarily for the purposes of identifying the person wearing it;
  - If 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.);
  - If a person is eating or drinking;
  - If a person is behind a barrier;
  - 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.

All staff received instruction regarding the proper use of masks during the week of August 31 - September 4. Teachers have given instruction to students regarding appropriate mask use and will regularly reinforce those practices.

## Cleaning and Hygiene Practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are



essential to reduce the spread of the virus. [Handwashing and cover coughs and sneezes posters are available at [worksafebc.com](http://worksafebc.com).]

- ☑ We have implemented cleaning protocols for all common areas and surfaces – e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☑ Workers who are cleaning have adequate training and materials.
- ☑ We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers and shared utensils and plates

### Measures in place at SCS

- 1) Our janitorial staff have been trained on cleaning protocols amidst COVID 19, including the cleaning of high touch/high use areas (bathrooms, door handles, railings, etc.). We have also increased our janitorial time at all campuses to provide adequate time to fulfill these additional duties. This includes the addition of daytime janitors to ensure specific areas of the building are cleaned multiple times per day during occupancy.
- 2) Staff will not use shared coffee makers, other small appliances, or utensils and plates in the school outside their cohort.
- 3) Handwashing instructions will be provided to all students and staff and ample facilities have been provided for both washing and sanitizing. Each kindergarten to grade 7 classroom has access to water and soap in the classroom. Hand sanitizing stations can be found in multiple locations at all three campuses.
- 4) Staff received instruction on best practices in handwashing and have also instructed students in those practices.
- 5) Handwashing/sanitizing posters are displayed throughout all three campuses.