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Discovery School's COVID-19 Communicable Disease Prevention Plan

Introduction

The health and safety of Discovery students, staff, and school community are of paramount importance to us. Since the beginning of the pandemic, Discovery has followed the guidelines set by the BC Centre for Disease Control, WorkSafeBC, the Public Health Office (PHO), and the Ministry of Education (MoE). For the January return of the 2021-22 school year, districts and schools have been instructed to update our Communicable Disease Plan. Additional prevention measures must be implemented in response to the recent rise of cases of COVID-19 due to the emergence of the more transmissible Omicron variant. Discovery School's Communicable Disease Plan has been developed to align with the latest released guidelines. The health and safety measures outlined in the guidelines incorporate learning gained over time starting from the spring of 2020 and through to December 2021.

This plan will continue to be updated throughout the school year to ensure our protocols and procedures meet those required by the MoE, the PHO authorities, and our regional Island Health authorities, as the Province has now allowed for regional and community variations in requirements, based on local and community circumstances.

The School will continue to take part in regular meetings through the Federation of Independent Schools (FISA) and the Associate Member Society (AMS) focused on the topic of COVID-19 and safe school operations. The School will continue to review regular communications from the MoE, Deputy Minister, PHO, FISA, and AMS regarding updates to guidelines and impacts on school programs and operations.

Our families, staff, and students have a shared responsibility in protecting themselves and each other from the spread of COVID-19 and other communicable diseases. This is achieved by all reading, knowing, and following the preventive plan and necessary safety measures. Staff will strive to implement psychological safety measures and trauma-informed practice alongside physical health and safety measures. Achieving an as close-to-normal learning environment within the guidelines is an important step in helping achieve wellbeing for all.

Updated Dec 29, 2021 Resources:

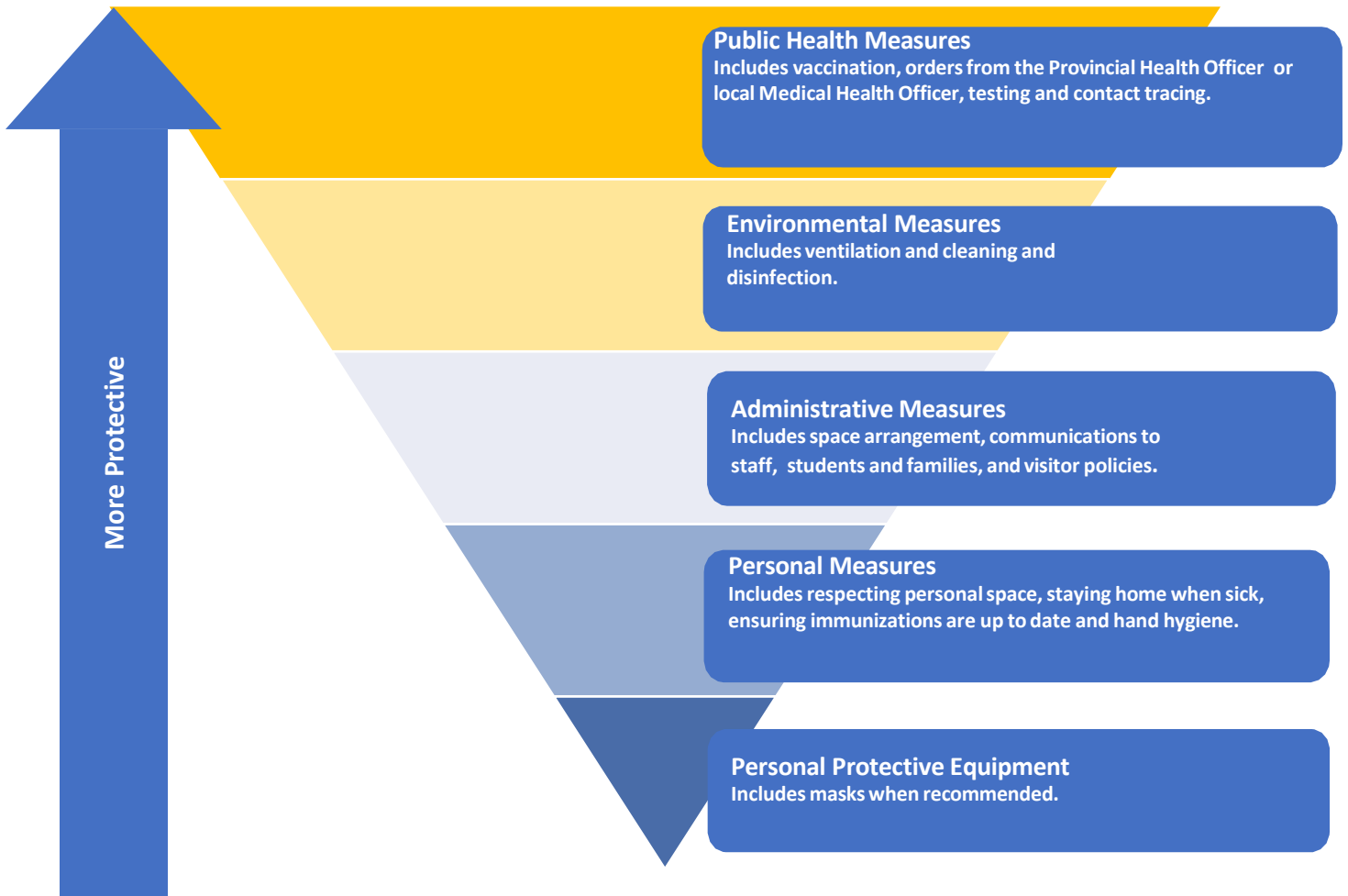
- [Addendum - Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)
- [BC Centre for Disease Control Addendum - Public Health Guidance for K-12 Schools](#)
- <https://news.gov.bc.ca/releases/2021HLTH0079-002460>
- [Ministry of Education - Deputy Minister's Bulletin, COVID-19 Update](#)
- [WorkSafeBC Preventing Exposure to COVID-19 in the Workplace](#)

- <https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>
- [K to 12 Health Check](#)
- [Public Health Communicable Disease Guidance for K-12 Schools](#)
- [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)

Safety Measures

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease.



Discovery will use a combination of strategies to control the transmission of COVID-19 in our community, including:

1. **Public Health Measures** – These are measures that include following the Orders from the Public Health office, Island Health regarding vaccinations, testing and contact tracing. The School will send out to its community the updates to public health measures and reminders like those in Appendix D.
2. **Engineering Controls** – These are measures relating to physical space, structures and technologies. These measures will vary given the control scenario. These include environmental measures such as changes to the physical environment that reduce the risk of exposure. Examples include ventilation, using visual cues for avoiding congestion in hallways and directing traffic flow, erecting physical barriers where appropriate, cleaning and disinfection.
3. **Administrative Controls** – These are measures relating to the management of resources and personnel, and will likewise vary depending on the control scenario. Administrative Measures are measures enabled through the implementation of policies, procedures, training and education that reduce the risk of exposure to communicable diseases. Examples of these include implementing health and wellness programs, establishing protocols and policies, regular communications to the school community, and maximizing the spaces available for classroom activities.
4. **Personal Measures** – Personal Measures are actions individuals can take to protect themselves and others. Examples include respecting personal space, washing your hands frequently, coughing into your elbow, vaccinating, and staying home if you are sick.
5. **Personal Protective Equipment (PPE)** – The use of protective equipment will be in addition to any engineering or administrative controls. General PPE used for controlling transmission or exposure to communicable diseases is face masks and/or shields, latex gloves, gowns and barriers.



Swiss Cheese Prevention Model



1. Public Health Measures: Exposure Control Measures

A. Daily Health Checks

Parents and caregivers must perform the Daily Health Check with their children and follow the directions as to when to stay home. Directions can be found here: [BC COVID-19 Thrive app](#)

While work is underway to update the K-12 Daily Health Check app for alignment with updated public health guidance, parents are encouraged to use only the [BC COVID-19 Thrive app](#) for daily health checks. You can download the iPhone/iPad iOS or Android devices app as an easy way to decide if your child should attend school based on their symptoms.

All employees and contractors of Discovery are required to complete a Daily Wellness Check and then confirm they are symptom free/well on the School's Google Doc Health Log prior to their arrival to work on campus, in alignment with the Provincial Health Officer's *Order on Workplace Safety*.

We all must remain committed to personal wellness and the prevention of communicable diseases by staying home when sick. There will be a low threshold of tolerance for those who arrive at school sick, they will be sent home.

For more information on communicable diseases including COVID-19, please refer to the [BCCDC website](#). If you have any concerns or questions about the health of your child, you may also contact 8-1-1 at any time.

B. Vaccinations

Variants of COVID-19 spread the same way as the original COVID-19. That means the prevention measure of vaccines is necessary to reduce the risk of COVID-19 spreading. The BCCDC states it is important for everyone eligible to get fully vaccinated. The public health officials have stressed that vaccines are the best form of protection against COVID-19.

Discovery endorses the public health officials strong encouragement for all eligible students and staff to be fully vaccinated (i.e., receive 2 doses) and receive recommended boosters against COVID-19 to protect themselves and those around them, including those who are not eligible to be vaccinated. Please refer to BCCDC and ImmunizeBC for immunization information and register for vaccinations at <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-vaccine/vaccine-registration-eligibility>. It is strongly recommended that adults interacting with children, especially under 12 may not be fully vaccinated.

Staff and students who are not vaccinated or not at least 7 days past receiving their second dose (i.e., aren't fully immunized), and identified as close contacts of someone who has tested positive are being asked to self-isolate. Those not vaccinated need to self-isolate for longer periods of time.



C. Isolation and Ending Isolation

Stay home if you have symptoms or test + for COVID

- Report + rapid test to BCCDC [If You Have COVID-19 \(bccdc.ca\)](https://www.bccdc.ca)
- * Isolation is counted from the day after your symptoms start or, if asymptomatic, the day you received a positive test

Isolation and Return to normal activities when:

- **Vaccinated and minor illness:** 5 days in isolation
 - Plus: 24 hrs with no fever without fever-reducing medications and symptoms improving
 - Wear a mask whenever around others for an additional 5 days
- **Unvaccinated or moderate to severe illness:** 10 days in isolation
 - Plus: 24 hrs with no fever without fever-reducing medications and symptoms improving and you are able to participate in usual activities

D. Travel & Quarantine, Children under 12 Rules

Unvaccinated children less than 12 years of age who enter Canada with their fully vaccinated parents, step-parents, guardians or tutors, are not required to quarantine upon entering Canada if both the child and the parents, step-parents, guardians or tutors, meet certain requirements in the Order and comply with the conditions imposed on them by the Minister of Health. Even if the child tests negative on a COVID-19 test, the conditions are in effect.

Conditions - What your child cannot do for the next 14 days

- Attend a setting where they may have contact with vulnerable people (e.g., long-term care facility), including with people who are immune compromised, and regardless of that person's vaccination status or public health measures in place.
- Attend school, camp or day care.
- Travel on crowded public transportation that does not ensure physical distancing and masking (e.g., crowded subway).
- Attend large crowded settings, indoors or outdoors, such as an amusement park or event.

If you are or have recently been travelling, and your child falls within the criteria, please alert the school that they will not be attendance for the required period of time. Please see the article for further details. [COVID-19: For unvaccinated children under 12 without symptoms and travelling with fully vaccinated parents or guardians](#)



2. Engineering Controls

A. Physical Distancing

Physical distancing requirements of 2 metres (unless dealing with an ill individual) and Learning Group Cohort structures are no longer required for school environments. However, as of January 2022, maximum space and distancing between individuals is required for school environments. Classroom and learning configurations, seating plans and activities will be arranged in a manner that uses the space with maximum distancing, and in ways that best meets learner needs and preferred educational approaches.

Additional strategies being employed include:

- Regular reminders for students about respecting personal physical space.
- As per school policy, close greetings like hugs or handshakes will be avoided by all and reminders given to students to keep their hands to themselves, and maintain space between themselves and others.
- Use of visual supports, signage, prompts, video modelling, etc. as necessary.
- Use of available space to spread people out, both in learning environments and for gatherings and events (when allowed), where possible. In indoor spaces, people should have enough room to carry out intended activities without involuntarily physical contact with others.
- Creation of space between students/staff as much as possible through seating arrangements and/or moving some classes and activities outside when possible.
- Implementation of strategies and staggered drop off and pick up that prevent crowding at those times.
- Assigned entry and exit areas, and other places where people may gather or crowd.
- For indoor activities that bring people together in close proximity for a prolonged period of time (e.g., assemblies, performances, ceremonies) the school will be done virtually until further notice.
- Use of outdoors will be implemented as much as possible.
- Staff greeters will ensure compliance and training of students and staff in entry sanitizing and handwashing procedures; they will also direct students to the correct entry doors and personal distancing routines when waiting to enter the building.
- Manage flow of people in common areas, including hallways, to minimize crowding and allow for ease of people passing through.
- Use of lockers for the middle school classes will be reduced and when used it will be staggered to managed to minimize crowding. All divisions, including high school, will have bins in their homerooms and storage options provided in rooms of use. Elementary coat hooks will be spaced.
- Use floor markings and posters to address traffic flow throughout the school as necessary.
- In situations such as transitions in common areas of the school or during extracurricular activities, there will also be an increased focus on PPE, hand hygiene, respiratory etiquette, and cleaning and disinfecting.
- No students will be sent to fetch items from other classes/the office, etc.



- Extracurricular activities such as clubs and in-person RISE House team projects will be put on hold and reassessed at the end of January.
- Only necessary personal items should be brought to school (e.g., backpacks, school supplies, water bottles). Personal items should be labelled with the owner's name to discourage accidental sharing.
- Staff will be encouraged to use alternative spaces for lunch and breaks to minimize crowding in the staffroom and common staff spaces. All students are to remain at desks, well-spaced while eating lunches.
- Group activities will be minimized and activities that require physical contact will be avoided.
- Individual supply bins will be established and where possible and needed individual bags of math and reading manipulatives will be created.
- There will be assigning of stairwells to the upstairs.
- Face to face desk arrangements will be avoided; likewise, face to face partner and group learning activities will be avoided.

B. Floor Markings, Signage, and Movement Patterns

Floor markings, Discovery, arrows, maps, posters on doors, etc., will be used to convey key pieces of information such as mask use, cleaning protocols, directional flow and movement patterns, safety precautions or special instructions to community members.

C. Barriers Where Required

Physical barriers may be used as a precautionary measure in situations where mask wearing is not possible or where there is an opportunity for increased transmission between individuals: for example, when providing face-to-face support for a student with diverse needs (such as hearing impairment); or while addressing individuals at reception desks, or in the various office spaces.

D. Environmental Cleaning

Regular cleaning and disinfecting of spaces, objects and high-touch surfaces is part of the school's approach to supporting safe and healthy learning and work environments. Discovery will be cleaned and disinfected in accordance with the BCCDC's cleaning and disinfecting recommendations. In addition, our janitorial staff will clean and disinfect the school premises using approved cleaners.

- General cleaning and disinfecting of the premises at least once every 24 hours.
 - This includes items that only a single student uses, like an individual desk.
- Cleaning and disinfecting of frequently-touched surfaces will occur in the evening/early morning and starting in January there will be additional janitorial cleaning mid-day of high-touch surfaces. Cleaning will also occur whenever surfaces are visibly dirty, or spills occur.
 - These high-touch surfaces include items touched by larger numbers of people (e.g., doorknobs/crash bars, stairwell railings, light switches, toilet handles, faucets, shared gym equipment, tables, desks and chairs used by multiple students).
- It may be impossible to wash certain frequently-touched items (sand, playdough, lab



equipment, manipulatives, etc.). These items may still be used providing proper hand hygiene is practiced before and after use.

- Objects made of materials that are not easily cleaned (e.g., foam, etc.), or that are typically cleaned intermittently (e.g., fabrics, soft toys, etc.), will continue to be used and be cleaned (if possible) according to regular practices.
- Textbooks, paper, other paper-based products, laminated or glossy paper-based products, and items with plastic covers do not need to be cleaned and disinfected, or quarantined for any period of time.
- Cleaning and disinfecting immediately of any surface or material that has come into contact with bodily fluids.
- Any equipment a student has placed in their mouth or that has been in contact with bodily fluid will need to be cleaned as soon as possible.
- Students will be instructed to wipe down their work areas (this will take place before eating breaks). There may be other times as needed that this may be requested.
- Other general cleaning will occur in line with regular practices.
- Medical cot and mattress will be cleaned and disinfected prior to use and after they are used or soiled. Pillowcases and blankets will be laundered between single person uses. Protective medical clothes will be applied as a protective barrier with each time.
- All air filtration systems have their filters checked and changed as needed.

Each classroom will also be supplied with a disinfectant spray bottle and paper towels, as well as disinfectant wipes for use by teachers and students as needed. Microfibre cloths have been issued for cleaning, as these are proven to have the greatest ability to remove microbes from surfaces and inhibit microbial growth. All sinks in washrooms, common areas and kitchens will be stocked with hand washing supplies at all times (i.e., soap and paper towels).

E. Waste Disposal and Other Potentially Infectious Material

Caution will be taken when handling garbage because it may contain contaminated material with blood and/or bodily fluids. Disposable gloves may be worn when handling waste or laundry. Hand hygiene will be performed before and after handling waste and garbage. Daily waste removal is sufficient per usual standards.

Staff and or the janitor (timing dependent) will clean up spills, including biohazard spills (blood and bodily fluids) and will use appropriate PPE in these circumstances.

F. Ventilation

Ventilation is a type of engineering control that may help reduce airborne concentrations of a virus and filter out other microbes.

The school's ventilation ducts are cleaned professionally every summer. Rooms are equipped with air purifiers and filters changed as needed and on a cycle of replacement.



Basic guidelines:

- Use of the outdoors it is still encouraged due to its overall health benefits. Some activities may take place outdoors, weather permitting.
- Doors and windows will remain open wherever possible; weather permitting.
- For spaces where heat can be an issue, a fan or air conditioner may be used.
- Air conditioners are used only with venting to the outside.
- Portable air conditioners and fans are only used in ventilated spaces, with air moved from high to low and not situated/aimed at face level.

G. Emergency and Evacuation Drills

- Unless directed by MoE to do otherwise, Discovery will continue to practice emergency (e.g. fire, earthquake, lockdown) and evacuation drills, including the six required annual fire drills as per BC Fire Code 2.8.3.2, and modify current drill procedures to adhere to health and safety guidelines (e.g., providing additional muster spots to prevent crowding/congregating).
- Discovery will continue to update their fire safety plans on an annual basis, as per the BC Fire Code, to pandemic protocols). School fire safety plans, including fire drill procedures, will be developed in cooperation with the local fire department.
- The above two points are also applicable to earthquake, hold and secure, and lockdown drills.
- In the event of an actual emergency, emergency procedures must take precedence over COVID-19 preventive measures.

3. Administrative Controls

A. Limiting Gathering Densities – School Gatherings and Events

The following measures are in place:

- Drop-in visits are strongly discouraged and not permitted. Parents and visitors are not to enter school buildings. Appointments, unless an emergency will be held via Zoom.
- Public access to the school will continue to be monitored and limited in accordance with Ministerial Orders and guidance from the PHO.
- Currently, all School gatherings such as ceremonies, celebrations, etc., will be done virtually via Zoom following PHO health and safety protocols. *Graduation will be assessed in the spring.*
- School co-curricular and social gatherings and events (including those occurring between schools) will only occur virtually to be in line with regional, provincial and federal public health recommendations and orders.
- To meet density requirements the annual AGM event will take place virtually.
- Based on based on last year's successes and recommendations from parents and staff, and January's current PHO Orders, the IEP and report card meetings and teacher/parent meetings will be conducted virtually this year.



B. Students and Staff with Pre-existing Medical Conditions

It is important that families update their child's medical history in the new school year Medical Form and notify the school of any pre-existing medical conditions or changes to medication.

This is an expectation for all students (and staff with their medical forms) and particularly important for any individuals with allergies, on-going health concerns, or with health issues which may present as symptoms similar to those experienced with communicable diseases including, but not limited to, COVID-19. This information will help to inform staff of a baseline for the individual with which to compare should symptoms change or worsen.

Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition, can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.

It is important for families to communicate any new or existing medical needs with their child's teachers so that they are aware of the situation.

C. Sick Policy, Staying Home, Self-isolation

Stay Home When Sick

Complete your morning daily health check and if you have any symptoms, stay home. Students, staff and parents must stay home if they are sick. Seek guidance regarding when to get tested, [When to get tested for COVID-19](#) and stay home until symptoms have improved and they feel well enough to participate in all school-related activities (see Return to School section for more information).

Staying at home when sick is one of the most important ways to reduce the introduction to and the spread of communicable diseases in schools. COVID-19 symptoms now include: runny nose, fatigue, and sore throat. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers, students, and staff are to use the [BC COVID-19 Thrive app](#) for daily health checks.
- After January 11th the [K-12 Health Check app](#) will be available.
- Staff and other adults can refer to [When to get tested for COVID-19](#)
- Staff, students and parents/caregivers can call 8-1-1 anytime to talk to a nurse at HealthLinkBC, or call their health care provider.

Go to an emergency department or call 911 if you:

- Find it hard to breathe
- Have chest pain
- Can't drink anything
- Feel very sick
- Feel confused



Note: Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g., seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require reassessment by a health-care provider and should not be required to provide a health-care provider note. However, if they experience any new or unexplained symptoms, they should seek assessment by a healthcare provider.

Symptoms of Illness While at School

It is our commitment as a community to partner together to ensure the safest possible environment. It is a possibility that a member of the community will acquire, or be involved in the transmission of, a communicable disease including COVID-19 and consequently, we have developed a plan for these instances. To minimize the risks of transmission, there will be a low threshold for identification of symptoms before the school contacts home. Meaning, *anyone sent to school sick will be sent home.*

In the event that a student develops or exhibits symptoms of illness while at school or when involved in school activities, Discovery will:

- Promptly separate students and staff who show symptoms of COVID-19 from others until they can safely leave the school, with appropriate supervision for students by the staff member that was working with the student in the designated sick room. Primarily Rm 107.
- Anyone who is required to provide care to the ill person should maintain physical distance (2 metres) between themselves and the ill individual and practice diligent hand hygiene while the ill person is waiting to be picked up by a parent or guardian.
- A 3ply non-medical mask and face shield are to be worn and staff should avoid touching body fluids as much as possible, and practice diligent hand hygiene.
- Staff caring for the ill child will assume responsibility for cleaning and disinfecting the required surfaces/equipment. Proper PPE to be used.
- The staff member will also clean and disinfect the surfaces/equipment which the bodily fluids may have been in contact with while the individual was ill (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others. The janitor will also be notified immediately of any need for priority cleaning.
- Parents/guardians will be notified immediately and requested to come to pick up their child.
- It is expected that parents/guardians will come to the school to pick up the student immediately. We encourage families to have a back-up plan for pick up in the event that their child is ill and parents/guardians may have complications with work preventing them to make an immediate pick up.
- Students exhibiting symptoms will be required to wear a non-medical 3-ply face mask and to self-isolate.
- If an individual is not able to wear a face mask, the ill person should be provided with tissues to practice good respiratory etiquette. Soiled tissues must be safely disposed of in waste receptacles.
- A staff member who shows symptoms of communicable disease, including but not limited to COVID-19, must notify administration immediately and promptly go home. Administration must confirm the location(s) the employee was working in to ensure environmental cleaning can be conducted in those spaces. The school will follow procedures outlined in the [COVID-](#)



[19 Protocols for School & District Administrators and Staff](#) document and guidance from the public health.

- The School will requested that the student seek guidance regarding [When to get tested for COVID-19](#), and stay home until symptoms have improved and they feel well enough to participate in all school-related activities (see *Return to School* section for more information).
- The school will work with the local medical health officer to monitor levels of absenteeism, to support early identification of clusters and outbreaks.

D. Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced, if a COVID-19 test is recommended and the result of their test. See Appendix A: *COVID-19 Symptoms, Testing & Return to School* in the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#) for specific guidance.

a) When a student, staff or other adult has been sick:

- * Isolation is counted from the day after your symptoms start or, if asymptomatic, the day you received a positive test

Isolation and Return to normal activities when:

- **Vaccinated and minor illness:** 5 days in isolation
 - Plus: 24 hrs with no fever without fever-reducing medications and symptoms improving
 - Wear a mask whenever around others for an additional 5 days
- **Unvaccinated or moderate to severe illness:** 10 days in isolation
 - Plus: 24 hrs with no fever without fever-reducing medications and symptoms improving

E. Self and School Management and Protocols for COVID-19 Activity

The emergence of the more transmissible Omicron variant of COVID-19 has necessitated changes in public health management. With higher levels of community transmission, a shorter virus incubation period, and the increased use of rapid antigen testing, contact tracing and close contact notification by public health is no longer effective to minimize spread of COVID-19.

Public health has transitioned to individual self-management (i.e., individuals care for themselves, engaging with health care providers when needed), with public health focused on identifying and responding to larger clusters and outbreaks. Individuals who test positive are to notify those they live with or have had intimate contact with.

Staff, students, and parents have a combined responsibility to regularly monitor for symptoms of illness and stay home when sick and to complete the reporting tools if they test positive (regardless of the type of test they have had), including providing all school related information requested.



Discovery School will closely monitor school attendance data to determine if they have met a public-health determined potential activity signal, which is a threshold that indicates further investigation is warranted by public health to determine if additional actions are required. When met, the school will notify public health and the school community. Public health, led by Medical Health Officers, will continue to lead investigations to determine if additional measures are needed. Public health will also monitor provincial and regional data and will connect with schools if they identify further investigation is needed. This process is outlined below. In the event a student or staff member is sick, the school will assume that it is COVID-19 and will proceed with the guidelines of the BC Public Health Authority and Island Health.

a) Self-Management of School-Associated COVID-19 Activity

If you test positive

- Don't wait for public health to call you, instead follow the self-management advice from Island Health. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>
- Self-management means following isolation guidelines specific to the individual, reporting a positive test through a provincial report and notify close contacts (using the new definition of who is a close contact).
- Generally, you should notify:
 - People you (or your child) live with
 - People you (or your child) have had intimate contact with in the two days before you started having symptoms up until you started to self-isolate.
 - Provide your close contacts with the [Instructions for Close Contacts](#)
- Report your results. An online reporting tool is now available reportcovidresults.bccdc.ca/
- Completing any reporting tool provided by public health if they test positive for COVID-19 (regardless of test type), including providing all school-related information requested.
- Specifying that the absence is illness-related when notifying their school of an absence.
- As supported by public health, students and staff do not need to disclose if their absence is specific to COVID-19, however those who test positive for COVID-19 should be diligent in ensuring Discovery School is aware their absence is illness-related. *If you are comfortable disclosing your COVID-19 testing results to the school administration, this does assist the school in tracking and identifying illness related absenteeism to determine if any **potential activity signals** related to attendance have been met.*
- Continuing to follow public health guidance and recommendations for isolation and when and how to resume normal activities safely. Also see our return to school section in this document for further information.

If you have been identified as a close contact

You may have been exposed to COVID-19. You need to self-monitor and may also need to self- and/or get tested. Follow the [Instructions for Close Contacts](#) .



- Self-monitor for symptoms for 14 days after being exposed to a person with COVID-19.
 - Self-isolate for the length of time given to you by public health (if any) based on your level of exposure and vaccination status.
 - Get tested if you develop any symptoms of COVID-19.
 - **It is very important to complete your entire self-isolation period, even if your COVID-19 test is negative.** You may still be able to spread COVID-19 during this time, even if you don't have symptoms.
- i. If you are fully vaccinated or had COVID-19 in the last 90 days
- You are not required to self-isolate, the BCCDC says you can continue to participate in routine activities, such as work or school, as long as you do not have any symptoms. However, do not visit friends or relatives who are higher risk for severe COVID-19 (e.g. those currently in hospital, long term care, those with compromised immune systems, or over the age of 70 years) for 14 days after you were last exposed to COVID-19. **Note: Discovery School is unique – we do have a number of vulnerable students who are at higher risk for severe COVID-19 and as such we request you self-isolate for 5 days until we seek further clarification from our regional health authority regarding our school's health needs.**
 - More details on risk factors for severe disease are available on the [BCCDC website](https://bccdc.ca/covid19/self-isolation).
 - Visit the BCCDC website to learn more about how to self-isolate: bccdc.ca/covid19/self-isolation
- ii. If you are not fully vaccinated and did not have COVID-19 in the last 90 days
- You are required to self-isolate for 10 days from the day you last had contact with the person who has COVID-19, even if you do not have any symptoms.
 - Self-isolation means keeping away from others to help stop the spread of COVID-19.
 - Visit the BCCDC website to learn more about how to self-isolate: bccdc.ca/covid19/self-isolation

b) School and Independent School Authority Responsibilities

Discovery School is to track and report daily attendance rates (staff and students away), identifying illness-related absenteeism to the Ministry of Education through MyED.

- Daily by 10am, Discovery School will submit a student and staff attendance report.
- The school will be comparing current attendance rates to the previous year(s) to determine if any potential activity signals related to attendance have been met.
- Currently, public health-identified potential activity signals are:
 - If school attendance is 10% below historical normal (e.g., the previous years),
 - If fewer than 75% of students in a grade are in attendance, OR
 - For smaller schools like Discovery (e.g., student population under 100) where large fluctuations in school absenteeism rates can be due to small numbers of students away, schools should contact public health if they determine an abnormal number of students are away due to illness over 2-3 days
 - If a functional closure is being considered.



- When a potential activity signal is met:
 - The school will notify the school district official (FISA and AMS). (iscovidlead@fisabc.ca)
 - The school will notify the Ministry of Education. (educ.covid@gov.bc.ca)
 - The school will notify the Independent Schools Rapid Response Team.
 - The school will notify the grade or school community (depending on which potential activity signal is met). See Appendix B to see an example notification.

Regional health authorities may identify specific potential activity signals for an individual school, a grouping of schools, or for all schools within their region.

- Discovery School will work with Medical Health Officers and other representative of public health to support the distribution of public health information (e.g., notification of increased COVID-19 activity to grades or to the school community) and/or to take additional actions (e.g., testing guidance and support, implement additional measures, etc.) when directed by public health.

c) Regional Health Authority Responsibilities

- Monitoring provincial COVID-19 reporting tool data for region-specific school-associated potential increased activity.
- Providing advice and guidance to school and FISA and AMS administrators when they are notified by a school, or they identify based on regional or provincial data, a potential activity signal.
- Working with school and FISA and AMS administrators and others at school when they determine additional actions are recommended (e.g., disseminate notification to identified grade or school related to identified increased activity, provide testing guidance and support, implement additional measures, distributing public health information, etc.).

d) BCCDC and Ministry of Health Responsibilities

- Monitoring provincial COVID-19 reporting tool data for school-associated activity.
- Monitoring provincial data, evidence and trends, and providing situational updates on COVID-19 in B.C. K-12 schools.
- Ensuring the Public Health Guidance for K-12 Schools recommends prevention measures to be implemented provincially to reduce the risk of COVID-19 spreading in K-12 schools.

e) Rapid Response Teams

Rapid response teams (both FISA and AMS) continue to support schools impacted by COVID-19. Their specific role will be determined regionally. A flow chart outlining administrator roles is included as Appendix C.



f) Records Management

Schools continue to be encouraged to maintain up-to-date records of the administrative groupings (e.g., classes, sections, etc.) that individuals are a part of.

F. Functional Closures

As the context of the COVID-19 pandemic changes, disruptions to school operations are possible. Each decision about a school closure is made separately based on what is happening in terms of student and staffing attendance levels. For our essential health care working parents, we will maintain daily attendance for your child if at all possible.

A functional closure of a school is the temporary closure of a school determined by an independent school in consultation with FISA and AMS administrators. Closure is due to a lack of staff to provide the required level of teaching, supervision, support, and/or custodial to ensure the health and safety of students. This would likely be due to shortage of a high number of staff or certain employees who are required for a school to function, and the school's inability to temporarily replace those absences.

- Discovery is to assume sickness is COVID-19.
- Discovery will monitor cases (school, class, etc.) in situations of a worrisome increase in cases then reach out to the iscovidlead@fisabc.ca and the AMS Covid Lead, they will help the school assess and determine class or school health or functional closures.
- High case counts may lead to additional communications and other measures. Island Health will provide guidance on specific school situations as needed. See [Island Health](#) for more details.

School Administration will follow processes outlined in [COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases](#). In addition, the school will modify practices and protocols in accordance with future updates.

G. Health Closures

Health closure of a school is determined by the local health authority due to the COVID-19 case count in, or related to, a school. This will be determined based on a number of variables, including percentage of absences out of the normal school level for the time of year. A closure may be of a classroom, section of a school (example – High School), or a whole school.

H. Continuity of Learning during Closures

Closure steps

- Closures can be very unsettling and disruptive to families, and as much prior warning as possible will be issued. Notification will be issued via email from the office.



- While the school has every intention of avoiding a mid-day closure, if this situation arises, the office will call parents for pick-up of younger students, or dismissal permission for high school students. Until parents are available for pick-up, students will be supervised; however, regular instruction may not be possible.
- Students affected by closures will transition to remote learning. The school will aim to pivot to remote learning the day after closing.
- Discovery School is prepared to support our learners and families remotely during school hours through a combination of homework packages and Google Classroom apps.
- Parents can expect the teachers and SEAs to follow the student's schedules (start/finish times, breaks, and daily subject block schedules) contacting students at the morning start time via a Google Meet.
- All students will have practiced and should know how to access their Google accounts and join Google Meets.
- Teachers will send out emails to parents of any detailed information regarding remote learning processes particular to their students. (ie. Schedules, notice to pick up certain books/supplies/homework packages at the school, attendance queries.)
- While there are still unknowns, it is presumed that most functional closures will continue for five to seven days, in alignment with self-isolation protocols.
- During periods of remote learning, our therapists, counsellor, and learning assistance teachers will provide support to students remotely.
- If there is a functional closure of the whole school, people on site will likely be limited to those supervising students of the essential workers, a front office person, and an administrator. All other staff will work remotely.

I. Communications and Protecting Personal Privacy

To protect personal privacy, schools cannot release individual contact information for the purpose of an individual (staff, student or parent/caregiver) seeking to notifying others of their test result. Schools should also not notify others on an individual's behalf.

If an individual contacts Discovery requesting they facilitate notifying others at school, school administrators (or staff, if directly contacted) can share the following:

- Anyone who has tested positive using a rapid test³ should complete the online reporting tool provided by public health, and provide all school-related information requested.
- Although Public health does not require students or staff to notify our school if they have tested positive for COVID-19, or to notify other individuals at school, *given the health needs of our community informing the school is appreciated.*
- To protect personal privacy, we are unable to provide personal contact information for the purpose of notifying others of a test result.
- We continue to follow public health guidance, including monitoring school absenteeism to help determine if there may be increased school-associated COVID-19 activity.

Media requests regarding COVID-19 activity within a school are to be directed to the regional health



authority for a response.

J. Pick-up and Drop-Off Routines

At drop off students arriving before the bell times will go to the back playground until their assigned entry time into the school, at which point teachers or SEAs will greet students at their designated doors to then enter the building.

While parents are welcome to be on the property outdoors (at the front of the school) during these times, we ask that you please respect others' personal space and avoid involuntary physical contact with others. Please refer to the Campus Visitor Protocols section for further information.

The school will continue to offer front door safety supervision to assist families achieve safe fast drop off and go arrangements.

We ask that parents do not enter the building with their children at these times. Staff will assist the students with any organizations assistance they may need.

At pick-up and drop off we ask parents not to conjugate near the portable or to block the sidewalk to and from portable and main building. Students and staff will need to be utilizing that area as a pathway.

We ask for parents to not loiter when picking up and dropping off to aid the school in managing traffic safety, ensuring adequate physical space, and controlling the numbers of individuals gathering at one time.

Pick-up and drop-off is always a busy time on campus and safety remains a priority. As always, we ask that families are mindful of pedestrians, loading zones, and the driveways of our neighbours.

Arrival and dismissal times will be staggered. See Appendix A.

K. Campus Visitor Protocols

Unplanned visits to the campuses are discouraged and not accepted into the building at this time, Discovery is currently a closed campus. Parents and visitors should not enter school property except momentarily for pick up and drop off or when needing to speak to personnel outside the door of the school. In most instances a phone call or a virtual meeting can resolve concerns. There is a mail box for dropping off paperwork. Ring the school doorbell if picking up work or a student.

Visitors are limited to those that are supporting activities that are of direct benefit to student learning and well-being. (eg. TOC, MCFD Social Worker, Police Liaison Officer, contracted Therapists)

In an effort to support the well-being of all Discovery community members, we kindly ask all visitors to abide by the following protocols. These health and safety protocols are based on the Health Canada and the British Columbia Centre for Disease Control recommendations, in an effort to reduce the



spread and transmission of the COVID-19 virus. Discovery acknowledges that individuals may have different levels of comfort when it comes to their own health and safety and wishes to support the well-being of each member of our community.

Once the approved visitor arriving on campus, they are to report to the main reception areas, where they will be asked to sign in and provide a contact number for contact tracing purposes. These details will be maintained for a minimum of 45 days and may be shared with Medical Health Authorities upon their request.

a. Prior to arrival visitors will be asked the following questions:

- Are you currently exhibiting any symptoms of COVID-19, as per the BCCDC documentation?
- Have you recently visited any outbreak area, or have you come into contact with anyone who has visited an outbreak area, in the last 14 days?
- Have you completed the BC COVID-19 [Self-Assessment Screening Tool](#)? Please do so prior to your visit to Discovery.
- Have you been directed to quarantine or self-isolate at this time?

b. Admissions or reception staff will confirm answers to these questions at the time of arrival:

- Have you answered NO to all the questions we asked in our confirmation email?
 - If not, please reschedule.
- Have you completed the Self-Assessment Screening Tool?
 - If answered 'yes' to any questions in the screening tool, please reschedule.
- Are you symptomatic? Is there any chance you've been exposed?
 - If answered 'yes', please reschedule.

c. Guidelines for visitors on campus:

- Parents, caregivers, and other visitors must respect personal space and avoid unintentional physical contact with other individuals when on campus and follow all other health and safety guidelines. There can be no crowding while on school grounds, including when outside.
- All visitors are required to wear a 3ply mask when indoors on campus. If you have a medical condition that prevents you from wearing a mask, please let us know and we will adjust our meeting spaces accordingly. In some cases, it may be preferable to meet with visitors outside in these situations.
- Accepted visitors should go directly to the appropriate reception area as soon as they arrive on campus and should limit their movement on campus to only the spaces necessary for the intention of the visit.
- Students and staff are not allowed to arrange food delivery services to the school.
- All visitors must maintain proper physical distance from others.

d. Picking Up During the School Day and for Scheduled Appointments

- When picking up your child during the school day for a scheduled appointment, please follow the school specific guidelines below. Please note the school is required to keep a list of the date, names and contact information for all visitors and staff who are not typically onsite who



entered the school over the past 45 days. Consequently, parents/caregivers are asked to drop-off/pick-up students outside of the school. Parents/caregivers and other visitors must respect others' personal space when on school grounds, including when outside.

e. When Picking up During the School for Appointments

- Prior to the appointment, notify Hartley Nash at 250-595-7765 or by email at receptionist@discoveryschool.ca and copy your child's classroom teacher.
- When arriving at the school to pick-up your child, either call 250-595-7765 or ring the doorbell.
- Students will then be sent or escorted by a staff member (age dependent) to the front doors to be picked up.

L. Playground

Steps will be taken to promote hand hygiene practices before and after outdoor play. Playground/activity balls and equipment will be wiped before and at the end of the play time. Supervising staff will give regular and ongoing reminders for students to avoid/minimize physical contact with others and not to touch their face when playing with equipment outdoors. Use of different exit and entrance locations/doors will be used to reduce crowding at doors and in hallways. Also, for the next few weeks there will be three staggered recess and lunch breaks. This will be reviewed every two weeks to determine if and when it will be reduced to two staggered recess and lunch breaks, and if and when all students will have the same break times. More information on playgrounds is available on the [BC Centre for Disease Control](https://www.bccdc.ca) website. The school must maintain a closed campus; thus, no visitors will be allowed in the playground, including parents.

M. Illnesses and Medical Needs

Temporary At Home Support

In the event that a student is unable to temporarily return to school due to medical conditions, illness, exhibiting symptoms, quarantining, self-isolation or testing periods, teachers will provide academic support similar to how they would during a student absence prior to the pandemic. Students may be provided with self-directed supplementary materials to support instruction missed in-class. Students will also be able to access their Google Classrooms. These supplementary materials allow for continued learning but aren't specifically designed to be considered remote learning options. Teachers and SEAs will make virtual contact/set up a Google Meet, if and when available, and subject and need dependent. Teachers are not expected to teach in person and remotely at the same time.

Students with Complex Medical Conditions

Most students with disabilities/diverse abilities or medical complexity are not considered at greater risk of experiencing severe illness from COVID-19.

According to the PHO and the BCCDC, most children who are immunocompromised can return to full



in-class instruction when safety measures are in place. Protective self-isolation is only recommended for children who are severely immunocompromised, as determined on a case-by-case basis under the guidance of a medical doctor. (e.g., students who have had a recent organ transplant, who are receiving chemotherapy, those with an illness impacting their immune system).

In the event that a parent is unsure if a student is able to return to in-person instruction as per the aforementioned reasons, the school will work with families and their health practitioners as they determine if enrollment in a certified remote learning facility is appropriate, or if the safety measures Discovery School can offer ensure learning can continue, or if the school can offer equity of access to learning at home for a very short period of time. Students who require additional home supports are identified through a medical needs assessment.

- Continuity of learning plans align with the goals identified in a student's Individual Education Plan (IEP).
- They are developed in consultation with parents/caregivers and the specialists who typically support the student.

Know that the school is not certified by the Ministry of Education to provide remote learning.

Continuity of Learning

If teachers are required to be home due to symptoms, and are still well enough to teach, they may be teaching virtually to the classroom with the SEA supervising attention to task and clarifying as per usual. This is situational dependent. Substitute teacher replacements will be covered internally, as much as possible.

N. Washroom Spaces

As an exposure control measure, Division 1 (grades 3-5) has their own individual washroom facility designated for their use.

Social distancing line up markers will be on the floors of the bathrooms to help eliminate crowding if there are line ups for toilets and sinks.

No students will use the staff bathrooms and vice versa.

O. Fountains

Schools are to ensure that water fountain use is available and not limited. Water fountain use returns to normal. However, bringing personal water bottles daily is still recommended to ensure students have access to water while outdoors (e.g. PE at Rosedale park.) and easy access during class. Bringing two water bottles are recommended. Water bottles are not an excuse to stay unmasked indoors. Alternatives space for water breaks will be arranged if water intake becomes a concern in the classroom.



P. Mental Health and In-class Instruction and Support

It is understood that students may have had varied levels of disruption to their academic development over the course of the pandemic. Discovery will continue to provide learning opportunities in accordance with students' IEPs and their personal academic, social-emotional and behavioural goals. Individuals providing specialized supports will do so following guidelines established by their professional associations.

Across each division, the school makes use of Google Classroom and Google Apps for Education in order to deliver instruction at varying levels of use. The students are given support to become familiar with their use. Teachers, particularly at the high school level use online platforms such as Google Classroom to ensure that lesson outlines, resources, and learning materials are readily accessible.

Mental Health and Wellbeing

Discovery maintains a focus on [mental health](#) and [well-being supports](#) for students at school and will monitor and assess how changes to the delivery of education are impacting the mental and emotional well-being of our community. Counselling support will be available.

Q. Extracurricular and Co-curricular Activities

More specific details about activity offerings will be communicated as applicable during the next two terms. We will be guided by the recommendations from the Ministries of Health and Education, and the governing bodies for various programs. As the year unfolds and more information is provided, decisions to host events in person will be determined. At this time schools are discouraged from hosting indoor events where spectators from the community are invited to attend in-person.

Co-curricular concerts, plays, shows and events can still take place; however, they must follow the guidelines relating to health and safety protocols and currently no visitors / audience members are permitted.

Adult Speakers and field trip volunteers must be trained in the current health and safety guidelines and must abide by the protocols in place at the school and field trip location.

Any school co-curricular competitions, social gatherings and events (including those occurring within and between schools) will only take place virtually until relevant local, regional, provincial and federal public health recommendations and orders indicate otherwise.

Special interest clubs and extracurricular activities will be suspended for the first two to three weeks of January. At that point in time, the school will review and if appropriate initiate a staggered reintroduction in alignment with the provincial health recommendations and Orders for schools, and community gatherings and events at that time will be limited to 50% operating capacity and maximize use of available space.



Note: When spectators are permitted, proof of vaccination requirements may be required for some activities and at various venues or events as per Ministerial Orders and this may have the potential to impact the ability for some students to fully participate or parents to attend.

R. Field Trips

Field trip locations must have their own COVID-19 operating guidelines that align with all PHO orders and the school's health and safety guidelines. Specific risks assessments needs to be and will be conducted for each field trip in light of the most recent guidelines. As well, the plan needs to be shared with school administration and parents. Additionally, all travel arrangements must be in line with the transportation guidelines in the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#). With travel arrangements, parents will be offered the option to drop off and pick up their children from fieldtrips, rather than endorse other transportation options. Approval of a fieldtrip will align with confirmation of travel arrangements and assurance of inline guidelines with facilities.

In some instances, school activities may need to be modified to align with current guidelines and may include alternate activities or be limited to shorter, single-day activities.

The school must ensure fieldtrip volunteers are trained in and strictly adhere to required health and safety guidelines.

Note: Proof of vaccination requirements may be required for some activities and at various venues or events as per Ministerial Orders and this may have the potential to impact the ability for some students to fully participate or parents to attend.

S. Health and Safety: Particular Curricular Programs

Discovery will maintain its commitment to delivering a quality educational program for its students. Some courses, activities and learning spaces may need to be modified during the pandemic.

Music

Music will take place with students and staff spread out in the available space. All staff and students are required to wear a mask while singing.

Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g., playing a wind instrument).

Mitigation strategies include:

- Not having students arranged face to face.
- Shared equipment or items like musical instruments can be used only if they are cleaned between uses, according to strict school sanitization guidelines.



- Proper hand hygiene before and after using equipment.
- Increased utilization of technology and digital platforms.
- Exploration of performance options, including those relating to spaces used, and utilizing recordings and livestreams.

The BC Music Educators' Association and the Coalition for Music Education in B.C. have also developed a [Guidance for Music Classes in BC During COVID-19](#).

Arts and ADST Programs

ART and ADST will take place with students and staff spread out in the available space.

Mitigation strategies include:

- Art and ADST equipment such as paint brushes, Robotics kits, iPads, and sewing machines will be sanitized after each use.
- Where possible assigning materials will be put in place.
- Reinforcement of hand hygiene before and after classes.

Drama and Dance

Drama and Dance will take place with students and staff spread out in the available space, and students and staff are encouraged to use outdoors, as much as possible.

Mitigation strategies include:

- Reinforcement of hand hygiene before and after classes.
- Increased utilization of technology and digital platforms.
- Exploration of performance options, including those relating to spaces used, and utilizing recordings and livestreams.
- Face to face activities will be avoided.

Physical Education

PE will take place with students and staff spread out in the available space, and students and staff are encouraged to use outdoors as much as possible.

Mitigation strategies include:

- Activities will be modified to limit physical interactions between individuals.
- Equipment that comes in contact with a person's mouth such as water bottles and mouth guards should not be shared.
- During high density physical activities (e.g. Soccer, basketball, weightlifting) students are not required to wear masks and it becomes a student's personal choice to wear one. Staff will move these activities outdoors, as much as possible.
- For low intensity activities (e.g. yoga, walking) students are required to wear masks when they are indoors and a barrier is not present. Staff will move these activities outdoors, as much as possible.



possible.

- Proper hand hygiene before and after using equipment.

Extra-curricular physical activities will be on hold during the month of January, and after that will be reviewed to see if they will be permitted with guidelines that align with the PHO orders and in accordance with the school's health and safety guidelines.

Food/Culinary Programs

Food/Culinary classes is permitted to continue with food preparation as part of the learning programs for students as long as normal food safety measures are in place alongside with implementation of cleaning and disinfecting measures as outlined in the cleaning and disinfecting section of this document.

Mitigation strategies include:

- The food is not shared outside of the individuals making the food.
- FOODSAFE Level 1 standards are upheld.
- Cleaning and disinfecting measures outlined in the cleaning section are applied to the kitchen space and utensils.

T. Lunch and Hot Lunch Program

Discovery staff will continue to emphasize that food and beverages should not be shared. Students of Divisions 1-4 will eat at their primary work station and Divisions 5-8 at their assigned homeroom locations, spread out from each other. Students with health compromises will be accommodated in other available spaces upon request. When weather permits, outdoor lunches will be promoted.

The school will have assigned pre-ordered hot lunch options that will be delivered to the school for distribution for our community!

Hot lunch volunteers will be limited in numbers and areas within the school, and used primarily for delivery of lunches to the school. All volunteers must wear masks, pass health checks, and follow a strict COVID-19 Safety Plan.

Food Safety Legislation and the Guidelines for Food and Beverage Sales in BC Schools continue to apply as relevant. For food contact surfaces, Discovery will ensure any sanitizers or disinfectants used are approved for use in a food service application and are appropriate for use against COVID-19. These may be different than the products for general cleaning and disinfection. Additional information is available on the BCCDC website.

U. Fundraisers

The school can continue to offer fundraisers that can be implemented in line with guidelines outlined in the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#).



V. Shared Office Space for Staff

Shared office space in the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#) is defined as staffrooms, administrative offices, board offices, etc.

WorkSafeBC provides guidance for these school settings. Masks are required and preventive barriers are to be utilized as needed. See [WorkSafeBC Preventing Exposure to COVID-19 in the Workplace](#) for details regarding other measures needing to be in place. Staff is encouraged to eat in their own work spaces and avoid gathering in numbers in any area until further notice.

W. Applications for Potential Students

The school is receiving a very high number of student placement inquiries with parents wanting to tour the school. The school is committed to maintaining low risks of spreading communicable diseases for students and staff, and as such will hold inquiry meetings with applicants virtually. In keeping with our present closed campus policy, students from other schools will not be invited into classrooms for in-person orientations.

4. Personal Measures

A. General Hygiene Protocols

Good personal hygiene is the key to reducing the risk of infection and the spread of communicable diseases from an infected person to a healthy individual. All employees and students attending the school will be instructed and reminded to practice principles of good hand and respiratory hygiene. The following hygiene practices are expected:

- Washing your hands frequently and for at least 20 seconds is the most important thing you can do to help protect yourself from getting sick.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. When soap and water are not available, use alcohol-based hand sanitizer containing at least 60% alcohol, which is available at all entrances to the school, in common areas, classrooms and photocopier rooms.
- Cover your mouth and nose with a tissue or direct into the elbow when coughing or sneezing. Throw the tissue away immediately. If you observe others not using appropriate etiquette, politely remind them.
- Avoid touching your eyes, nose or mouth.
- Do not share food, beverages, eating utensils or similar items with others. Food needs to be self-contained. Pack in and pack out all items lunches!
- Beverage containers should be filled from taps and those water fountains that are equipped with bottle fill spouts. Students should bring a personal, labelled water bottle and refrain from sharing.
- Do not share equipment that touches the mouth (e.g., mouthguards, mouthpieces for

instruments, etc.).

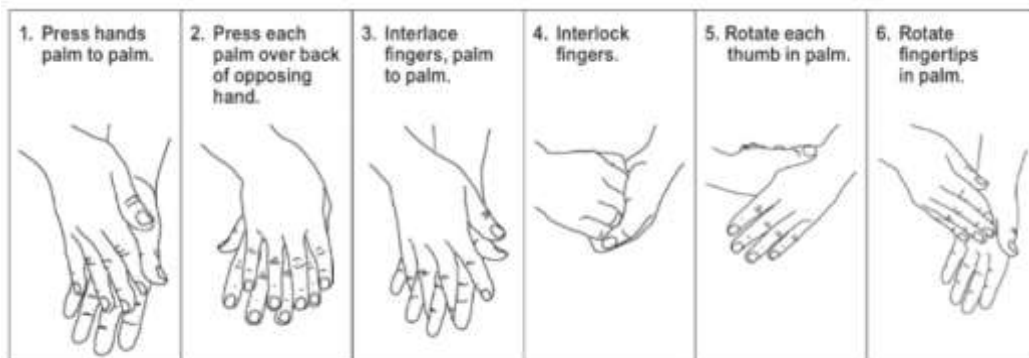
- Keep your workspace clean and clean surfaces in your own work area routinely.
- As possible, devices such as laptops, Chromebooks, iPads, keyboards, and screens will be cleaned between use.
- Reminders to sanitize personal devices such as cell phones.
- Avoid close contact with people who are sick. Keep your interactions with anyone who is sick as brief as possible.
- Stay away from crowded places whenever possible—respect personal space and avoid involuntary physical contact.
- Stay home and seek medical attention if you are sick. Report illness to school.
- If you’re feeling heightened stress or anxiety, reach out for support.

B. 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.

It is expected that hands be washed or sanitized at these key times to limit the spread of germs:

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g., recess, lunch). • Before and after using an indoor learning space used by multiple classes with shared equipment. • Before and after eating and drinking. • After using the toilet. • After handling common resources/ equipment/ supplies. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g., recess, lunch). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student or self. • After using the toilet. • After contact with bodily fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.



C. Role of Rapid Antigen Tests

Public health continues to direct how rapid antigen tests are best utilized as part of the provincial pandemic response, including when and how they are deployed for school-specific use.

To date, rapid antigen tests have been utilized in K-12 schools when determined necessary by the responsible Medical Health Officer as part of the public health response to clusters and outbreaks. As more supply becomes available, rapid antigen tests will increasingly be available for use in K-12 schools to support continuity of learning and keeping schools open, under the continued direction of Medical Health Officers. It is believed that these will initially be used for determining staff illness.

5. Personal Protective Equipment (PPE)

PPE specific to the risk of exposure to communicable diseases at Discovery, including COVID-19, may include a mask, protective gloves, apron/gown, face screen or visor, and barriers. PPE is not effective as a stand-alone preventive measure. It should be suited to the task, and must be worn and disposed of properly.

In some cases, additional PPE will be required for staff who must take enhanced precautions due to the hazards normally encountered in their day-to-day work. Discovery will follow the guidance of the BC Public Health Authority with regard to the use of PPE for use in the prevention of the spread of communicable diseases and ensure PPE supplies meet the standards outlined by the BCCDC.

A. Mask Use

All staff, adult volunteers, visitors, and K-12 students are required to wear a non-medical mask or face covering at all times while indoors at school. A 3ply layer mask that is well-fitting is currently the recommendation. Request the School's Do and Don't Mask Wearing and Fitting document for further details.

Proper fit is a key factor in mask effectiveness. Masks worn at school should fit well.





Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their level of risk and type of mask best appropriate for them.

School staff will utilize positive and inclusive approaches to engage students in the use of proper mask wearing, and not employ measures that are punitive or stigmatizing in nature.

The school will have non-medical 3 layer masks available for staff and students, including anyone who becomes sick while at school.

B. Exceptions

The guidance outlined above regarding mask requirements does not apply in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is 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., playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier (e.g., a divider, a cubicle, or in a room by themselves);
- if a person is 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.

There is a criteria and process for determining mask exemptions. Accommodations may include partial exemptions or the addition or substitution of other personal protective measures or equipment.

C. Health and Safety Training and Orientation for Staff

All staff receives the school's Communicable Disease Prevention Plan and have been consulted and involved in the development of Discovery's COVID-19 Communicable Disease Prevention Plan.

Training strategies include:

- Sept. 2nd, 3rd, 7th, and 8th and again Jan 4-8 there are COVID-19 Communicable Disease Prevention Plan health and safety and orientation days for all teachers, SEAs, support and office staff.
- The outside contractors (Counsellors, SLP, OT, PT) have been invited to be part of COVID-19 Communicable Disease Prevention Plan orientation sessions, remotely. They will be sent the plan (and each update) for reading and referencing.
- All TOCs will be invited to a Zoom Covid-19 procedure session. Additionally, each will be



receiving a copy of the COVID-19 Communicable Disease Prevention Plan and will be required to read it. Administration will also check in regarding any queries in the morning of a sub day.

- There will be ongoing checks, reviews of procedures and updates as needed.
- Staff, contractors, and TOCs will be informed of all updates and new Health and Ministry directives and changes to the school's COVID-19 Communicable Disease Prevention Plan.

D. Health and Safety Training and Orientation for Students

The first few weeks in Sept and first days back in January will be dedicated to relaying health and safety protocols and establishing routines and good practices.

Training strategies include:

- Visuals will be displayed in all classrooms, hallways, bathrooms, and common areas.
- Multi-sensory learning tools will be used to review the 'new norm'. (I.e. Videos, songs, acronyms, visuals, posters, postings on boards, oral reminders, group guided practices).
- Modelling, direct teaching, and gentle reminders will be provided.



Appendix A: Schedule of Staggered Drop-Off and Pick-Up Times, and Division Entrances to Be Used

Classes	Drop-Off and Pick-Up Times			Entrance Locations
	Arrival	Wednesday Departure	Other Days Departure	
Division 1 (Grades 3-5)	8:55 am	1:55 pm	2:55 pm	Division 1 Exterior Door
Division 2 (Grade 6)	8:55 am	1:55 pm	2:55 pm	Division 2 Exterior Door
Division 3 (Grade 7)	9:00 am	2:00 pm	3:00 pm	Main front door
Division 4 (Grade 8)	9:00 am	2:00 pm	3:00 pm	Main back door entrance by gym
Division 5 (Grade 9)	8:30 am	2:02 pm	3:02 pm	Room 101, exterior door
Division 6/7 (Grades 10 & 11)	8:30 am	2:02 pm	3:02 pm	Room 203, balcony door
Division 8 (Grades 12, 12+)	8:30 am	2:02 pm	3:02 pm	Room 106, portable



Appendix B: Example Notification When Potential Activity Signal Has Been Met

Dear Discovery School community,

Based on review of attendance patterns, we've determined we have met a COVID-19 potential activity signal. A potential activity signal is a threshold based on school attendance. When met, it means public health will investigate further to determine if additional actions are needed. Because people are absent for many reasons, we do not know if there is increased COVID-19 activity at our school.

We are following up with public health and will share back with our community if they recommend any additional actions should be taken.

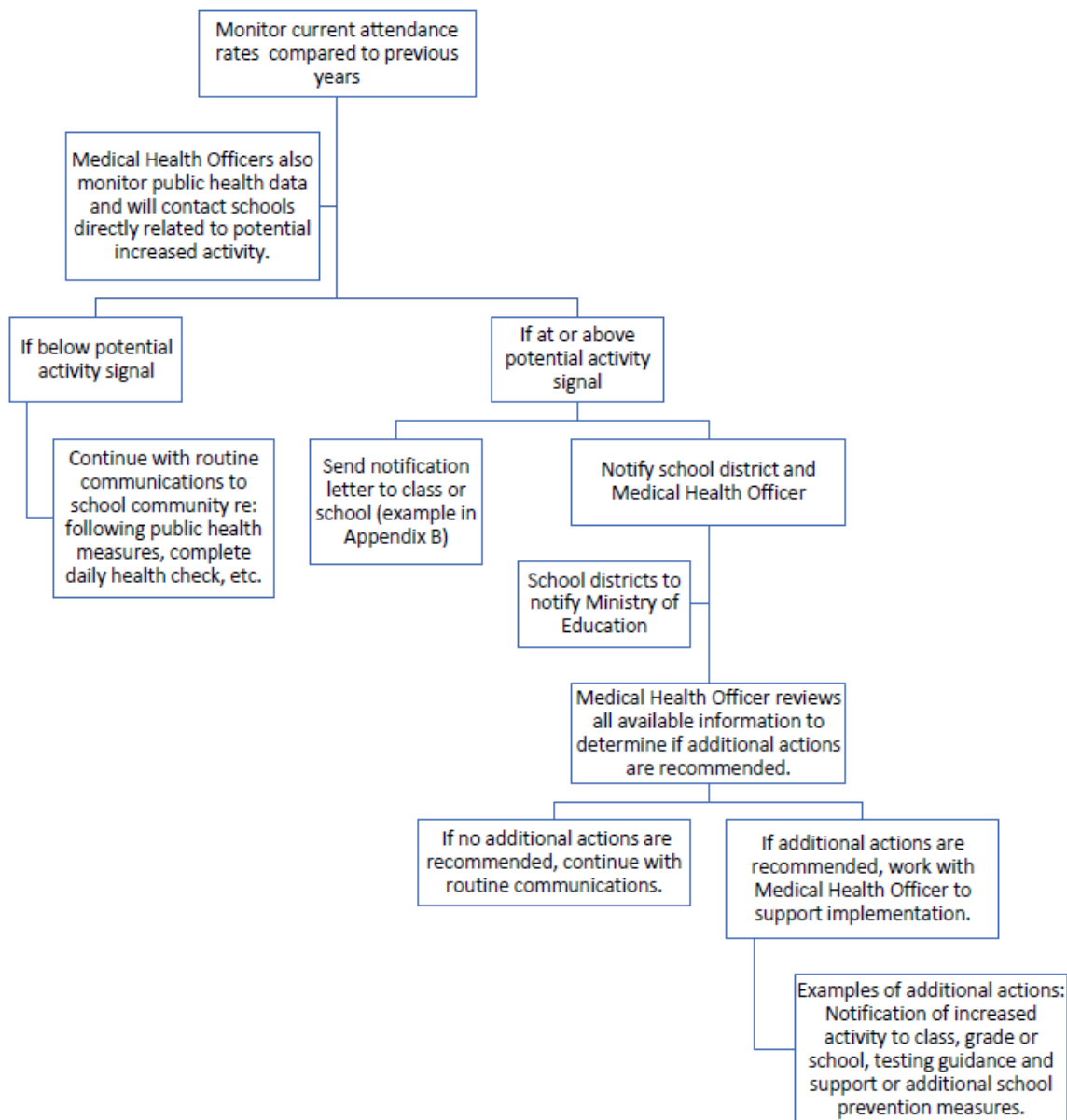
We strongly encourage everyone to complete a daily health check using the [BC COVID-19 Thrive app](#) and continue to attend school if they are not sick.

Public health continues to recommend everyone stay home when they are sick, and to seek testing when recommended. More information is available from the [BCCDC website](#).



Appendix C: Administrator Actions - School-Associated COVID-19 Activity

The following outlines the process for schools and public health to monitor for and respond to potential increased COVID-19 activity in a school.





Appendix D: Sample routine messaging to school community re: continuing to follow public health guidance

Dear school community,

As COVID-19 continues to circulate in our community, we encourage everyone to follow public health guidance to help reduce the risk of COVID-19 in our school.

This includes:

- Completing a daily health check before you come to school. You can use the BC COVID-19 Self-Assessment Tool.
- Monitoring yourself regularly for symptoms of illness. If you are sick, stay home. Seek testing when recommended.
- Following provincial restrictions in place.

The [BCCDC website](#) continues to provide trusted information about COVID-19, including how to protect yourself, your family and your community and what to do if you suspect you have the virus.

While we all continue to navigate disrupted routines and changes as the pandemic continues, it's important we look after our mental health and well-being. Don't wait to reach out. School-specific resources are available from ERASE at <https://www2.gov.bc.ca/gov/content/erase/mental-health> . Information for individuals is available from The [BCCDC website](#).