



Communicable Disease Prevention Plan

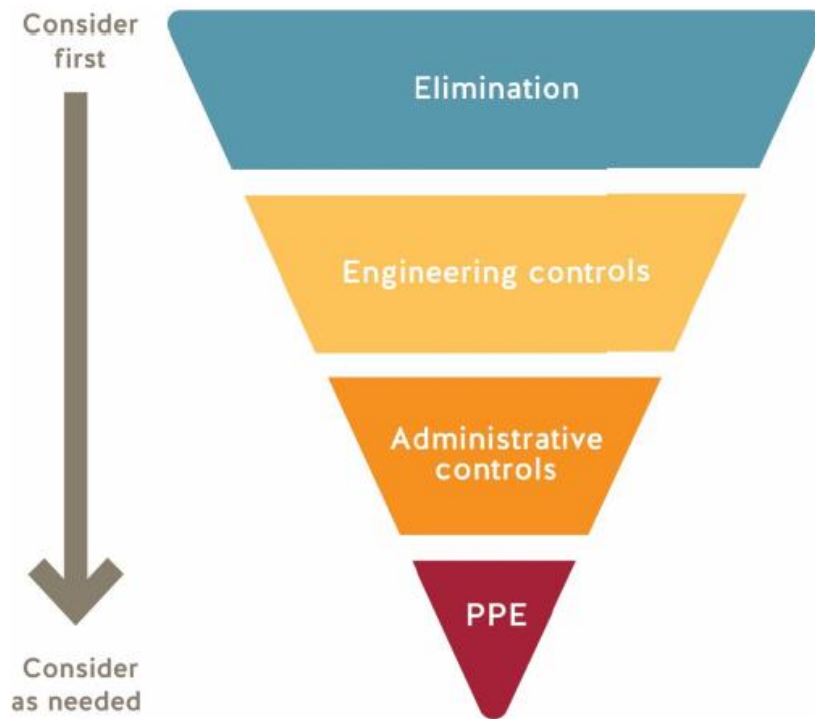
Updated: September 1st, 2022

Introduction:

HongDe Elementary School is committed to providing safe and healthy environments for all members of the elementary school community. In alignment with the Provincial Communicable Disease Prevention Guidelines for K-12 School Settings (updated August 25, 2022), and in conjunction with the BC Centre for Disease Control (BCCDC), BC Restart Plan, and following WorkSafeBC Four-Step Process, and instructions from the Provincial Health Officer and the Ministry of Education, this Communicable Disease Prevention (CDP) plan outlines the ongoing effective prevention measures for use on campus and includes safety procedures in order to reduce the risk of infection to students, staff and faculty.

Scope:

This CDP plan is a response to Covid-19 and applies to all students, staff, and faculty engaged in any elementary school activity, including in-person instruction and related academic activities on and off campus. The CDP plan replaces all previous COVID-19 safe work plans for HongDe Elementary School. All students, staff, and faculty will need to follow local, provincial, and federal travel restrictions, local community health requirements, as well as HongDe Elementary School CDP plan in order to reduce the risk of Covid-19 spreading.



Duties and Responsibilities:

All students, staff, and faculty are responsible for conducting themselves in a safe manner to protect the school community in which they are involved. **All staff, faculty, students, parents, caregivers, and guests should not come to school if they are sick.** HongDe Elementary School is committed to informed best practices and educating its community members regarding changes to ministerial and provincial guidelines and mandates at all times. The responsibilities start from the HongDe Elementary School administration:

- Safety plans are in place to inform students, staff and faculty of best safety practices and HongDe Elementary School response mechanisms.
- The Facilities have the necessary signage posted, and all staff are trained on best safety practices and procedures.
- The Custodian and Night Cleaners are responsible for thorough cleaning and disinfection of the premises to reduce the spread of communicable diseases.
- All staff and faculty are committed to reducing the risk of communicable diseases through safety protocols and following all safety protocol communications from the administration.



Prevention Measures in place at HongDe Elementary School:

- Extra masks are available at the reception desk.
- Proper safety signage, temperature check equipment, and hand sanitizer bottles are available at the entrance/exit of the school. Hand sanitizer and hand cleaning facilities are available and accessible throughout the school and are well maintained.
- Everyone who is eligible is encouraged to get fully vaccinated.
- Regularly doing temperature checks on campus.
- Staying home when sick.
- Providing regular reminders to students, families, and staff about the importance of completing a daily health check and following public health recommendations.
- Using available school space to spread out and to respect the personal space of others.
- Cleaning hands regularly.
- The custodian, night cleaners, and teachers clean and disinfect surfaces daily.
- Staff demonstrate and model how to practice personal prevention measures at school (e.g. hand hygiene, temperature checks, etc.)
- Mandatory campus sign-in for visitors. This information will be stored should there be a need to have it for contact tracing.
- Sharing trusted information from the BC Centre for Disease Control.
- The Head of School will maintain detailed First Aid Reports and incidents of exposure on campus, and will consult with the local BC Medical Health Officers regarding communicable Disease Prevention base management and contact tracing protocols:
- In the event of multiple confirmed cases of communicable Disease Prevention campus, HongDe Elementary School will respond with the following measures as appropriate:
 - Follow all guidelines and procedures required by Public Health; contact FISA to get assistance from the Rapid Response Team if necessary; make necessary changes as determined by Public Health; if necessary, suspend in-person classes and attendance on campus until it is deemed safe to re-open the campus; support all staff and faculty affected by communicable diseases and in self isolation, allowing them to work from home and/or take days off as needed; support students affected by communicable diseases and in self isolation and create accommodation plans to



complete their coursework.

- Staff or faculty in self-isolation will remain in contact with the Head of School. If a staff or faculty member has been diagnosed with a communicable disease, they are prohibited from entering the campus while contagious and under isolation orders.
- Where a student, staff, or faculty member that has been on campus has been diagnosed with a confirmed case of a communicable disease, HongDe Elementary School will immediately restrict access to the parts of the campus that the person was in. Details of the individual's movements and time spent on campus will be gathered from the attendance records kept and in contacting the individual over the phone. If there was movement in shared common areas connected to the academy, such as the Student Lounge or Staff- Only Kitchen, the custodian will disinfect the area immediately.
- If an outbreak is suspected, public health will be consulted and staff, faculty and students will be required to go home immediately, and work from home for the recommended period since the first known occurrence of the outbreak. They are required to self-monitor for symptoms, and to follow the recommendations of the [BC Self Assessment Tool](#) or call 8-1-1 should symptoms develop. Adaptations for work will be made to support all students, staff, and faculty at home during the recommended isolation period. Only limited staff with work requiring timely physical access to the campus will be permitted (such as Custodian), and those staff must adhere to:
 - a. Daily self-monitoring of symptoms and sign-in system;
 - b. Limiting the time on campus to those tasks required on campus;
 - c. Limit use of common rooms;
 - d. Wear personal protective equipment at all times on campus;
 - e. Maintain regular disinfection of surfaces at their workspace and frequent handwashing/sanitization throughout the day.
- Following the outbreak, the Health and Safety Committee and School Administration will hold a review of the current safety protocols and consult with involved students, staff, and faculty about changes in protocol.
- Emergency protocol and planning will continue to be reviewed and adapted over time
- The wearing of safety masks will be optional for students, teachers, staff, and guests inside HongDe Elementary School. All students, teachers, and staff, who return to HongDe Elementary School after having Covid-19 must wear a mask for 5 calendar days. The decision to wear a mask or face covering is a personal choice for everyone. This choice should be supported and treated with respect.



***Note:** Please keep in mind that if we see a significant increase in hospitalizations in BC, HongDe Elementary School may reinstate mandatory mask usage on campus.

- All potential field trips must be closely examined for Covid-19 threat and need approval by the Head of School.
- The Administrative Assistant will ensure all teachers-on-call and essential visitors are aware of the school's health and safety measures and their responsibility to follow them at all times when they enter the campus.
- Frequently touched surfaces are cleaned and disinfected at least 1x/day. Faculty will wipe down student desks with proper cleaning material after each class.
- Students and parents are to be regularly reminded of their responsibilities to complete a Daily Health Check and are provided with resources on how to complete one (eg. [K-12 Health Check App](#)).
- Physical and Health Education (PHE) students, art students, and students sharing equipment should be encouraged to practice proper hand hygiene before and after shared equipment use, and should refrain from sharing water bottles.
- If a student, staff, faculty, or visitor develops symptoms of illness while at school, they are to report to the reception and be isolated in the school sick room immediately until they are able to leave the campus and either return home to self-isolate or seek medical treatment if serious.
- They are to call 8-1-1 for further guidance.
- Students, staff, and faculty who travel abroad need to follow the rules of the Government of Canada. For more information, please visit the Government of Canada website for the latest travel rules: <https://travel.gc.ca/travel-covid>
- All students, staff, and faculty who test positive for Covid-19 must notify the school (admin@hongdeschool.ca) before returning to campus.

Rules for coming to campus:

- **Positive Covid-19 Case:**

If a student, faculty, or staff member tests positive for Covid-19, they must stay home/off-campus for 5 calendar days.



When returning to campus after 5 calendar days away, the student, faculty or staff member must wear a mask for 5 additional calendar days on campus.

To return to campus after the 5 days away, the individual must be free of symptoms, such as fever, body aches, and severe cough, and feel well enough to participate in all school-related activities.

* **Note:** A negative test result **is not** required before returning to campus because COVID-19 can show up in test results for several weeks after recovery.

- **Close Contact of Positive Covid-19 Case:**

If a student, faculty, or staff member is a close contact of someone who tested positive for Covid-19, the individual must stay home/off-campus for 5 days **or** they can come back earlier if there are no symptoms and they have a **negative** Covid-19 test result.

- **Cold/Flu Symptoms:**

If a student, faculty, or staff member catches a cold or has flu-like symptoms and also has a **negative** Covid-19 test result, they must stay home/off-campus for 5 days **or** they can come back earlier if they no longer have symptoms and have a **negative** Covid-19 test result.

- **Close Contact of Someone with Cold/Flu Symptoms and a Negative Test Result:**

If a student, faculty, or staff member is a close contact of someone who catches a cold or has flu-like symptoms and that close contact also has a **negative** Covid-19 test result, the individual may come back to campus, but must leave campus immediately if symptoms develop.

***Note:** A close contact is generally someone who has been near a person with COVID-19 for at least 15 minutes when health and safety measures were not in place or were insufficient.

* In all of the scenarios above, the employee can make arrangements to work from home, provided they are feeling well enough to work.

* Covid-19 Antigen Rapid Test Kits are available for all faculty, students, and faculty.



Symptoms

* Information taken from the BC Centre for Disease Control <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Watch for symptoms of COVID-19 that can appear up to 14 days after being exposed to the virus.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Research shows that some symptoms are more likely related to COVID-19 than others.

Key symptoms of COVID-19 include:

- [Fever](#) or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Go to an urgent care clinic or emergency department if you:

- find it hard to breathe
- have chest pain
- can't drink anything
- feel very sick
- feel confused



COVID-19 Symptoms in Children

You can find information on [fevers in children here](#). [Children](#) may show COVID-19 symptoms differently than adults. For example, fatigue may show in children as poor feeding, decreased activity, or changes in behaviour.

Take your child to your nearest emergency department or call 9-1-1 if they:

- are having difficulty breathing
- have blue lips or skin, or appears very pale
- have red and/or swollen lips or tongue
- are coughing excessively, particularly with a fever
- are vomiting excessively, especially if there is blood in the vomit
- have diarrhea and vomiting, is not producing tears, and has not urinated for several hours
- have a high fever, appears very sleepy, and have not improved with acetaminophen (Tylenol) or ibuprofen (Advil).
- are under three months of age and has a fever of 38 degrees C (100.4 degrees F) or greater
- have pain or pressure in the chest that does not go away
- there is new confusion
- are unable to wake or stay awake
- have severe abdominal pain
- have a spreading rash

What to do if you have symptoms that may be COVID-19

- Use the B.C. [COVID-19 Self-Assessment Tool](#) to see if you need to be tested for COVID-19.
- See the BCCDC page on COVID-19 [Testing](#) for more information.
- Once you have been tested you should [self-isolate](#) while you wait for the test results.
- If your test is negative you should not return to work or school until you are feeling better.
- If you feel unwell and are unsure about your symptoms, contact your health care provider or call 8-1-1.

You should continue to seek care for other medical conditions as needed, even if it's not related to COVID-19.

*** **Note:** HongDe Elementary School staff and faculty will continue to monitor the workplace and update the CDP plan when necessary.