

Vancouver Formosa Academy  
High School Program  
(Grades 8-12)  
Health and Safety Plan  
COVID-19  
Updated: January 7, 2022



**Contents**

1. COVID-19 Risk Factors
2. Restricting Access to the School
3. Administrative Areas
4. Student Management and Hygiene
  - a. Hygiene
  - b. Physical Distancing
  - c. Personal Protective Equipment
  - d. Students with medical complexity, immune suppression and/or receiving delegated care
  - f. Procedures if a Student Develops COVID-19 Symptoms at the School
5. Staff Management and Hygiene
  - a. Hygiene
  - b. Physical Distancing
  - c. Personal Protective Equipment
  - d. Procedures if a Staff Member Develops COVID-19 Symptoms at the School
6. Cleaning and Sanitizing of the School
7. Environmental Measures
8. Buses/Transportation
9. Food
10. Gatherings
11. Exposures and Exposure Notifications
12. Communication of Health and Safety Plan
13. Training and Documentation
14. Safety Responsibilities by Role

## **1.COVID-19 Risk Factors**

- The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.
  - The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
  - The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

## **2.Restricting Access to the School**

- The following students, staff or other persons must stay home and self isolate as per public health direction:
  - A person with symptoms of COVID-19
  - A person confirmed by Public Health as a case of COVID -19 or
  - An unvaccinated or partially vaccinated person who has travelled outside of Canada in the last 14 days.
- Signage outside of the front door will advise of the above information.
- The school will clearly communicate with parents and guardians their responsibility to assess their children daily before sending them to school. If a child has any symptoms, they must not go to school.
- Parents (and the high school student themselves) must undertake the daily health check of the child following the protocols of the BC Centre for Disease Control. The school will provide a health check form. Students and parents can also use the *BC Ministry of Education K-12 Health Check app* or the *BC Self-Assessment tool*.
- When a student, staff or other persons can return to school depends on the type of symptoms they experience as outlined in the *When to Get Tested for COVID-19* resource.
- A fully vaccinated person with symptoms of the Covid-19 virus, should self isolate for 5 days
- A partially or unvaccinated person with symptoms of the COVID-19 virus, should self isolate for 10 days.
- If based on their symptoms a COVID-19 test is recommended and possible, the person must stay home until they receive their test result.
  - If the test is negative, they can return when symptoms improve and they feel well enough
  - If the test is positive, they must follow the directions from Public Health on when they can return to school
- If a staff, student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for the individual, they can continue to attend school. No assessment or note will be required from a health care provider. The school will not require a health care provider note to confirm the health status of an individual, beyond those required to support medical accommodation as per usual practice.
- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic.
- A VFA staff member will hold a daily health check at the school front door or first class of the day, by asking students if they have any symptoms of common cold, influenza, COVID-19, or other respiratory disease. Students exhibiting or feeling these symptoms will not be allowed to attend class. They will be kept in isolation until a parent or guardian can take them home.

- Staff must assess themselves daily for symptoms of COVID-19 as per the *Provincial Health Officers' Order on Workplace Safety*. They will perform an active health check by signing a form before entering the school each day.
- Parents should remain outside of the school to drop off their children. Parents will be asked to call instead of visiting the school
- There will be no visitors to the school, except by appointment, or for registration or delivery. All visitors must sign in with name, contact information, date and time and undergo a health check confirming that they have no symptoms of illness and are not required to self isolate, before entering the school. All visitors to the school must wear a mask

### **3. Administrative Areas**

- Front desk registration visitors must physically distance and stay back from the registration window.
- The Front Desk Window will be fronted with plexiglass.
- Room occupancy signs will be posted in all administrative areas.

### **4. Student Management and Hygiene**

#### **a. Hygiene**

- Students should perform hand hygiene at the following times. Hand hygiene includes thoroughly washing hands with soap and water for at least 20 seconds or using provided alcohol-based hand sanitizer. This should include, at minimum:
  - When they arrive at school
  - Before eating and drinking
  - After using the toilet
  - After sneezing or coughing into hands or tissue
  - Whenever hands are visibly dirty
  - When moving to a new classroom
  - Before and after any breaks (e.g. lunch, class breaks)
  - When moving between different learning environments (e.g., outdoor-indoor, gym to classroom)
- The school will ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and 60% alcohol-based hand sanitizer).
- Hand sanitizer stations will be set up at the school entrance, in each classroom, and in the hallways.
- Students will be supplied with small hand sanitizing bottles to use off-site (e.g. on public transit).
- The school will post handwashing signs near all sinks and in the hallway.
- Students will be reminded not to touch their faces.

## **b. Physical Distancing**

- All persons will maintain a 2-metre physical distance whenever possible.
- Students will be instructed to not perform close greetings like hugs or handshakes.
- The school will utilize individual activities or activities that encourage more space between students and staff, minimizing group activities and avoiding activities that require physical contact.
- The school will use different classroom and desk configurations to maintain distance between student desks and tables. Whenever possible, student desks will be placed 2 metres apart. Desks may not be moved by students. Desks will be labelled with student names.
- The school will post occupancy limits for each classroom and shared spaces, such as Washrooms.
- The flow of people will be managed in public spaces. The stairway and front entrance will be one way only. Floor markings will be used to address traffic flow in the hallways, door and stairway, and for line-ups in areas such as microwaves.
- Intramural sports will not occur. In-school sports or exercise activities will be individual and held observing a physical distance of 2 metres or more. Active activities will be held outside when possible.

## **c. Use of Personal Protective Equipment (PPE)**

All students at VFA High School are required to wear 3 ply non-medical masks in all indoor areas.

Exceptions include:

- A person who cannot tolerate wearing a mask for health or behavioural reasons
- 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. For example: Engaging in high-intensity physical activity
- If a person is eating or drinking
- If a person is behind a barrier
- Even while wearing masks, students must still seek to practice physical distancing. There is to be no crowding or congregation of people.
- Disposable 3-ply masks will be available for students if needed.
- Students will be trained in the selection of masks and the proper use of masks.
- No student is required to wear a non-medical mask if they can not tolerate it for health or behavioural reasons.

## **e. Students with medical complexity, immune suppression and/or receiving delegated care**

*(Note: at this time, we have no students enrolled with medical conditions or requiring special care)*

- No health services should be provided to a student in school who is exhibiting any symptoms of COVID-19
- Parents 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 child's level of risk.
- Those providing health services in school must wear a mask when these services cannot be provided behind a barrier.

- **f. Procedures if a Student Develops COVID-19 Symptoms at the School**

- Immediately separate the symptomatic student from others in an empty room. (Room 1)
- Contact the student’s parent or guardian to pick them up. Parents or guardians must pick up their child as soon as possible if they are notified their child is ill.
- If the child cannot be picked up quickly, he or she should be held in an isolated area. (Room 1)
- The student must not take public transit home.
- Where possible, maintain a distance of two metres from the ill student. The staff and student must wear a mask.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. Avoid touching the student’s body fluids (e.g., mucous, saliva).
- Once the student is picked up, practice diligent hand hygiene.
- Staff responsible for cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, washroom, common areas).
- When a student can return to school depends on the type of symptoms they experience as outlined in the *When to Get Tested for COVID-19* resource.
- The school will follow Vancouver Coastal Health Authorities directions to determine what other actions must be taken if a student develops COVID -19 while in or out of school.

## **5. Staff Management and Hygiene**

### **a. Hygiene**

All staff should perform hand hygiene at the following times. Hand hygiene includes thoroughly washing hands with soap and water for at least 20 seconds or using provided alcohol-based hand sanitizer. This should include, at minimum:

- When they arrive at school
- Before eating and drinking
- After using the toilet
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- Before and after any breaks (e.g. lunch, class breaks)
- When moving between different learning environments (e.g., outdoor-indoor, gym to classroom)

Staff should perform hand hygiene in the situations above, as well as:

- After cleaning tasks, after removing gloves
  - After contact with bodily fluids (e.g. runny noses, spit, vomit, blood)
  - Before and after handling food
- The school will ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and 60% alcohol-based hand sanitizer).
  - Hand hygiene stations will be set up at the school entrance, hallways, classrooms and Teachers Room.
  - The school will post handwashing signs near all sinks, including in the Teachers’ Room.

## **b. Physical Distancing**

- Staff and students will maintain 2 metres of physical distancing whenever possible.
- Staff will avoid close greetings like hugs or handshakes.
- Staff will be provided with plexiglass barriers installed on their classroom desks to provide a barrier between students and staff.
- Staff must pay attention to physical distancing in staff-only spaces, including during break time socialization.
- Signage will be placed in the Teachers room and Photocopy Room reminding staff of physical distancing.
- The school will install optional plexiglass between individual teacher desks in the Teachers Room.
- The school will utilize individual activities or activities that encourage more space between students and staff.
- The school will post occupancy limits for each classroom and shared spaces such as the Teachers' Room and photocopy room.
- If staff members or staff and students need to meet in person, they will ensure there is a 2-metre space between each person.
- A 2-metre distance will be observed during staff meetings. Virtual meeting may also be used.
- In-school sports or exercise activities will be individual and held observing physical distance between students and staff.
- The flow of people will be managed in public spaces. The stairway and front entrance will be one way only. Floor markings will be used to address traffic flow in the hallways, door and stairway.

## **c. Use of Personal Protective equipment (PPE)**

All K to 12 staff members are required to wear 3-ply non-medical masks in all indoor areas.

Exceptions include:

- A person who cannot tolerate wearing a mask for health or behavioural reasons
  - 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. For example: Engaging in high-intensity physical activity
  - 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
- 
- Those wearing masks must still seek to practice physical distancing. There is to be no crowding or congregation of people.
  - Masks will be available for staff.
  - Protective shields will also be available but do not take the place of masks.
  - Staff will be trained in the selection of masks and the proper use of masks.
  - No staff member is required to wear a non-medical mask if they do not tolerate it for health or behavioural reasons.
  - Staff will model positive protective behaviours to students.

#### **d. Procedures if a Staff Member Develops COVID-19 Symptoms at the School**

- The staff member should go home as soon as possible.
- Public transit must not be used.
- If unable to go home immediately:
  - Symptomatic staff should immediately separate themselves into an area away from others. ( Room 1)
  - Maintain a distance of 2 metres from others
  - Use a tissue or mask to cover their nose and mouth
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them. (e.g., classroom, washroom, common areas).
- When a staff can return to school depends on the type of symptoms they experience as outlined in the *When to Get Tested for COVID-19* resource
- The school will inform the Public Health authorities to determine what other actions must be taken if a staff member develops COVID -19 while in or out of school.

#### **6. Cleaning and Sanitizing**

- The school will be cleaned and disinfected in accordance with the *BC CDC's Cleaning and Disinfectants for Public Settings*. Cleaning practices will be in line with the provincial health officer's COVID-19 Public Health Guidance for School Settings.
- Frequently touched surfaces will be cleaned once a day. This includes doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, light switches.
- Electronic and communications devices, such as keyboards, remote controls and microwaves will be wiped by antiseptic solution after each use. Single use disposable products will be used for this purpose.
- General cleaning and disinfecting of the premises will occur at least once a day. This includes single use items such as a student desks or lockers.
- Plexiglass barriers will be cleaned daily.
- Shared items will be removed to avoid cross-contamination is possible (e.g., shared school supplies). All students will receive a pack of basic school supplies on the first day (e.g. pencils, pens, ruler etc.) and these will be labelled. They may not be shared.
- Shared items in the Teachers Room, such as coffee makers and shared utensils will be removed.
- The school will limit frequently touched items that are not easily cleaned.
- The water fountain will be disabled. Students will be encouraged to bring water bottles.
- Garbage containers will be emptied daily.
- Common commercially available detergents and disinfectant products will be used and the instructions on the labels followed closely.
- The custodian will be provided adequate instruction, training, and supplies on the cleaning protocols developed for the workplace.
- There is no evidence that COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources.
- Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.
- Sports equipment will be labelled for individual use when possible and will be cleaned after use.

## **7. Environmental Measures**

- Where possible, classroom windows will be opened if weather permits.
- Desks and tables will be spaced apart as much as possible.
- Students or staff will not be seated facing one another.
- Consistent seating plans will be used for students.

## **8. Buses /Transportation** *(Note: Vancouver Formosa Academy does not use a school bus system)*

- Public transportation will not be used for school activities during the pandemic period.
- If using a charter school bus, students will wear masks and sit one student per seat.
- Several of our students take public transportation to school. They will be advised of the following protocols:
  - Students should clean their hands before embarking and after disembarking from the bus, using hand sanitizer.
  - If possible, students should keep a 2-metre distance from other passengers
  - Students must touch bus surfaces as little as possible
  - They must wear non-medical masks.
- Students will be advised to avoid transit to and from school, and use other methods, such as private vehicles or walking, if at all possible.

## **9. Food**

- Students will be directed not to share food.
- The school will not allow homemade food items to be made available to other students at this time (e.g. birthday treats, bake sale items).
- No outside food delivery will be permitted.
- Activities involving group food preparation will not take place.
- Food items may be prepared as part of learning if they are prepared individually and consumed by that student. No ingredients will be shared among students.

## **10. Gatherings**

- The school will not hold social gatherings or community events at the school at this time.
- Inter-school events will not be attended or hosted.

## **11. Exposures and Exposure Notifications**

- If there is a potential exposure at the school, the school administration will work together with Vancouver Coastal Health Authority to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed.
- If directed to do so by Vancouver Coastal Health Authority, the school will notify the school community about the potential exposure and follow the directions of the Vancouver Coastal Health Authority.
- The school administration will follow the procedures outlined in the document, *COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases*.

## **12. Communication of Health and Safety Plan**

- The school will remind staff that all health and safety measures in place prior to the pandemic are still in place.
- The school will communicate essential health and safety information to staff in writing, giving staff an appropriate amount of time to review this material, and to respond with questions.
- The principal will hold regular check-ins with staff to provide staff with new information and review any concerns. Additional communication may be required as new information is made available that may affect work practices.
- The school will ensure that staff know how to raise safety concerns.
- The school will establish a central location in the Teachers Room where new information is posted relating to COVID-19 in the workplace
- The principal will ensure that parents, guardians and high school students understand the policy that students must stay home if they are sick.
- The school will keep parents and guardians informed about what the school is doing regarding taking extra precautions.
- The school will refer to a separate Communication Plan for more specific Communication procedures.

## **13. Training and Documentation (Staff)**

Prior to the start of each term, the Principal will train the staff on:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19, either in themselves or a student
- Changes the school has made to work policies, practices, and procedures due to the COVID-19 pandemic.
- All items of the school Health and Safety Plan, and updated information.
- New staff will receive ongoing training on the above.
- Staff will receive extra training if taking on new rules and responsibilities.
- Staff will be regularly advised of any updates to the school Health and Safety Plan
- The school will keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.
- Health and Safety meetings will be held weekly. Minutes of these meetings and training information will be placed in each Teachers Box and emailed to teachers.
- The School will complete the *COVID-19 Health and Safety Checklist*.

## **14.Safety Responsibilities by Role**

### **Vancouver Formosa Academy Board of Directors**

- Ensure that all resources (information, technology, training) and materials (cleaning and disinfecting products and systems) required to implement and maintain the school Health and Safety Plan are reasonably made available when required.
- Conduct a periodic review the effectiveness of the plan.

### **The Principal**

- Ensure that staff are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Ensure that the students and parents understand all relevant COVID-19 protocol.
- Maintain records of training and inspections.
- Re-examine all tasks at the school, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Direct work in a manner that eliminates or minimizes the risk to staff and students.
- Post or relay educational and informational material in an accessible area for staff to review.
- Complete the *COVID-19 Health and Safety Checklist*.

### **Teachers, Support Staff**

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the principal.
- Report any unsafe conditions or acts to the principal.
- Know how and when to report exposure incidents.
- 

### **Building Operator (Bursar)**

- Maintain an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
  - Provide adequate instruction to custodians on the hazards associated with cleaning work areas and direct the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
  - Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.
  - Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.
-