



“Eaton Arrowsmith” refers to Eaton Arrowsmith School locations in Vancouver and Redmond, each of which is referred to herein as “Eaton Arrowsmith” or the “school.”

Eaton Arrowsmith may add, modify or remove portions of this Policy when it is considered appropriate to do so. Any changes will be effective upon the posting of the revised policy.

Eaton Arrowsmith School Vancouver Communicable Disease Prevention Plan

If you feel unwell, stay home.

→ [Click here \(or go to page 6\) for Illness Practices / What to do When Sick](#) ←

October 20, 2023

This plan was developed in accordance with requirements and guidelines from WorkSafeBC, the Ministry of Education and Child Care, and the BC Centre for Disease Control (BCCDC).

This document was originally created prior to September 2022, however it has been updated to reflect changes to guidelines / requirements from the Ministry of Education and Child Care, and the BCCDC in October 2023 as updated Ministry and BCCDC guidelines were published.

Purpose

The purpose of this document is to consolidate our communicable disease prevention plan and additional relevant health policies and procedures for Eaton Arrowsmith School in one resource for staff, students, families and visitors.

This document is also the school’s WorkSafeBC Communicable Disease Plan.

The guidelines within this document were created in our efforts to follow all requirements and guidelines outlined by the Ministry of Education and Child Care for BC Schools, as well from the BCCDC, and WorkSafeBC. These guidelines are subject to change throughout the school year at any time. Should changes occur, an updated version of this document will be posted to our website and parents, students, and staff will all be notified of the updates and availability of the new document.

The communicable disease prevention plan focuses on reducing the risk of transmission of communicable diseases. This includes ongoing prevention measures and may be updated when

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temporary additional measures are in place. As expected, this plan is posted on our website in the [policies and procedures section](#), and printed out in policy binders onsite. The school will regularly review their communicable disease prevention plans with the Site Committees and Joint Health and Safety Committees. Reviews should address areas where there are identified gaps in implementation.

Eaton Arrowsmith’s Communicable Disease Plan is informed by the information provided by the BC Centre for Disease Control, WorkSafeBC, and the Ministry of Education and Child Care, including the following documents:

- **Ministry of Education and Child Care:**
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-communicable-disease-guidelines.pdf> (Sept 2023 version)
- **BCCDC:** http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf
- **WorkSafeBC:** [Communicable disease prevention: A guide for employers | WorkSafeBC](#)
 - WorkSafeBC – Communicable Disease Prevention Independent school authorities must follow WorkSafeBC guidance and must provide communication, training, and orientation to ensure the health and safety of their workers. WorkSafeBC communicable disease prevention guidance is aligned with the guidance provided by BCCDC. Please see their website for specific requirements and additional information.

Additional resources are referenced with links throughout the document where needed.

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Supportive School Environments

The school will be a supportive environment for communicable disease prevention by:

- Having staff model personal preventions measures (e.g., hand hygiene, respiratory etiquette), and assist younger students as needed.
- Sharing reliable information, including from the BC Centre for Disease Control and the Office of the Provincial Health Officer and local health authorities to parents, families and caregivers.
- Promoting personal practices in the school (e.g., posters).
- Ensuring individual choices for personal practices (e.g., choosing to wear a mask or face covering) are supported and treated with respect, recognizing varying personal comfort levels.

Trauma-Informed Practice

As outlined in the [K-12 Guidelines](#), staff have used a inclusive and trauma-informed lens in developing this communicable disease prevention plan. Trauma-informed practice is a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events including the emotional and traumatic impact of a pandemic. Trauma-inform practice includes:

- Providing inclusive and compassionate learning environments
- Understanding coping strategies
- Supporting independence
- Helping to minimize additional stress or trauma by addressing individual needs of students and staff

Some students may have experienced elements of trauma during the pandemic. Educators and support staff should be aware of changes in student behavior, including trauma-related behaviors which may include fear; hyperactivity; aggression; body aches and pain; depression; self-harming behaviors; excessive shyness; or withdrawal. To support educators and staff in identifying and responding to the needs of students who have experienced trauma, this [Ministry developed resource site](#), and this [erase \(Expect Respect and a Safe Education\) website](#) have been created.

Indigenous Students (First Nations, Métis and Inuit)

Communicable disease outbreaks and pandemics have disproportionate impact on First Nations and Indigenous communities. Boards/authorities should identify First Nations and Indigenous learners whose educational outcomes may be negatively impacted during periods of increased risk in communities and make 4 accommodations to ensure these students are supported. The needs of First Nations and Indigenous learners who require additional supports should be planned for and prioritized in partnership with parents/caregivers and communities. Full details in the [K-12 Guidelines](#).

Vaccines

BCCDC Guidance (as written in the [K-12 Guidelines](#))

BCCDC Guidance Vaccines are important tools to protect against serious outcomes of many communicable diseases, such as COVID-19 and influenza. Students and staff are encouraged to ensure they are up to date [on all recommended vaccines for communicable diseases](#).

Schools are encouraged to share evidence-based information and promote opportunities to be vaccinated in partnership with public health and the local medical health officer. For administrators and staff, more information on vaccination and communicable disease prevention in the workplace is available in the [Work Safe B.C.](#) website. Evidence-based immunization information and tools for B.C. Residents are available from [BCCDC](#) and [ImmunizeBC](#) websites.

The [Support Services for Schools Order](#) and the [Inter-Ministerial Protocols for the Provision of Support Services to Schools](#) (p.12-13) require participating independent school authorities to provide a designated space in each school for public health nurses or other qualified health personnel to carry out their duties (including immunizations).

Communication and Training / Orientation

The school will endeavour to clearly and consistently communicate relevant guidance, recommendations and orders from regional public health to the school community.

As required by WorkSafeBC, the school must:

- Provide newly hired staff and staff who change worksites with an orientation and any required training on the communicable disease prevention measures for the worksite.
- Inform staff and provide any associated training when there are changes to the communicable disease prevention measures.

These should occur in consultation with site joint health and safety committees and/or worker health and safety representatives.

The school should also provide orientation opportunities to students and others in the school (e.g., parents/caregivers, teacher candidates, volunteers) to ensure all school community members are aware of their responsibilities.

Orientation examples include online information, distribution of orientation and training materials that are clear, concise and easily understood, interactive sessions with Q&A's, material in multiple languages to meet community needs, etc.

Emergency and Evacuation Drills

Emergency and evacuation planning and drills consider communicable disease prevention plans. In the event of an actual emergency, communicable disease prevention measures can be suspended to ensure for a timely, efficient and safe response.

Administrative Practices

Health Awareness and What to Do When Sick

Health Awareness

BCCDC Guidance

School administrators should ensure that staff, other adults entering the school, parents, caregivers, and students are aware that they **should not come to school if they are sick and unable to participate fully in routine activities**. School administrators can support this practice by communicating the importance of not attending school if sick and unable to participate fully in routine activities.

A health check means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness that would limit their ability to participate fully in regular activities before coming to school to prevent spread of communicable diseases within the school settings. Schools do not need to monitor students or staff for symptoms of illness.

Staff, students, or other persons in the school setting who are exhibiting symptoms of illness, such as respiratory illness, should stay home until they are well enough to participate in regular activities or otherwise advised by a healthcare provider. Those experiencing certain illnesses, such as gastrointestinal illness caused by norovirus, may be advised to stay home for longer. Staff, children, or other persons can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved, and they feel well enough to return to regular activities. If you are unsure or concerned about your symptoms, connect with your health care provider or call 8-1-1.

School administrators should ensure that everyone entering a school is aware and routinely reminded of their responsibility to practice health awareness, including that they should not come to school if they are sick. This can be supported through communications (e.g., emails/letters to parents and staff), orientation activities (e.g., meetings, videos) and other reminders (e.g., signage on doors).

Schools should not require a health care provider note (i.e., a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.

If you feel unwell, stay home

Additional Health Awareness Information and Tools can be found in the [Additional Resources and Information Section](#) at the end of this document.

What To Do When Sick at School/Work

BCCDC Guidance

If a staff member, student, or other person develops symptoms of illness at school and is unable to participate in regular activities, they should be supported to go home until their symptoms have improved or otherwise advised by a healthcare provider. Appropriate infection control precautions should be taken while the person is preparing to leave the school premises, including use of appropriate hand hygiene and

cleaning/disinfection of surfaces soiled with bodily fluids. They may use a mask if they are experiencing respiratory symptoms.

School procedures for students and staff who become sick while at school/work:

- Continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one (for both the person who is sick and for those who may be assisting them).
- Make arrangements for the student/staff to go home as soon as possible (e.g., contact student's parent/caregiver for pick-up).
- Some students or staff may not be able to be picked up immediately. As such, schools should have a space available where the student or staff can wait comfortably and are separated from others
 - Younger children must be supervised when separated. Supervising staff can wear a non-medical mask, and should avoid touching bodily fluids as much as possible and practice diligent hand hygiene.
- Staff will be asked to go home as soon as possible.
- Staff responsible for facility cleaning should clean and disinfect the surfaces/equipment which the person's bodily fluids may have been in contact with while they were ill (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others. Cleaning/disinfecting the entire room the person was in (a "terminal" clean) is not required in these circumstances.
- Request that the individual stay home until symptoms have improved and they feel well enough to participate in all school-related activities.

Supporting Students With Disabilities / Diverse Abilities and / or Receiving Health Services

BCCDC Guidance

Staff and those providing services to students with medical complexity, immune suppression, receiving direct or delegated care, or with disabilities and diverse abilities who are in close proximity to a child should follow routine infection control practices and care plans for the child, if applicable.

Eaton Arrowsmith School strives to implement health and safety measures that promote inclusion of students with disabilities/diverse abilities.

In-class instruction may not be suitable for some children (or families) with a severe immune compromise or medical complexity, which should be determined on a case-by-case basis with a medical care provider. The school will follow regular practices for those needing alternative learning arrangements due to immune compromise or medical complexity to ensure access to learning and supports.

Those providing health services that require being in close proximity to a student should follow the student’s individual care plan (if one is in place) and their standard risk assessment methods to determine what PPE is needed for communicable disease prevention (e.g., gloves for toileting).

The school will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one.

Space Arrangement

BCCDC Guidance

In learning environments, schools can use classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.

Visitor Access / Community Use

BCCDC Guidance

Schools can follow normal practices for welcoming visitors and the community use of schools.

Visitors, including community groups using the school, should follow applicable communicable disease prevention measures outlined in this document.

Gatherings and Events

BCCDC Guidance

School extracurricular and social gatherings and events (including those occurring within and between schools), regardless of location, can occur in line with the [BCCDC Public Health Communicable Disease Guidance for K-12 Schools](#).

School gatherings and events should have communicable disease prevention measures in place in line with those in place in the school.

Curriculum, Programs and Activities

Schools should implement communicable disease prevention practices (e.g., cleaning and disinfecting, hand hygiene, respiratory etiquette) specific to the activity.

Field Trips

Students enrolled in individual training/work experience programs should follow the communicable disease prevention plan required by the workplace/facility or the field trip venue. Classes (or other similar groupings of students) participating in training/work experience programs or field trips should follow the more stringent measures (if applicable) between the school and the workplace/facility/field trip destination’s communicable disease prevention plans.

Personal Practices

Health Awareness, Hand Hygiene and Respiratory Etiquette

Everyone at school should practice [health awareness](#) (including staying home when sick), [hand hygiene](#) and [respiratory etiquette](#).

If you feel unwell, stay home.

Masks and Face Coverings

BCCDC Guidance

The decision to wear a mask is a personal one, based on individual preference. Some students and staff may choose to continue to wear a non-medical mask or face covering throughout the day or for certain activities. The choice of staff and students to choose whether they practice additional personal prevention measures should be respected. Information on non-medical masks is available from [BCCDC](#).

Masks are one layer of protection used to prevent the spread of communicable disease. To be most effective, wearing a mask should be combined with other important protective measures such as getting vaccinated, staying home when sick, and regularly practicing hand hygiene. Masks are most effective when fitted, worn and handled correctly.

The school can support those who choose to wear a mask, by:

- Promoting a supportive school environment for mask wearing through mask-specific messaging, including at assemblies, in announcements, signs, and written communications. Include that some people wear masks to reduce risk of communicable disease and it is important to be respectful of other's choices. Include evidence-based, trusted information on masks from [BCCDC](#).
- Continue school-wide efforts to create safe and inclusive learning environments free from discrimination, bullying and harassment. Set, communicate and consistently reinforce clear expectations that bullying and disrespectful behaviour and conduct related to personal mask use is unacceptable. Address behaviour in line with protocols and practices (e.g. student code of conduct).

The decision to wear a mask or face covering is a personal choice for staff, students and visitors. Some people may choose to continue to wear a mask because they are more comfortable wearing a mask or because they, or someone in their family, may be at higher risk and want to take extra precautions. Some may choose to continue to wear them throughout the school day, or only during specific activities. A person's choice should be supported and respected. Refer to [Supportive School Environments](#) for more information. The school will continue to have non-

medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school.

Hand Hygiene Policy

BCCDC Guidance

Rigorous hand washing with plain soap and water or using an [effective hand sanitizer](#) reduces the spread of illness. Everyone should practice diligent hand hygiene and schools should facilitate regular opportunities for students and staff to wash their hands. To learn about how to perform hand hygiene, please refer to the BCCDC's [hand hygiene poster](#).

This policy was developed following the guidelines provided by the BCCDC in the [K-12 Guidelines](#) and, WorksafeBC's document [Prevent the spread of communicable disease](#).

Staff and students should be encouraged to practice frequent hand hygiene.

The school will:

- Facilitate regular opportunities for hand hygiene:
 - This can include using portable hand-washing sites and/or alcohol-based hand sanitizer dispensers containing at least 60% alcohol
 - The school will only use [commercial hand sanitizer products that have met Health Canada's requirements and are authorized for sale in Canada](#)
- The school will ensure hand hygiene supplies are always well stocked including soap, paper towels (or air drier) and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- 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. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.

Respiratory Etiquette

BCCDC Guidance

Parents and staff can teach and reinforce good respiratory etiquette practices among students, including:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose, or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

Personal Space

Staff and students should be encouraged to respect others personal space (the distance from which a person feels comfortable being next to another person).

Food Safety

BCCDC Guidance

Staff, students, or other persons in the school setting should follow routine food safety practices, including diligent hand hygiene. More information may be found on the [BCCDC Food Safety webpage](#).

Staff and students should be encouraged to not share items that come in contact with the mouth (e.g., food, drinks, unwashed utensils, cigarettes, vaping devices). Shared-use items that touch the mouth should be cleaned and disinfected between uses by different individuals (e.g., water bottles, instrument mouth pieces).

Environmental Practices

Eaton Arrowsmith Cleaning Policy and Procedures

The document “[Provincial Communicable Disease Guidelines for K-12 Settings](#)” from the Ministry of Child Care and Education, the BCCDC, and WorkSafeBC inform our practices.

Eaton Arrowsmith will communicate our cleaning protocols and the mandatory nature of them to our custodial staff, and provide them with the supplies necessary to do so if required, depending on contractual agreements with cleaning companies.

Cleaning and Disinfection

BCCDC Guidance

Regular cleaning and disinfection can help prevent the spread of communicable diseases. Cleaning of frequently touched surfaces should occur in line with regular practices and when visibly dirty.

Definitions

Cleaning: the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents and steady friction from a cleaning cloth. All visibly soiled surfaces should be cleaned before being disinfected.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

Products and Procedures

For **cleaning**, use water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes, along with good cleaning practices. For hard-to-reach areas, use a brush and rinse thoroughly prior to disinfecting.

For **disinfection**, use common, commercially available disinfectants. [Health Canada](#) provides information about products with evidence for use against specific communicable diseases that may be useful in selecting products.

Follow these procedures when cleaning and disinfecting:

- Always wash hands before and after handling shared objects.
- Items and surfaces that a person has placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different people.
- A dishwasher can be used to clean and sanitize dishwasher-safe items if the sanitize setting is used with adequately hot water.

General Cleaning

Regular practices will include general cleaning of the premises.

Frequently Touched Surfaces

The following frequency guidelines must be adhered to when cleaning and disinfecting:

- Cleaning and disinfection of frequently touched surfaces should occur at least once in a 24-hour period and when visibly dirty.
- Frequently touched surfaces are items touched by larger numbers of students and staff. They can include doorknobs, light switches, hand railings, water fountains and toilet handles, as well as shared equipment (e.g., computer keyboards, PE/sports and music equipment), appliances (e.g., microwaves) and service counters (e.g., library circulation desk), and may change from day to day based on utilization.
- Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g., fabrics) or at all (e.g., sand, foam, playdough, etc.) can be used. Carpets and rugs can also be used.
- Proper hand hygiene should be practiced before and after shared equipment use. Equipment that touches the mouth (e.g., instrument mouth pieces, water bottles, utensils) or has been in contact with bodily fluids should not be shared unless cleaned and disinfected in between uses

Cleaning and disinfection activities should focus on spaces that have been utilized by staff or students.

Cleaning and Disinfecting Bodily Fluids

Follow these procedures, in conjunction with school/district policies, when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, protective or woven sleeves) for blood and bodily fluids (e.g. toileting, spitting, biting).

General Ventilation and Air Circulation

BCCDC Guidance

Continue to ensure all mechanical heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort of workers ([Part 4 of the OHS Regulation](#)), and that they are working properly. Windows may be opened when the weather permits if it does not impact the functioning of the ventilation systems

The school will communicate with building management to ensure that ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers outlined above by the BCCDC.

It is important to think of HVAC systems holistically, factoring in both outdoor air supply and filtration. The combination of outdoor air supply and filtration can significantly influence indoor air quality.

The school will consider guidance for school ventilation systems offered by [ASHRAE](#). The school will regularly communicate with building management to confirm the ongoing maintenance of HVAC systems for proper operation and ensure that:

- Schools with recycled/recirculated air systems should consider upgrading filters to finer grain filters such as MERV 13 (if possible)
- Increasing air exchanges by adjusting the HVAC System
- Managing air distribution through building automation control systems
- Where possible, opening windows if weather permits and HVAC system function will not be negatively impacted

The school has safety plans for instances when the ventilation system is temporarily compromised (e.g. partial power outage, ventilation break down).

When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places instead of blowing air directly from one person's breathing zone to another's. Avoid horizontal cross breezes.

Natural ventilation (operable windows, etc.) and portable HEPA filter units should be considered in regularly occupied classrooms that do not have mechanical ventilation systems.

Use of portable air conditioners and fans in unventilated spaces with doors and windows closed should be avoided, except when necessary during high or excessive heat events. The school can use BCCDC resources, including [Heat Event Response Planning](#) and [Wildfire Smoke](#), in planning for excessive heat events, and can consult the local health authority for guidance as needed.

See the [WorkSafeBC website](#) for more information on ventilation and air exchange.

Administrator Protocols for Managing Communicable Disease Activity at School

BCCDC Guidance

Most communicable diseases experienced by students and staff within school settings may be managed by the individual/family and through routine preventative measures, such as staying home from school until well enough to participate in regular activities. Resources are available to support management of routine communicable diseases, including [HealthLink BC](#), the [BCCDC Guide to Common Childhood Diseases](#), and other school health resources hosted on health authority webpage ([Vancouver Coastal Health](#)).

Public health may become directly involved if certain reportable diseases, such as measles, are identified where there are effective interventions available to prevent further spread and protect against severe disease. Additional time-limited public health measures may also be implemented at the discretion of the local Medical Health Officer or the Provincial Health Officer in response to broader risk of communicable disease transmission in the community.

School administrators can contact public health if they have concerns about communicable disease transmission within the school setting and require additional support.

Communications and Protecting Personal Privacy

Medical Health Officers play the lead role in determining if, when and how to communicate information regarding increased communicable disease activity within a school.

Schools are encouraged to routinely communicate to their school community the need to practice health awareness, and to stay home when sick. This should include following public health measures, if in place.

To protect personal privacy and to support accuracy, schools should exercise caution in providing communicable disease notifications beyond when they are recommended by public health.

Functional Closures

A functional closure of a school is the temporary closure of a school determined by a school district or independent school authority 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 a high number of staff or certain employees away who are required for a school to function, and the inability to temporarily replace them. School districts (or independent schools) should notify their Medical Health Officer and the Ministry of Education and Child Care (erase@gov.bc.ca) when they are considering or implementing a functional closure

Public Health Closure

A public health closure is the temporary closing of a school ordered by a Medical Health Officer when they determine it is necessary to prevent the excessive transmission of a communicable disease.

Public Health Measures / Travel Information

Eaton Arrowsmith will follow all public health orders. Specifically, we will cooperate and coordinate with regional health authorities in any communication to the school community as required.

Depending on current government policies / mandates, some staff and students who have travelled outside of Canada may be required to stay away from school upon return to Canada, or continue to wear a mask for a period of time when back at school, depending on vaccination status or cross-border travel guidelines. To find out information on what must be done before returning to school, or when returning to school after travelling cross-border, visit the [Government of Canada's website](#). Additional info from BCCDC is available here: [Self-Isolation and Self-Monitoring \(bccdc.ca\)](#).

Any additional provincial or community health orders (such as restrictions on gatherings) will be adhered to by the school as applicable.

Appendix A: WorksafeBC Communicable Disease Prevention Snapshot

This snapshot section (numbered 1 - 4) outlines our efforts to have this plan follow the guidelines published by WorkSafeBC [here](#).

1. “Understanding the Risk”

The Principal(s) of the school receives information from our regional medical health officer via email, in addition to communication about Provincial Health Officer info / orders via the BC Ministry of Education and Child Care Deputy Minister Bulletins (weekly email). The Principal reviews this information as it comes in, and also shares it with all school administration personnel, and when applicable, other staff, committee members, volunteers, parents, and student body. Additionally, Principal(s) and / or other school administration participate in twice monthly meetings with the AMS (Associate Members Group) of FISA (Federation of Independent Schools), during which, updates from the Ministry of Education and Child Care and / or Ministry of Health that are of relevance for schools are frequently discussed.

2. “Implement measures, practices, and policies to reduce the risk”

Ongoing Measures

Eaton Arrowsmith has a communicable disease plan for our school, that provides clear guidelines for all staff regarding the expectations of daily health awareness prior to coming to work, and what to do should they begin to be unwell while at work. That information can be found within this document. Additionally, hand-hygiene guidelines are outlined within this communicable disease plan.

Eaton Arrowsmith School has soap at all sinks within the facility as well as multiple, accessible hand sanitizer bottles within each room of the school. Additionally, [signage](#) about how to hand wash, and about covering coughs and sneezes is posted in various locations within the building, including the staff room and washrooms.

The cleaning policy for our school outlines the information regarding the cleaning of our schools. That policy can also be found within this document [here](#). The cleaning of our schools is outsourced to a private business that specializes in cleaning, and they are provided with the policy as well.

The school is located within a commercial building, which is managed by a property management company. Ventilation requirements as outlined by the Ministry of Education and Child Care for our sector have been communicated to building management. Ventilation information from WorkSafeBC can be found [here](#).

Additional measures

Eaton Arrowsmith School is prepared to adjust our practices as recommendations and requirements change. This has included and can include for example; measures such as distancing, implementing mask usage when required, providing barriers, increasing cleaning frequency, and

providing remote learning opportunities to those students who must isolate. We're continually monitoring information provided to us regarding safety, and are prepared to pivot and implement further measures such as the ones listed above (examples) should they be recommended in the future.

3. Communicate measures, practices, and policies

The policies for illness, cleaning, handwashing etc. for our workplace are posted internally for our staff, as well as externally on our website for our students, their families, and for us to direct visitors to review. Additionally, signage at the door also communicates any current health awareness requirements prior to entry to the school.

Supervisors (i.e. Principal(s), other administration staff) are informed of measures, practices, policies, and changes as their made by reviewing communication from the Ministry of Education and Child Care, regional health and authorities. Information that is received that employees must be made aware of is communicated by email and / or in staff meetings. More on this can be found in the [communication section](#) of this document.

4. Monitoring of the school / workplace and updates to this plan (as necessary)

Health and safety is reviewed by the Health and Safety Committee (which consists of the Principal(s), and Facilities Manager. Additionally, staff are to review health and safety measures as they're implemented, and in some instances, particular policies are scheduled for review annually by staff as well.

Should workers have health and safety concerns, they may report them to the on-site Principal(s), or company administration such as the Director, or Facilities Manager. All staff are provided with the contact information for all management.

To ensure policies and measures are being implemented / followed, the Principal(s) and other school administration staff use electronic check lists / task managers to schedule, review, and follow up of on policies and procedures for themselves, and for staff.

Appendix B: Additional Resources and Information

Signage:

- [Prevent the spread of communicable disease: Handwashing](#)
- [Prevent the spread of communicable disease: Cover coughs and sneezes](#)
- Handwashing Posters for [children](#) and [adults](#).

Key Contacts:

- Medical Health Officer Contact Information (general information):
 - [Vancouver Coastal Health](#) T: 604-527-4893
- [Office of the Provincial Health Officer](#)
- [Special Educational Services: A Manual of Policy, Practices and Guidelines](#) (point of reference providing legislation, policy and guidelines to support the delivery of inclusive education supports and services).
- [Resources for parents/caregivers of children with disabilities and diverse abilities.](#)
- [Provincial Outreach Programs](#) are available to support boards/authorities through professional learning, resources, consultation and training during recovery.
- [Indigenous Education in British Columbia](#)
- [Indigenous Education Teaching Tools and Resources](#)
- [BC Tripartite Education Agreement \(BCTEA\)](#)
- [Métis Nation BC Chartered Communities](#)
- [WorkSafeBC Communicable disease prevention \(G-P2-21\)](#)
- [WorkSafeBC Communicable disease prevention: A guide for employers](#)
- [WorkSafeBC Communicable disease prevention webpage](#)
- [Building Compassionate Communities in a New Normal - webinar](#)
- [Linda O’Neill – Trauma Informed in the Classroom](#)
- [MCFD: Healing Families, Helping Systems: A Trauma-Informed Practice Guide for Working with Children, Youth and Families](#)