



**Central Okanagan  
Public Schools**  
Together We Learn

SCHOOL DISTRICT No. 23  
(CENTRAL OKANAGAN)

**Central Programs and Services**  
1825 Richter Street, Kelowna, BC

## **SITE COMMUNICABLE DISEASE PLAN**

Created on January 4, 2022

**EFFECTIVE DATE: January 10, 2022**

**REVIEWED BY: Central Programs and Services Safety Committee      January 6, 2022**

### **INTRODUCTION:**

To provide staff, students, and visitors, who are attending Central Programs and Services, with a communicable disease plan and safety procedures to safely enter, and access, Central Programs and Services sites. This plan is based on the Central Okanagan Public Schools Communicable Disease Plan. **Please read this plan before entering any Central Programs and Services site.**

The Ministry of Education's [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#) is the source of information for communicable disease planning in K-12 school settings.

### **1. SITE ENTRY:**

- Staff, students and visitors must perform a [Daily Health Check](#) prior to entering the facility. Do not enter the facility if you answer 'yes' to any of the symptoms.
- Masks, or other form fitting face coverings, are required indoors for all staff, students and visitors. Some exceptions apply (see Personal Protective Equipment).
- Dehart, Rowcliffe and gym entrances will be open for staff and student use.
- Visitors are limited to those who support activities that are of direct benefit to student learning and wellbeing (e.g. teacher candidates, meal program volunteers, etc.). Site Administrators will decide which individuals (staff, students and visitors) to allow on site.
- All visitors to use Dehart entrance.
- Visitor entry may be restricted at the discretion of the site Administrator.
- Visitors must sign-in at reception. All fields on the sign-in sheet must be populated. Sign-in information to be kept for 45 days.
- Visitors to be limited to those areas required for the purpose of the visit.
- Visitors must acknowledge performing the **Daily Health Check** in the appropriate column on the site sign-in sheet.
- Staff should use the online acknowledgement provided by the School District. Students are not required to perform the acknowledgement.
- Disinfect hands by proceeding to the nearest handwashing station. Wash hands according to Health Canada guidelines. Although, not as effective as handwashing, alcohol-based hand sanitizers may be used.

### **2. PREVENTION MEASURES:**

#### **Unwell or Symptomatic**

- For staff, students and visitors, do not enter if ill or displaying symptoms of COVID-19 unless health guidance has been sought, received clearance to return to school, symptoms have improved, and feel well enough.

- Non-staff visitors must not enter the site if ill or displaying symptoms regardless of health guidance (follow the Daily Health Check instructions). We request that volunteers be fully vaccinated. No mask exemptions for visitors.
- Staff and students displaying new symptoms, while at school, must immediately inform their supervisor and leave the school.
- If unable to immediately leave the school the individual must isolate in an area away from others, preferably outside, until able to leave.

### **Personal Protective Equipment**

- Masks or other form-fitting face coverings are required, indoors, in schools. Exceptions include:
  - there is a barrier in place; or
  - in the act of eating and drinking (must be distanced); or
  - a person is unable to wear a mask because they do not tolerate it (for health or behavioural reasons); or
  - a person is unable to put on or remove a mask without the assistance of another person; or
  - the mask is removed temporarily for the purposes of identifying the person wearing it; or
  - the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. high-intensity physical activity, etc.); or
  - 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.
- Site Administrator to be informed of any mask exception requests.

### **Space**

- Only two visitors at a time in main office.
- No gatherings larger than 50% capacity.
- Staff gatherings done virtually.
- Maintain as much space from others as possible. Follow foot traffic and spacing signage instructions.
- Respect personal space.
- Consider going outdoors.
- Do not congregate in hallways.
- Visitors limited to those areas required for the purpose of the visit.

### **Hand hygiene**

- Avoid touching your face.
- Wash or sanitize your hands often, but especially:
  - Upon entry and re-entry to the facility
  - After sneezing, coughing, using a tissue
  - Before you prepare food / eat
  - Before and after using a shared space
  - Before leaving work
- Sneeze/cough into the crease of your sleeve.

### **Physical Barriers**

- It is recommended that existing plexiglass barriers remain in place if they are not interfering with operations.

### **Lunch and Breaks**

- Students may access available classrooms, or gymnasium, during lunch and breaks.

## **3. CLEANING PROCEDURE:**

- Custodial cleaning team will disinfect frequently touched surfaces (e.g. door handles, light switches, faucet handles, toilet handles, hand railings, water fountains, toys, service counters, appliances) at least 1x per day.
- Less frequently touched surfaces will also be cleaned 1x per day
- Other general cleaning occurs in line with regular practices.
- All HVAC systems are operated and maintained as per standards and specifications

## **4. SHARED SPACES:**

- May be used by multiple users at the same time.
- Space people out as much as possible.
- Masks required
- 50% operating capacity

## **5. SHARED ITEMS:**

### **Educational Items**

- May be shared but will not be cleaned/disinfected between users. Wash or sanitize hands after using shared items.

### **Appliances**

- In classrooms and pods, appliances may be shared but will not be cleaned/disinfected between users. Wash or sanitize hands after using shared appliances.
- Appliances in common spaces are only to be accessed/used by staff. Appliances will not be cleaned/disinfected between users. Wash or sanitize hands after using shared appliances.

### **Food**

- Homemade/home prepared foods must not be shared (home baked food, potlucks, etc).
- All food being prepared at the school will be done following Food Safe regulations

### **Water Fountains**

- Water fountains and water dispensing stations can be used but will not be cleaned/disinfected between users.

### **Personal Items**

- Do not share personal items (pens, food, beverages, cell phones, water bottles, etc.).

## **Local and Regional Order**

**In the event of a local or regional Public Health Order the stricter recommendation, or Order, will be followed.**