# Archbishop Carney Regional Secondary School

***School Safety Plan***

***May 29, 2020***

**ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL**
1335 Dominion Avenue
Port Coquitlam, BC
V3B 8G7

**Archbishop Carney Secondary School**
**COVID 19 RESTART SAFETY PLAN 2020**

This Safety Plan is intended to address the requirements from WorkSafeBC BC regarding the safe operation of Archbishop Carney Secondary School work space for staff, students, parents and visitors to our facility during the COVID -19 pandemic.
The plan has six steps. Each step lists the rationale, the expectations, and the measures taken to address that step.

## *Step 1: Assess the risks at your workplace*

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.
The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.
We have identified areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together staff/students are and the longer they are close to each other, the greater the risk.

- We have identified areas where people gather, such as classrooms, bathrooms, staff workspaces and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in vehicles, or at other work locations
- We have identified the tools, resources and equipment that workers share while working.
- We have identified surfaces that people touch often, such as desks, lockers, doorknobs, elevator buttons, and light switches.

## *Step 2: Implement protocols to reduce the risks*

We are implementing protocols to minimize the risks of transmission.

- We are reviewing industry-specific protocols on worksafebc.com to determine whether any are relevant to operating a school building.
- We are implementing orders, guidance, and notices issued by the provincial health officer which are relevant to the operation of a school building.
- We are implementing protocols suggested by the CISVA.

### A. First level protection (elimination): (Limit the number of people at the workplace and ensure physical distance whenever possible)

- Limiting the number of people in a school is an important way to ensure physical distancing is maintained whenever possible. This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.
- In order to reduce the number of people at the school, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of staff, students and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- We have implemented measures to keep teachers, students and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

- **Measures in place**
  - We have established an occupancy limit for our premises. (Maximum 20% of student population + entire staff = 130 person maximum for entire building)
  - Working offsite or remotely – staff is providing remote online learning from inside and outside the building
  - All employees entering building will need to complete a health screening form at least once a week.
  - All visitors other than students will complete more detailed screening form upon entry
  - A parent survey was conducted to determine how many students would be likely to make use of in school learning/ support
  - Written sets of instructions regarding in school safety procedures was sent to all parents

- No more than 20% of the students will be allowed into the building at any one time. This will be done by scheduling grade specific days for in school attendance
- Desks will be separated to accommodate 6 ft. spacing
- Classrooms, hallways and lockers will not be accessible to students
- Only specific doors will be used for entrance/exit
- Students will enter as guided by staff
- Main office door will be closed
- Parents and caregivers will be asked to remain outside of the school to drop off their children.
- Students and will not be allowed to leave school grounds during breaks
- Hand hygiene stations will be set up at the school entrance and other locations as appropriate.
    - Students will be reminded verbally and by signage about necessity of hand washing/sanitizing;
        - When they arrive at school and before they go home
        - Before eating and drinking
        - After using the toilet
        - After sneezing or coughing into hands or tissue
        - Whenever hands are visibly dirty
        - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Establish and post **occupancy limits** for shared spaces such as lunch rooms and classrooms
- Assemblies and other school-wide events will be suspended or will be held virtually to avoid a large number of people gathered in one space
- Larger vehicles (buses) may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people.

## B. Second level protection (engineering): Barriers and partitions

- Barriers where staff cannot keep physically distant from co-workers or others
- Barrier cleaning in our cleaning protocols.
- Barriers so they don't introduce other risks to staff/students

- **Measures in place**
  - Front entrance has sign-in station and hand sanitizer for entrance / egress
  - Main office has a plexiglass barrier
  - Taping off of lockers to prevent use and use of tape to secure no use areas of the building

## C. Third level protection (administrative): Rules and guidelines

- Identify rules and guidelines for how workers should conduct themselves.
- Communicate these rules and guidelines to workers through a combination of training and signage.

- **Measures in place**
  - Signage throughout building promoting social distancing, use of proper hygiene, regular handwashing and relevant health practices are posted
  - Signage showing off limits areas and giving directions for interacting with teachers and students is posted
  - Individual hand sanitizing stations set up in each classroom
  - Hand sanitizing station (two) set up at school entrance for student use
  - Disinfecting solution / wipes available in high use areas for staff (e.g. photocopy room)
  - Student traffic flow will be minimized by having students in one general area (ie. MPR and gym)

  - **Cleaning and Hygiene Practices**
    - We have reviewed the information on cleaning and disinfecting surfaces.
    - Our workplace has enough handwashing facilities on site for all our workers.
    - Handwashing locations are visible and easily accessed.
    - We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
    - We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
    - Workers who are cleaning have adequate training and materials.

- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

- **Cleaning Protocols**

  - Maintenance/Janitorial staff will be on site from 6:30am-8:30pm
  - At the beginning of the shift a walk around of the school will be conducted to ensure all safety measures and signs are up and all unsafe conditions will be address immediately.
  - Once students are in class, a first round of disinfectant application on all high contact points will be conducted. ( main entrances, door knobs, washrooms, stairs and handrails etc)
  - A first round of sweeping in the entrance and cafeteria will be done and any spills will be wash with a disinfectant water. Check for all garbage containers for amount, empty if necessary.
  - Check for supplies at the hand sanitizer stations at the main entrance and also other locations
  - After breaks, once the students are back in class, a second round of disinfectant application on all high contact points will be conducted and washrooms will be disinfected and replenish for supplies and a quick almost dry wet mop in the wash room floors.
  - Once the students are dismissed for the day, All garbage will be picked up and disposed.
  - The MPR will be swept with a dust mop, wash floors with a disinfectant water, Vacuum all carpeted areas
  - All teachers and students desks and chairs will be disinfected
  - All hallways and cafeteria will be swept with a dust mop and auto scrub with a disinfectant water
  - All stairs will be vacuumed and wash railings and floors with disinfectant water.
  - All offices and staff room will be vacuumed, all contact points disinfected
  - A final check of the school, sanitizing station and covid 19 signs will be conducted to ensure school is ready for the next day.

### D. Fourth level protection (Using Masks)

- While masks are optional, any student or staff member wishing to wear a protective mask is permitted to do so

## *Step 3: Develop policies*

Policies to manage your workplace, including policies around who can be at the school, how to address illness that arise among staff or students, and how staff/students can be kept safe in adjusted working conditions.

**ACRSS policies ensure those staff/students and others showing symptoms of COVID-19 are prohibited from the workplace:**

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy in place
- We have a work from home policy in place

Our policy addresses staff/students who may start to feel ill at work. It includes the following:

- Sick staff and students should report to first aid, even with mild symptoms.
- Sick staff and students should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the person to go straight home. If the person is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill staff member/student has come into contact with.

## *Step 4: Develop communication plans and training*

Ensure that everyone entering the school, including workers from other employers, knows how to keep themselves safe while at ACRSS.

- We have a training plan to ensure everyone is trained in workplace policies and procedures. All staff have received the policies for staying home when sick.
- We have posted signage at the school, including occupancy limits and effective hygiene practices.

- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring staff/students and the workplace to ensure policies and procedures are being followed

### *Step 5: Monitor your workplace and update your plans as necessary*

As things may change as our school operates, if we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures.

- We have a plan in place to monitor risks.
- We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

### *Step 6: Assess and address risks from resuming operations*

As our school has not been operating for a period of time during the COVID-19 pandemic, we will need to manage risks arising from restarting our school

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our work space, such as new equipment, processes, or products.