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|  | Quigley Elementary  **Kelowna, BC**  **SITE COMMUNICABLE DISEASE PLAN**  Created on September 3, 2021 |

**EFFECTIVE DATE: September 3, 2021**

**REVIEWED BY: Quigley Elementary OHSC January 4, 2022**

**INTRODUCTION:**

To provide staff, students, and visitors who are attending Quigley Elementary with communicable disease safety procedures for safely entering Quigley Elementary. This plan is based on [Central Okanagan Public Schools' Communicable Disease Plan](http://www.sd23.bc.ca/Pages/COVID-19-Updates-.aspx?login=15051007#/=). **Read this plan before entering this facility**.

1. **SITE ENTRY:**

* Perform a [Daily Health Check](https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/covid/daily-health-check-english.pdf) 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 indoor in schools for all adults and students. Some exceptions apply (see Personal Protective Equipment). There are no mask exemptions for other visitors.
* Visitor entry may be restricted at the discretion of the site Administrator. Visitors are limited to those who support activities that are of direct benefit to student learning and well-being.
* 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 for contact tracing purposes.
* Visitors must acknowledge performing the Daily Health Check in the appropriate column on the site sign-in sheet. QGE Staff should use the online acknowledgement provided by the School District or use the hard copy sign in sheet available by the staff mailboxes. Students are not required to perform the acknowledgement.
* Visitors to be limited to those areas required for the purpose of the visit.
* 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.

1. **PREVENTION MEASURES:**

Ill, Unwell or Symptomatic

* For staff and students, 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).
* 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 (conference room will be utilized as an isolation area if needed).

Personal Protective Equipment

* Masks or other form-fitting face coverings required indoor in schools for students, staff and visitors. Some exceptions apply including:
* there is a barrier in place; or
* in the act of eating and drinking; 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. actively playing a wind instrument, 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.

Spacing

* Maintain as much space from others as possible.
* Respect each other's personal space.
* Consider going outdoors.
* Visitors to be limited to those areas required for the purpose of the visit.
* Maintain classroom and other area arrangements intended to increase spacing, limit face-to-face interactions, etc.
* Until further notice school gatherings and events (e.g., assemblies, parent-teacher interviews, etc.) will be held virtually. If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions), minimize attendance as much as possible. Do not exceed 50% operating capacity. Do not allow spectators.

Hand hygiene

* Avoid touching your face.
* Wash your hands often (see handwashing poster attached), 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.

1. **CLEANING PROCEDURE:**

* Custodial cleaning team will disinfect frequently touched items (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 items will have general cleaning occur in line with regular practices.

1. **SHARED SPACES:**

* May be used by multiple users at the same time.
* Space people out as much as possible.
* Masks required unless exceptions apply (see Prevention Measures).
* Obey occupancy limits if posted on room doors.

1. **SHARED ITEMS:**

Educational Items

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

Appliances

* May be shared but will not be cleaned/disinfected between users. Wash hands after using shared appliances.

Food

* Homemade/home prepared foods must not be shared (home baked food, potlucks, etc).

Water Fountains

* Water fountains remain closed for use.

Personal Items

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