



Concordia Lutheran  
church & school

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## **COVID-19 Health and Safety Plan**

**Rationale:** to reduce the risk of exposure to COVID-19 at Concordia Lutheran School.

**Objectives:** to reduce the risk of exposure by addressing the following:

1. How the Concordia learning and working environment is organized and arranged;
2. How specific student and staff activities are carried out;
3. How Concordia cleans and sanitizes; and
4. How changes and precautions will be communicated to everyone at Concordia.

Concordia's Health and Safety Plan is subject to change as new information relating to COVID-19 becomes available. This plan will be shared with staff members and Concordia's entire school community. The staff of Concordia have been trained and have played an important role in the implementation of this health and safety plan. Adherence to our COVID-19 Health and Safety Plan is mandatory for all of our school community in order to keep both our students and our staff safe.

### **Step 1: Assessment of the risks at Concordia**

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface and then touching the face.

Identified risks at school:

- kitchen, photocopy room, office spaces, classrooms, bathrooms, Narthex
- photocopiers, laptops, iPads, furniture, PE equipment (we will not be using student cubbies, musical instruments, or the water fountain)
- high-contact surfaces: doorknobs, drawer pulls, doors, faucets, toilet flushers, light switches, fridges, microwaves, coffee maker, utensils.

- student materials: writing tools, scissors, glue sticks, etc. (school supplies will not be shared)
- lack of social distancing
- drop-off and pick-up times
- people

## **Step 2: Protocols to reduce the risks at Concordia**

These protocols are put in place in order to minimize the risk of transmission of COVID-19.

- Concordia is following the orders, guidance, and notices issued by the Provincial Health Officer as they pertain to the BC education system as a whole and to Group 1 Independent Schools specifically (see: *Coronavirus COVID-19 BC Centre for Disease Control-Ministry of Health – COVID-19 Public Health Guidance for K-12 School Settings*);
- Concordia is adhering to the standards, guidelines, and direction of WorkSafeBC (see: *WorkSafeBC COVID-19 Safety Plan*);
- Concordia is following the additional health and safety requirements as implemented by the BC Ministry of Education (see: *Provincial COVID-19 Health and Safety Guidelines for K-12 Setting – Ministry of Education*);
- Concordia is following the advice of Interior Health’s *Safety of the School Environment in the Interior Health Region During the COVID-19 Pandemic*;
- Concordia is following the suggestions of both SCSBC (Society of Christian Schools of BC) and FISA (Federation of Independent Schools Association) as they pertain to COVID-19 related health and safety measures in member schools;
- Concordia has established and posted maximum occupancy limits for classrooms, kitchen, bathrooms, and gymnasium;
- Concordia has reduced the class size (approximately 50%), organized students into smaller groups to stay together during the day, scheduled teaching outside in group areas if and when it is possible, limited the number of staff members interacting with different groups of students, avoided close greetings such as hugs or handshakes, reminded students to keep their hands to themselves, prepped the building for social distancing protocols, and avoided activities that require physical contact;
- Concordia has arranged for all staff to work alone in their workspaces, is holding meetings virtually, has reduced the number of individuals in the building overall (students at approximately 50% and parents not entering building), changes to work schedules, staggered recess and lunch times;
- Concordia has implemented strict physical distancing rules for staff members and other, including students, to keep at least 2 meters or 6 feet apart;

- Concordia has used physical cues (signage) for maintaining physical distance and is helping younger students understand the importance of minimal to no physical contact
- Concordia is communicating with staff, students, parents, and visitors as to our strict physical distancing rules (signage, emails, letters, staff meetings, etc.)
- Concordia staff has undergone training on how to use spaces safely, how to use marks on floors for lining up, which doors to enter and exit, etc.
- Concordia has a strict schedule and protocol for cleaning equipment, desks, and high-contact surfaces, including wiping down equipment such as the photocopier after every use and door handles and light switches at least twice per day, as well as a deep clean nightly;
- Concordia has mandated that staff is to limit the sharing of equipment when at all possible and to sanitize it after use if it is a shared piece of equipment;
- Concordia has mandated that no one (student or staff member) is to share writing utensils;
- Concordia has reduced the amount of unnecessary staff and student movement in the school building (a schedule of the use of locations has been made);
- Concordia has implemented a social distancing system of movement within and around the school (ie. each class has a separate entrance/exit);
- Concordia has asked that families call the school, rather than coming into the school in person (or to make an appointment);
- Concordia has scheduled a staggered recess, lunch, and bathroom break time for each class;
- Concordia has restricted the movement of staff members and students during on-site days (ie. remaining on site for the duration of the day);
- Concordia does not allow the sharing of food;
- Concordia staff has been trained on safety protocols in the kitchen to eliminate risks between staff members;
- Concordia has disabled the water fountain and students are required to bring their own water bottle filled from home;
- Concordia has established protocols for students bringing their materials into the building (cubbies will not be in use and they will keep their backpack and personal items at the foot of their desk);
- Larger group activities (chapels, assemblies, ceremonies) will only take place if strict social distancing protocols can be adhered to (otherwise they will be done virtually);
- Concordia students who have had any symptoms of COVID-19, cold, and/or flu in the last ten days will **not** be admitted to the school building (see: *Concordia's Daily Health Assessment for Children*) (attached);

- Concordia staff members **must** assess themselves daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease **prior** to entering the school;
- Concordia is directing those unsure of the need to self-isolate to utilize the BC Ministry of Health’s online COVID-19 self-assessment tool at *covid19.thrive.health*;
- Concordia mandates that any staff member or student who falls ill with any such symptoms during the school day will be asked to remove himself/herself to an isolation area (students will be supervised) until his/her departure from the school building;
- Concordia is following the information contained in the document “COVID-19 Health and Safety Cleaning and Disinfecting” from WorkSafe BC (attached);
- Concordia has ensured that sufficient hand washing and hand sanitizer supplies are on hand. Staff members and students are directed to wash their hands when first arriving in the building, before recess and lunch, before going home, after using the washroom, after sneezing or coughing into hands or a tissue, whenever hands are visibly dirty, and to use hand sanitizer when moving between learning environments or between activities, before and after using common equipment (centers—only those centers that can go through the sanitization machine will be available);
- Concordia students and staff will be encouraged to hand sanitize frequently to support good hygiene practices;
- Concordia staff will help the younger students with hand hygiene (staff will spray their hands);
- Concordia’s janitor will clean the entire school thoroughly after school each day (including emptying garbage containers every day and cleaning desks and chairs);
- Concordia’s Education Assistant will clean/sanitize high-contact areas throughout the day;

### **Step 3: Concordia’s steps to manage the school during COVID-19**

**First level protection (elimination): Limit the number of people at Concordia and ensure physical distance whenever possible:**

- Occupancy limits have been posted as follows:
  - Occupancy limit for bathrooms: 1 person
  - Occupancy limit for kitchen: 4 people
  - Occupancy limit classrooms: 9 people
  - Occupancy limit for gymnasium: 20 people
- In order to reduce the number of people at Concordia we have done the following:
  - Staff meetings are held via technology whenever possible.
  - Each classroom is at half capacity (maximum of 7 students).

- Parents are to take their child to the designated exterior door for their health check-in and are not to enter the building with their child. If a parent needs to speak with the Administrator or Administrative Assistant, they are to book an appointment.
- Teaching and learning is to continue off-site 3 days a week.
- The Education Assistants are to work outside of the classroom to allow for 1 adult per classroom.
- ☑ Student desks are spaced apart for social distancing.
- ☑ Only one classroom group (7 students) will be any given area at a time. A schedule has been developed for use of the building spaces.

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

Not applicable at Concordia at this time.

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

- ☑ Hand hygiene posters are posted in all areas (classrooms, entrances, kitchen, and bathrooms).
- ☑ Cover coughs and sneezes posters are posted in all areas.
- ☑ Protocols have been developed for washing/sanitizing hands as follows:
  - Hands are to be washed upon entering the school building.
  - Hands must be washed before eating and sanitized after eating. The three classrooms have staggered recess and lunch times to accommodate for use of the student washrooms for hand washing. When it is a class' turn to use the washroom, they will line up on the lines on the floor. A staff member will let one person in at a time.
  - Hands will be washed after using the bathroom.
  - Hands will be sanitized when switching locations (gym/classroom/outside).
- ☑ Cleaning protocols for staff areas are posted and staff is trained in cleaning materials and rules. This includes the kitchen, staff bathroom, and photocopy room. Cleaning materials are available in these locations and staff is responsible for sanitizing the area after each use.
- ☑ Students are to keep all their materials at their desk. They will not be using their cubbies.
- ☑ Students may not share school supplies with one another.
- ☑ Students will eat in their own space (at desk or in designated spot outside) and are not to share food with others.

### Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☑ Masks are voluntary for students and staff.
- ☑ As social distancing is our first measure, masks will only be necessary if social distancing is not able to be accomplished.
- ☑ Staff has been trained on how to properly use a mask (video training).

### Effective cleaning and hygiene practices

- ☑ Effective hygiene habits will be posted and the students will be reminded frequently about: coughing and sneezing into their elbows and not touching their faces.
- ☑ Students will wash their hands upon entering the school, before eating recess snacks, and before eating lunch.
- ☑ Students will use hand sanitizer after eating recess and lunch and when switching activities or locations in the building.
- ☑ Janitorial service has provided each staff member with a cleaning caddy with all appropriate cleaning supplies for the day. Clothes will be put in sealed container and replaced daily. Staff has been trained on use of cleaning supplies.
- ☑ Janitorial service will be completing a daily deep clean of the rooms in use.
- ☑ Education Assistant and Administrative Assistant will be cleaning high-contact surfaces at least twice a day (10:30 and 12:30).
- ☑ Education Assistant and Administrative Assistant will be cleaning the student washrooms twice a day (10:40 and 12:40).
- ☑ Students' desks and chairs will be cleaned thoroughly at the end of each day.
- ☑ Staff will follow the posted protocols for cleaning the staff washroom after every use.
- ☑ Staff will follow the posted protocols for cleaning the kitchen after every use.
- ☑ Staff members will use their own school supplies (staplers, tape dispensers, writing utensils).
- ☑ Staff members will wash their own dishes with soap and water and place in the tray for sanitization at the end of the day.

### Policies to manage safety at Concordia

Concordia's safety policies ensure that staff and students showing symptoms of COVID-19 are prohibited from the school. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. This includes:

- ☑ Anyone who has had symptoms (student or staff) of COVID-19 in the last 10 days.
- ☑ 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 (including parents) are not to enter the building without an appointment. The 3 groups (classes) of students will enter the building from 3 different exterior doors.
- ☑ Our working alone policy consists of each staff member working out of their own room (this includes teachers, principal, pastor, administrative assistant, and educational assistant).
- ☑ Our working from home policy at this time consists of teacher working from home 3 days a week.

Concordia's safety policies address staff members or students who start to feel ill at work. This includes:

- ☑ Sick staff members or students will report to the principal, even with mild symptoms.
- ☑ Sick staff members or students will wash/sanitize their hands immediately, put on a mask, and isolate from staff and students. The principal will have the staff member go straight home. The staff member is to consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.
- ☑ If a staff member or student is severely ill (ie., difficulty breathing or chest pain), 911 will be called.
- ☑ Any surface that has been touched by the staff member or student will be cleaned and disinfected immediately.

#### **Step 4: Communication plans and training**

Everyone entering Concordia will be trained on how to keep themselves and others safe while at school.

- ☑ The staff has undergone an orientation that goes over the policies and procedures for Concordia's Safety Plan.
- ☑ All staff members and parents of our students have been made aware of the policy for staying home and being sent home if any symptoms are present.
- ☑ Concordia has posted signage, including occupancy limits, effective hygiene practices, safe distancing, covering coughs and sneezes, and prevention.
- ☑ Concordia has posted signage at the entrances indicating who is restricted from entering the premises (due to symptoms).
- ☑ Concordia's principal will be monitoring staff, students, and the school to ensure policies and procedures are being followed.
- ☑ Concordia will post new information in the school (Administrative Assistant) office.
- ☑ Concordia's principal will enforce this plan and support all staff members and students in adhering to this plan.

- ☑ Concordia’s staff will follow the established work procedures and instructions as directed by the principal or the SOT of CLS.
- ☑ The principal will continue to receive training in the area of COVID-19 related workplace safety.

#### **Step 5: Monitoring the school and updating plans as necessary**

Things may change as the 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.

- ☑ Concordia will update this plan as new information, risks, and challenges are identified, involving our staff members in the process.
- ☑ Health and safety concerns are to be reported to Concordia’s principal.
- ☑ Safety issues will be resolved as a staff at Concordia and with the input of the SOT if necessary.

#### **Step 6: Risks from Resuming Operations will be assessed**

As Concordia has not been operating out of the school for a period of time during the COVID-19 pandemic, we may need to manage some risks arising from restarting on-site learning.

- ☑ New and part-time staff will be trained in respect to this health and safety plan.
- ☑ Concordia’s staff members are to only perform essential tasks to maintain the students’ education and well-being. Non-essential tasks are to be put ‘on hold’ until directed otherwise by the provincial health officer, via the principal.
- ☑ New roles for staff may mean new responsibilities with regard to Concordia’s COVID-19 Health and Safety Plan.

Resolving Concerns about Unsafe Work; Questions and Concerns; Protecting Mental Health:

- a. Staff members have the right to refuse work if they believe it presents an “undue hazard”.

In the context of COVID-19, an “undue hazard” is defined as follows:

“For COVID-19, an “undue hazard” would be one where a staff member’s job role places him/her at increased risk of exposure and adequate controls are not in place to protect them from that exposure.” (“COVID-19 and Returning to Safe Operation”, WorkSafeBC, 2020)

If the matter is not resolved, the staff member and the principal or SOT of Concordia must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.



- b. Staff members, administration, and the SOT with questions or concerns about workplace exposure to the COVID-19 virus can contact WorkSafeBC at 1-888-621-SAFE if the matter cannot be resolved.
- c. Mental health is as important as physical health; anxiety and uncertainty are realities created by COVID-19. Concordia is committed to supporting the mental well-being of its staff members and other members of the community. An impact assessment of the students (and staff members) is crucial as part of a trauma-informed transition back into classrooms; the use of surveys and check-ins is encouraged in order to gather important data to inform what level of trauma response and recovery will be necessary to support the Concordia community.

### **Resources Consulted:**

- WorkSafeBC – Education (K-12): Protocols for returning to operation (2020)
- WorkSafeBC – COVID-19 and returning to safe operation (2020)
- WorkSafeBC – COVID-19 Safety Plan (2020)
- WorkSafeBC – COVID-19 Health and Safety Cleaning and Disinfecting (2020)
- WorkSafeBC – OFAA Protocols during the COVID-19 Pandemic: A Guide for Employers and Occupational First Aid Attendants (2020)
- WorkSafeBC – poster “Wash Your Hands”
- WorkSafeBC – Preventing Exposure to COVID-19 in the Workplace: A Guide for Employers (2020)
- WorkSafeBC – poster “Help Prevent the spread of COVID-19 – Cover coughs and sneezes”
- WorkSafeBC – poster “Help prevent the spread of COVID-19: How to wear a mask”
- BC Centre for Disease Control – COVID-19 Cleaning and Disinfecting for Public Settings (2020)
- BC Centre for Disease Control – COVID-19 Public Health Guidance for K-12 School Settings (May 19, 2020) –attached
- BC Ministry of Education – Provincial COVID-19 Health and Safety Guidelines for K-12 Settings (2020)
- BC Ministry of Education – Supporting the K-12 Education Response to COVID-19 in B.C.: Operational Guidelines for School Districts and Independent School Authorities (May 15, 2020)
- SCSBC – School Readiness Essentials (2020)
- Concordia’s Daily Health Assessment – attached
- Ministry of Health – Posters: Hand Hygiene, Coronavirus Prevention, Sick or Self-Isolating Do Not Enter, and Reduce the Spread of COVID-19: Physical Distancing