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**COVID 19 Protocol: Whole School, and individual Classroom measures.**

**\*\*ALL staff and students are mandated to observe these protocols to be in our school building during this COVID 19 transitionary period\*\***

We are required to observe certain safety protocols to return to school during Stage 2. We will work with students to create a culture of awareness of precaution. Having sanitary and healthy practices helps create healthy habits.

**COVID Health & Safety Plan: September 2020**

**Updated: February 2021**

**Access to School:**

* All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days must stay home and self-isolate in accordance with guidance from the [BC Centre for Disease Control](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick). Self-isolation is also advised for those who are considered a close contact of a confirmed case.
* Parents and caregivers will be notified **before** September 8, 2020 in writing that it is their responsibility to assess their children daily before sending them to school. They will be provided a Daily Health Check (BC Centre for Disease Control) to assist in their assessments and an online assessment tool can be found here: https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1. Parents will also be notified of the new online self-assessment tool: <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1> as of February 2021.
* This information will also be posted on the Arrowsmith Independent School website: [www.arrwosmithindependentschool.ca](http://www.arrwosmithindependentschool.ca) and will be given at registration/orientation
* Parents and caregivers must assess their children daily for symptoms of common cold, influenza, COVID-19, or other respiratory disease before sending them to school. Parents/caregivers and students can utilize the provincial K-12 Health Check app for daily assessment of symptoms. Arrowsmith Independent Staff are NOT required to verify that the student health check has occurred every day or require that parents/caregivers submit a daily health check form.
* Teachers and Director will take student’s temperature upon arrival to school, outside the building. They will also conduct a health check based on the BC Centre for Disease Control’s Daily Health Check (Appendix B). This health check will be provided to parents in person before the first day of school during registration and orientation
* Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer’s Order on Workplace Safety prior to entering the school.

-School administrators are required to verify that staff and other adult health checks have been completed before they enter the school

-If a student, staff or other adult is sick, they must not enter the school.

* If a student develops symptoms while at home, parents or caregivers must keep their child at home and isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved. **The following students, staff and other adults must stay home and self-isolate:**

-A person confirmed by the health authority as testing positive for COVID-19

-A person confirmed by the health authority as a close contact of a confirmed case of COVID-19

-A person who has travelled outside of Canada in the last 14 days.

A person who has tested for COVID-19 **must stay home** while they are waiting for the test results.

* If a student develops symptoms associated with COVID-19 infection **while** at school or under the care of the school, the following procedures with occur:
1. Student will be asked to remain in the external office (not usually occupied by staff or students) thus providing physical distancing.
2. Parents or caregivers of the student will be contacted immediately to pick up as soon as possible
3. Staff shall attempt to keep a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering or use a tissue to cover mouth and nose
4. Student will be provided a non-medical mask, face covering, or use a tissue to cover his/her mouth and nose. Throw away used tissues as soon as possible and perform hand hygiene
5. Avoid touching the student’s body fluids (mucous, saliva). If you do, practice diligent hand hygiene
6. Teacher or Director to contact 811 or the public health unit to notify of a potential case and seek further input.
7. Student to be picked up by parent or caregiver and office area to be disinfected (surfaces, door handles, and frequently touched surfaces)
8. Student should seek assessment by a health-care provider
9. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (eg. Classroom, bathroom, common areas.
10. Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

If a Staff Member develops symptoms associated with COVD-19 infection **while** at work, the following procedures will occur:

1. Staff should go home as soon as possible

If unable to leave immediately:

1. Symptomatic staff should separate themselves into an area away from others
2. Maintain a distance of 2 metres from others
3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up
4. Staff responsible for facility cleaning (Director/Principal) must clean and disinfect the space where the staff member was separated and any areas used by them (eg. Classroom, bathroom, common areas)

-If there is a prolonged or elevated staff and student absenteeism due to influenza-like illness, the Director or Principal of Arrowsmith Independent School will notify the local Vancouver Island Health Authority

* Arrowsmith Independent School will not provide notification to staff or students’ families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.
* The Director and Principal will ensure that parents and caregivers understand how to complete the daily health check app and confirm that it must be completed daily. Due to the fact that we have enrollment of fewer than 50 students from K-7, this is a feasible undertaking
* Due to our small size, Arrowsmith Independent does not have Educational Assistants or support staff from the greater community. We are a small community and will therefore, ensure that outside visitors to the school be kept to a minimum.
* Visitors entering Arrowsmith Independent School will be kept to a minimum and will be prioritized to those supporting activities that are of benefit to student learning and wellbeing.
* All visitors to Arrowsmith Independent School will be required to confirm they have completed the requirements of a daily health check before entering.
* Arrowsmith Independent School will keep a list of the date, names, and contact information for all visitors who enter the school.

In addition: school medical health officers have recommended the following key areas of focus for schools based on reviews of school exposures to date:

* + 1. Prevent crowding and gathering; pay particular attention to the start and end of the day, and stagger recess, lunch and transition times for students and staff whenever possible.
		2. Avoid close face-to-face contact whenever possible
		3. Assign staff to a specific learning group whenever possible.
		4. Ensure that the use of masks does not reduce or replace practicing physical distancing between learning groups and other prevention measures, for both students and staff.
		5. Ensure prevention measures are in place in staff only areas, including break and meeting rooms.
		6. Implement music classes according to the ***British Columbia Music Educators’ Association and Coalition for Music Education in British Columbia*** Guidance for Music Classes.
		7. High intensity physical activity should occur outside whenever possible

**Staying Home, Self-Isolation and Symptoms:**

Stay home when required to delf-isolate; the following students, staff or other adults **must stay home and self-isolate:**

-a person confirmed by the health authority as testing positive for COVID-19; or

-a person confirmed by the health authority as a close contact of a confirmed case of COVID-19;

-a person who has travelled outside of Canada in the last 14 days.

A person who has tested for COVID-19 **must stay home** while they are waiting for the test result.

**Symptoms of Illness and Return to School**

**Students, staff, or other adults should stay at home when sick,** as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

**-**Parents/caregivers and students can use the K-12 Health Check app.

**-**Staff and other adults can refer to BCCDC’s “When to get tested for COVID-19”

**-**Staff, students and parents/caregivers can also use the BCCDC online Self-Assessment Tool, call 8-1-1 or their health care provider

When a staff, student or other adult can return to school depends on the type of symptoms they experienced (as indicated in the K-12 Health check app and BCCDC “When to get tested for COVID-19” resource) and if a COVID 19 test is recommended.

Students and staff who experience symptoms consistent with a previously diagnosed health condition (eg. Seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require a re-assessment by a health care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health care provider.

Students or staff may still attend if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

**Administrative Measures:**

* Public will be limited coming into the office. Parents and others will be encouraged to call instead of visiting the school.
* People will be asked to remain outside the office and keep a 2-metre distance from Office Staff
* The Office at Arrowsmith Independent has a glass window permanently that will assist in keeping distance from the public

**Student Management and Hygiene:**

* Students will be required to wash hands with plain soap and water for at least 20 seconds
* If sinks are not available (eg. Students and staff are outdoors), alcohol-based hand rub contain at least 60% alcohol will be used
* Students will be required to wash their hands:
	+ - 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 (eg. Outdoor-indoor transitions, from music room to the classroom)
		- Teachers will assist younger students with hand hygiene as needed
		- If a sink is not available, use alcohol-based hand sanitizer
		- Foods will not be shared by students
		- Before consuming fruits and vegetables, they will be washed with cold, running, potable tap water before consuming
		- Students and Staff will be encouraged not to touch their faces
		- There is no need to limit the sharing of books or paper based educational resources to students. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people

**Physical Distancing:**

* During drop off and pick up, parents and caregivers will remain outside of the school
* Students and staff will avoid greetings like hugs or handshakes. Students will be reminded to keep their hands to themselves when possible
* Outside learning will occur more frequently and when deemed practicable
* For younger students, shared items will be reduced. Individual activities will be incorporated more frequently and activities that encourage more space between students and staff
* Classes at Arrowsmith Independent are comprised of 15 students or fewer and classes will remain in these smaller groups whenever possible
* Arrowsmith Independent School does not employ Educational Assistants or other outside support staff. Students will remain with their class teachers for the majority of their learning.
* Students in classrooms will be spaces with a 2-metre distance
* There will be no allowance for food and drink sharing
* Because our entire cohort is fewer than 60 students, recess and break times will remain the same for all students. Each classroom is equipped with a sink thus students will be able to maintain proper hand hygiene without visiting shared washrooms frequently. Hand washing will be mandatory before and after outdoor play
* There are no extracurricular activities offered at this time at Arrowsmith Independent School
* Staff and adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes break times and in meetings.
* School Gatherings and Events: school gatherings will be kept to a minimum, when it is necessary, the following guidelines will be followed:

-gatherings will occur only in this learning group

Gatherings will not exceed the maximum learning group size (which includes students and staff who are part of learning group). Plus, the minimum number of additional people required (additional staff, visitors etc.) to meet the gathering’s purpose and intended outcome. Additional people should be minimized as much is practical to do so, and they must maintain physical distance

-adequate space should be made available to prevent crowding

-staff meetings, in-service and professional development activities and any other staff-only gatherings should be held virtually whenever possible

-staff will practice physical distancing (2m) for face-to-face interactions, whenever possible

--if physical distancing cannot be maintained, and a barrier is not present, participants are required to wear masks

-the number of participants gathered, and the length of the gathering should be minimized as much as possible

-examinations or assessments are not considered school gatherings, however they must still be delivered in accordance with the health and safety guidelines outlined in this document and should not include non-student and staff spectators (eg. Performance arts concert or play where families are invited to attend)

-in-person inter-school events (including competitions, tournaments and festivals) should not occur at this time. This will be re-evaluated throughout the school year.

**Visitor Access/Community Use:**

* Parents/caregivers and other visitors to Arrowsmith Independent School should maintain, physical distance and avoid crowding while on school grounds, including outside.
* Visitors will be made aware of health and safety protocols and requirements prior to entering the school, like maintaining physical distance, wearing a non-medical mask inside the school.
* Arrowsmith Independent School will ensure all visitors confirm they are not ill and are not required to self-isolate before entering.
* Arrowsmith Independent School will keep a list of the date, names and contact information for all visitors and staff who are not typically onsite (teacher-on-call, specialist teachers, IT personnel, authority administrators) who entered the school over the past 30 days.

-All visitors must wear a non-medical mask when they are inside the school.

-Adult volunteers can continue to support outdoor supervision, provided they follow required health and safety protocols.

After hours community use of facilities is allowed; these rules must be followed:

-The Gatherings and Events Order of the Provincial Health Officer must be followed

-Diligent hand washing

-respiratory etiquette

-Physical distancing among older youth and adults

-Ensuring participants stay home if they are feeling ill

-Limiting building access to only those areas required for the purpose of the activity

-Spaces and equipment used by the community members should be cleaned and disinfected prior to staff and students re-entering the space

-cleaning for purposes of after school use cannot result in a reduction of cleaning for education purposes.

-schools can consider asking community members to bring their own equipment, where appropriate.

**Cohorts:**

* Enrolment at Arrowsmith Independent School from K-7 is maintained at 60 students or fewer. In our elementary school, our entire school is one cohort
* Minimized physical contact will be encouraged but a 2-metre distance does not need to be maintained
* Students in each classroom will have an assigned seating arrangement
* Socializing within the school at recess and break times is permitted as the number of students in the entire school is one cohort

**Use of Personal Protective Equipment (PPE):**

* Non-medical masks are mandatory for all Staff and for students Grades 4-7.
* Students at Arrowsmith Independent School are brought to school by their parents or caregivers and not a shared bus, so non-medical masks are not required
* No student is required to wear a non-medical mask of they do not tolerate it
* Staff will practice physical distancing as much as possible while teaching. All K-12 staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in schools

**Students with medical complexity, immune suppression and/or receiving delegated care:**

* Managing students with medical complexities, immune suppression, or who are receiving delegated care may require those providing health services (e.g., staff providing delegated care or other health care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. In community-based clinical settings where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for routine practices is not required. The same guidance is applicable to those providing health services in schools.
* If a person providing health services determines the need for additional PPE following a point-of-care risk assessment, it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g., children with immune suppression), particularly those who work at multiple sites.
* Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. They are encouraged to work with those organizations directly to confirm what PPE is recommended for the services they provide in school settings.
* No health services should be provided to a student in school who is exhibiting any symptoms of COVID-19 (beyond those detailed if a student develops symptoms at school in [BC CDC guidelines](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)).
* Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child’s level of risk.

**Safety for Staff:**

**Physical distancing**

* The Cohort at Arrowsmith Independent School is only one comprised of fewer than 60 students K-7. Staff will be encouraged to maintain physical distance and not greet others by hugging or shaking hands.
* Classrooms will be configured to maximize distance between students and adults. Seating arrangements where students directly face one another should be avoided where possible.
* School gatherings will occur within one cohort. Gatherings will not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g., school staff, visitors, etc.) to meet the gathering’s purpose and intended outcome. These gatherings will happen minimally and schools should seek virtual alternatives for larger gatherings and assemblies where practicable.
* If staff need to travel between school and field trips, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to

 accommodate physical distancing by using a seat configuration that maximizes distance between people.

* During meetings, staff will practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks indoors.

**Hygiene**

* Staff will be encouraged to remain on site and not to leave during lunch or at break times.
* Hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer). See the [List of Hand Sanitizers Authorized by Health Canada](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html) for products that have met Health Canada’s requirements and are authorized for sale in Canada.
* Handwashing policies and procedures are posted for all staff and others at the school.
* Teachers, and administrators will wash their hands frequently to reduce the risk of transmission.
* Staff will be provided with appropriate supplies and facilities with soap and water. If soap and water are not available, use hand sanitizer and disinfectant wipes. Hand hygiene stations are set up at the school entrance and external classroom doors.
* Staff will be oriented in effective hygiene practices. Refer to [WorkSafeBC’s hygiene practices signage](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en).

**Use of personal protective equipment (PPE)**

* Masks and gloves are needed and used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
* Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
* Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

**Interacting with cohorts**

* Arrowsmith Independent School K-7 has only one cohort. Our school will minimize the number of adults (staff and others) who interact with this cohort, while supporting learning and providing a positive, healthy, and safe environment.

**Cleaning and Sanitizing:**

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

* Arrowsmith Independent School will be cleaned and disinfected in accordance with the BC CDC’s [Cleaning and Disinfectants for Public Settings](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf). Cleaning practices should be in line with the provincial health officer’s [COVID-19 Public Health Guidance for Childcare Settings](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf).

-This includes:

* + General cleaning and disinfecting of the premises **at least once every 24 hours**
	+ Cleaning and disinfecting frequently-touched surfaces **at least twice every 24 hours** (door knobs, light switches, toilet handles, tables, desks, and chairs used by multiple students, keyboards and toys)
	+ Clean and disinfect any surface that is visibly dirty
	+ Use common, commercially-available detergents and disinfectant products and closely follow the instruction on the label
	+ Limit frequently-touched items that are not easily cleaned
	+ Empty garbage containers daily
	+ Wear disposable gloves when cleaning blood or bodily fluids (runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves
* A cleaning and disinfecting schedule will be created to ensure the above is completed daily
* Shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins) will be removed
* End-of-day wipe downs will be completed by teachers and staff for all shared spaces.
* Garbage containers will be emptied daily.
* Custodians will be provided adequate instruction, training, and supplies on the cleaning protocols developed for the workplace.
* All staff will clean and disinfect any surface that is visibly dirty and limit frequently-touched items that are not easily cleaned. Common, commercially-available detergents and disinfectant products will be used and instructions on the label will be closely followed. See Health Canada’s list of [hard-surface disinfectants](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html) for use against COVID-19 for specific brands and disinfectant products.

**Buses and School Transportation:**

* Arrowsmith Independent School students do not take a daily bus for drop off and pick up.
* Elementary school students are not required to wear a non-medical mask or face covering on school buses.
* A bus is provided for field trips with a maximum of 16 students allowed on the bus, each student having his/her own seat
* The bus will be: cleaned and disinfected before a field trip and after. Our bus will be cleaned and disinfected according the guidance provided in the BC CDC’s [Cleaning and Disinfectants for Public Settings](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf) document. Additional guidance is available from [Transport Canada](https://www2.tc.gc.ca/en/services/road/federal-guidance-school-bus-operations-during-covid-19-pandemic.html).
* Private vehicle use where possible to will be encouraged to decrease transportation density.
* Students will sit in their own seats.
* Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering and/or stay behind a physical barrier in the course of their duties.
* Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
* Where possible, students should sit next to the window.
* Our schools will keep up-to-date passenger lists to share with public health should contact tracing need to occur.

**Food Services:**

* Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs.
	+ If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g., Foodsafe trained staff, a food safety plan, etc.).
	+ If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs) are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.).
* Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).
* The June 19, 2020 [Order of the Provincial health Officer Food Service Establishments and Liquor Services](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf) does not apply to schools. [Food Safety Legislation](https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-legislation) and the [Guidelines for Food and Beverage Sales in B.C. Schools](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015_food_guidelines.pdf) continue to apply as relevant.
* Schools should continue to emphasize that food and beverages should not be shared.
* Items brought regularly to and from school should be limited to those that can be easily cleaned (eg. Reusable food containers) and/or are considered to be low risk (eg. Clothing, paper, etc.).

**Programs: Physical Education & Music:**

-Music at Arrowsmith Independent School can occur if physical contact is minimized for those within the same learning group, physical distance can be maintained for K-12 staff, and physical distance can be maintained for elementary students when interacting indoors.

-No in-person inter-school competitions/performances/events will occur at this time.

-Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after participating in music and music equipment use

-Music education should be delivered in line with the Guidance for Music Classes in BC During COIVD-19 developed by the B.C. Music Educators’ Association and the Coalition for Music Education in B.C.

-Physical Education classes are conducted outside at Arrowsmith Independent School, therefore adequate space and ventilation is always achieved.

**Communication Strategies:**

* Staff will be reminded that all health and safety measures in place prior to the pandemic are still in place.
* Essential health and safety information will be communicated to Staff in writing before they return to the workplace. Staff will be given an appropriate amount of time to review this material, and to respond with questions.
* Upon first return to the workplace, on September 1, 2020, a health and safety meeting will be held to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
* Daily check-in meetings with staff will occur to provide them with new information and review any concerns.
* Parents and caregivers will be given frequent literature and written and verbal reminders to ensure an understanding of our policy that students must stay home if they are sick.
* The number of non-essential people coming into the school such as parents and caregivers and contractors will be minimized greatly.
* Parents and caregivers will be frequently informed about what we are doing in your educational setting regarding taking extra precautions.
* Workers will be informed as of how to raise safety concerns. This can be done through our health and safety officer or Board of Directors
* New information relating to COVID-19 in our school will be posted in the staff room.

**Documentation and Training:**

* Staff and teachers will be trained in:
	+ The risk of exposure to COVID-19 and the signs and symptoms of the disease.
	+ Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
	+ How to report an exposure to or symptoms of COVID-19.
	+ Changes you’ve made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
	+ Document COVID-19 related meetings and post minutes in the Staff Meeting Minutes Binder
* Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

**Safety Responsibilities by Role:**

**Employer (Arrowsmith Independent School Society)**

* Select, implement, and document risk assessments and appropriate site-specific control measures.
* Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
* Ensure that supervisors and workers are informed about the content of safety policies.
* Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
* Maintain records of training and inspections.
* Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
* Where possible, have workers perform only essential tasks to maintain the student’s education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.
* Maintaining an inventory of PPE for custodians, [cleaning and disinfectant products](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en), and well-maintained equipment used for cleaning and disinfecting.
* Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
* Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
* Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

**Supervisors (principals and vice principals)**

* Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
* Direct work in a manner that eliminates or minimizes the risk to workers.
* Post or relay educational and informational material in an accessible area for workers to review.

**Workers (teachers, education assistants, support staff and outside contractors)**

* Know the controls required to minimize their risk of exposure to COVID-19.
* Participate in COVID-19 related training and instruction.
* Follow established work procedures and instructions as directed by the employer or supervisor.
* Report any unsafe conditions or acts to the supervisor.
* Know how and when to report exposure incidents.