



**Central Okanagan
Public Schools**
Together We Learn

SCHOOL DISTRICT No. 23
(CENTRAL OKANAGAN)

Mar Jok Elementary
2101 McDougall Road, Kelowna, BC
V1Z 4A4

SITE COMMUNICABLE DISEASE PLAN

created September 3, 2021(updated Jan 8/22)

EFFECTIVE DATE: September 3, 2021

REVIEWED BY: Mar Jok Elementary Safety Committee January 09, 2022

INTRODUCTION:

To provide staff, students, and visitors attending Mar Jok Elementary with the communicable disease safety procedures for safely entering this facility. This plan is based on [Central Okanagan Public Schools' Communicable Disease Plan](#). **Read this plan before entering this facility.**

1. SITE ENTRY:

- Perform a [Daily Health Check](#) prior to entering. Do not enter facility if you answer 'yes' to any of the symptoms.
- Masks or other form fitting face coverings are required indoor in schools for adults and students grades K-12. Some exceptions and exemptions apply (see Personal Protective Equipment) regarding students/staff. Those with mask exemptions must continue to follow any strategies identified to reinforce and enhance other safety measure. Those not able to wear a mask all day are encouraged to wear one as much as able. [COVID-19 planning resource: mask exemptions](#) . There are no mask exemptions for other visitors.
- 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.
- 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. Staff use this [online acknowledgement](#). 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.

2. 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/students displaying new symptoms while at school must immediately inform supervisor and leave 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 required indoor in schools. 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. Follow foot traffic and spacing signage instructions.
- Respect each other's personal space.
- Maintain classroom and other area arrangements intended to increase spacing, limit face-to-face interactions, etc.
- Consider going outdoors.
- Capacity limits will be determined and posted for indoor spaces without a defined operating capacity. That limit will be at most half the number of individuals normally within that space prior to the COVID-19 pandemic. This does not apply to classrooms or other instructional settings.
- 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.
- Carpets and rugs (e.g. for circle time activities) can be used. Note that circle time activities where students are in close proximity are on pause at this time.
- Regular learning activities that bring together multiple classes (e.g., exams, physical education) should be spread out across multiple locations/spaces where possible. Note that these activities do not need to be reduced in size.

Hand hygiene

- Avoid touching your face.
- Wash your hands often (see this [WorkSafeBC handwashing poster](#)), 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.

3. 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.

4. 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).
- Follow occupancy limits where posted on room doors.

5. 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 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.).