



## PATTISON HIGH SCHOOL

*We don't teach a class, we teach individual students in a class*

2020 Spring Health & Safety Plan for the period 2020 May 29/June 01 at the beginning of Stage 3 until further notice

Revised and updated August 4 / 12 2020

*2020 Fall semester Health & Safety Plan for the period 2020 September 08 / 11 at the beginning of Stage 2 until further notice*

*2021 Winter semester Health & Safety Plan effective February 04 2021 consistent with the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings ... continuation of Stage 2 until further notice*

**2021 Winter semester Health and Safety Plan further updated February 26 2021 consistent with the Provincial COVID-19 Health and Safety Guidelines for K-12 settings: supportive school environments, interacting with learning groups, student transportation on buses, frequently touched surfaces, visitor access/community use, personal protective equipment, general ventilation and air circulation, curriculum programs and activities, physical and health education (PHE) outdoor programs, school sports, theatre film and dance programs, and Appendix B COVID-19 symptoms testing & return to school.**

- 1. The school is compliant with the guidance indicated in the Introduction to the above noted document. page 5*
- 2. With the current document, the school is compliant with the direction provided in 'Key Principles.' pages 5-6*
- 3. The school is compliant with measures indicated in the 'COVID-19 Safety Plan Reviews' including the seven recommended key areas of focus for schools based on reviews of school exposure to date. page 6*
- 4. The four foundational principles of B.C.'s Five-Stage Framework are applicable to this school's approaches and operations within the learning community – while we are currently in Stage 2 of the Framework. pages 6-7*
- 5. The school is compliant with 'Infection Prevention and Exposure Control Measures' including PPE, personal measures, administrative measures, and environmental measures. pages 7-8*
- 6. The school provides a supportive school environment while maximizing in-class instruction. page 8*
- 7. The school operates in a manner that is consistent with 'Learning Groups and Physical Distancing' and maximum sizes at the various stages of the School Restart Plan. pages 8-11*
- 8. The school has maintained consistent protocols with regard to 'Interacting with Learning Groups' and practices strategies that maintain physical distancing at all times. pages 11-13*
- 9. The school is compliant with the measures aimed at reducing close contact with others, as well as the strategies engaged to support 'Physical Distancing' requirements. pages 13-15*

10. The school is compliant with the requirements for physical distancing within 'Staff only Spaces.' pages 15-17
11. The school is compliant with the guidance that describes 'School Gatherings and Events.' pages 17-18
12. 'Personal Items' are kept to a minimum, and kept either with the student at all times or in a single use locker. page 18
13. The matter of student transportation on buses is not applicable to Pattison High School. pages 18-19
14. 'Cleaning and Disinfecting' is managed by an independent company that is contracted for the purpose. pages 20-21
15. The school is compliant with the guidelines provided in the 'Frequently Touched Surfaces.' pages 21-22
16. The school practices the strategies described in 'Visitor Access/Community Use.' pages 22-23
17. The school conducts repeated and consistent messaging/communication with regard to 'Employee/Student Attendance' with particular regard to the hybrid nature of the course learning experience. pages 23-24
18. The school has developed local protocols that include the K-12 Health Check and regular, daily individual health checks with Faculty and staff. The school practices all strategies as discussed in 'Illness and Self-Assessment Policies and Protocols.' These strategies include: the Daily Health Check, Staying Home, and Self-Isolation and Symptoms. pages 24-26
19. The school is aware of, understanding of, and compliant with the Protocols for Managing Illness and Confirmed Cases at School. The principal is a regular participant in the webinars conducted by Vancouver Coastal Health that is presented for the benefit of principals and head of schools. page 26
20. The school has built a relationship with Master's candidates at the UBC Faculty of Counselling Psychology for the provision of contact and support to those students who demonstrate distress in the current environment & who would likely benefit from 'Trauma Informed Practice and Socio-Emotional Learning' The school is aware of the need for continuing efforts to build compassionate community. pages 26-27
21. The school practices the strategies as outlined in 'Hand Hygiene.' pages 27-28
22. The school practices the strategies as detailed in 'Personal Protective Equipment (PPE).' pages 28-30
23. The school's property at the Electra Building underwent a replacement upgrade to the 'General Ventilation and Air Circulation' in summer/fall 2020. page 31
24. The school remains compliant with 'Emergency and Evacuation Drills.' pages 31-32
25. The school maintains robust and consistent 'Communication and Training/Orientation' together with guidelines from the Provincial Health Officer and other sources/resources as appropriate. page 32
26. The school recognizes the interests and the guidance offered in 'Curriculum, Programs and Activities' including specific guidance in music programs and physical and health education programs. pages 33-34

27. The school remains compliant with its policies and procedures regarding 'Field Trips' and will adopt the additional measures as described. pages 34-35
28. The following are not applicable to the school: 'Food/Culinary Programs,' 'Food Services,' 'Fundraisers,' and 'Kindergarten Program and Entry.' pages 35-38
29. The school's music programming is delivered in line with the 'Guidance for music classes in BC during COVID-19' developed by the BC Music Educators' Association and the Coalition for Music Education in B.C. page 38
30. The school is compliant with the WorkSafeBC guidance for 'Shared Office Space for Staff' with reconfiguration in admissions and advising office environments. pages 38-39
31. The school's 'Physical and Health Education (PHE)/ Outdoor Programs are compliant with the direction provided – and in particular mask use in both indoor and outdoor settings. 39-40
32. The 'School's Libraries / Learning Commons' are located in areas of the building that have limited access to students, and are staffed only upon request. page 40
33. In the current environment, 'School Sports' are suspended with the anticipation that we may resume outdoor activities at the beginning of the Spring 2021 semester. pages 41-42
34. At this time, the school has suspended 'Extracurricular Activities.' page 44

**A HEALTH AND SAFETY PLAN THAT IMPLEMENTS THE PROVINCIAL COVID-19 HEALTH & SAFETY GUIDELINES FOR K-12 SETTINGS, THE COVID-19 PUBLIC HEALTH GUIDANCE FOR K-12 SCHOOL SETTINGS AND WORKSAFEBBC GUIDELINES.**

WCB: Protocols for educational institutions, K to 12, to return to operation [August 11 2020] to reflect revisions to the BC Centre for Disease Control COVID-19 Public Health Guidance for K – 12 settings [July 29 2020] This plan outlines policies, guidelines and procedures in place to reduce the risk of COVID-19 transmission.

The school has implemented the 4 stages of protocol to protect the school (and the school community that includes students, faculty and administrators/staff). These are: elimination, engineering controls, administrative controls, and 'PPE'

- First level: Access to the school is limited through supervised entry doors along the west side of the school property. One door is designated for entry; another door is designated for exit. Both entry and exit doors are part of a marked unidirectional pathway with arrows and stickers to remind of physical distancing. All west facing doors give access to a plaza; movement across the plaza to the school can be viewed from the school lobby as well as two admissions offices – each of which holds three

admissions advisors. The WCB described requirements of 'First level protection' have been met and continue to be met.

- Second level: A large plexiglas shield has been installed between the lobby counter and the ceiling, allowing only a narrow opening through which documents may be placed. The front desk reception and the student services coordinator are well protected from a guest or a delivery person who wants to present to the school. Other engineering controls include: red markers at 2 metres' distance in the lobby, one way footprints showing the direction, red tape the length of the hallways in order to keep foot traffic divided, yellow tape in offices to signify 2 metres' distance from administrators' desks, and blue tape in classrooms to identify 2 metres' distance from the teacher's desk.
- Third level: Administrative controls have included the thorough cleaning of the school every late afternoon/early evening, and disinfectant wipes made available everywhere to sanitize high touch areas during the course of the day. Doors to classrooms and offices remain ajar so that it is not necessary to touch door handles. If it is necessary to come into contact with a 'high touch surface', there is an abundance of sanitizing wipes and hand sanitizer readily available.
- Fourth level: Non-medical masks are readily available in the school. All staff use their own, or one provided by the school. Students use their own, or one provided by the school. Face shields are kept at the front desk; there is enough for every staff, teacher and student. There is a large inventory of non-medical masks.

### WorkSafeBC Safety Plan

The nine page document developed by WCB in May 2020 is the primary reference document to which this section refers. It is also a primary reference for the school's development of its Stage 2 2020 Spring semester Health & Safety Plan that was published for June 01 2020 [see top of page one].

Pages 7 through 11 of the current document is text description of School Functionality. The 2020 Spring semester is written in standard font; the *2020 Fall*

*semester is written in italic font in order to show the progression of the Health & Safety Plan.* This in the document that formed part of the submission to International Education at the Ministry of Education – along with an Education Restart Plan and a Communications Plan. All three components of the school’s submission was tendered by August 21 2020, and approved by the Executive Director of International Education by letter on August 31 2020.

The following addresses WORKSAFEBC COVID-19 Safety Plan (05/21/20)

**Step 1:** Assess the risks at your workplace [involve workers when assessing your workplace] The five descriptors in Step One are acknowledged and the organization continues to be mindful of the implications to our workplace behaviours.

**Step 2:** Implement protocols to reduce the risks [select and implement protocols to minimize the risks of transmission] The four descriptors in Step Two are acknowledged and the organization continues to be mindful of the implications to our workplace behaviours.

In order to reduce the risk of person to person transmission, the above 4 bulleted points [this page and the previous two pages] describe the school’s implementation of the 4 stages/levels COVID-19 Safety Plan protocols.

Stage/level one, elimination: The four operational descriptors in this section of the COVID-19 Safety Plan are acknowledged. Measures in place are described, including the six items that are specifically mentioned. [see page 3 of 9 of the WCB COVID-19 Safety Plan, as posted.]

Stage/level two, engineering controls: The three operational descriptors in this section of the COVID-19 Safety Plan are acknowledged. Measures in place are described, including the one item that is specifically mentioned. [see page 4 of 9 of the WCB COVID-19 Safety Plan, as posted.]

Stage/level three, administrative controls: The two operational descriptors in this section of the COVID-19 Safety Plan are acknowledged. Measures in place are

described, including the two items that are specifically mentioned. [see page 5 of 9 of the WCB COVID-19 Safety Plan, as posted.]

Stage/level four, personal protective equipment: The three operational descriptors in this section of the COVID-19 Safety Plan are acknowledged. Measures in place are described, including the three items that are specifically mentioned. [see page 6 of 9 of the WCB COVID-19 Safety Plan, as posted.]

The final section of Step 2 in the COVID-19 Safety Plan is to reduce the risk of surface transmission through effective cleaning and hygiene practices. The six operational descriptors in this section are acknowledged. Measures in place are described, regarding cleaning protocols. [see page 7 of 9 of the COVID-19 Safety Plan, as posted.]

#### JAN PRO Commercial Cleaning

Pattison High School is contracted with JAN PRO Cleaning Systems of Vancouver [[www.jan-pro.ca](http://www.jan-pro.ca)] for daily cleaning of

- Entrance, reception area and class rooms,
- Meeting rooms, offices and work stations,
- Student lunchroom and washrooms.

The frequency is five days per week. The cleaning schedule is customized for school and office purposes, with descriptors of daily, weekly and monthly cleaning duties. JAN PRO Commercial Cleaning identifies itself with the EnviroShield brand and its abilities to provide effective protection against harmful bacteria and viruses.

In addition to the daily disinfection and sanitization, packages of VINDA wipes that are 'virus killers' are placed in each room. Occupants are informed to clean high touch surfaces before and after use of any materials or surfaces.

Hygiene protocols are as rigorous now as they generally are due to the duty of care practiced in school environments. The school has always maintained a focus on cleanliness – especially in consideration of students who live in a variety of

accommodations. Health and safety are paramount to the wellbeing of the school community. Cleansers and sanitizing wipes are placed throughout the facility.

**Step 3:** Develop policies [develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions]

The twelve descriptors in Step Three are acknowledged and the organization continues to be mindful of the implications to our workplace behaviours:

- (a) Quarantine/self-isolation requirements are in place for anyone arriving from outside of Canada or who has had contact with a confirmed COVID-19 case.
- (b) All staff is most recently trained in 'Survival First Aid' procedures due to the proximity of the school to St. Paul's Hospital and to the Vancouver Fire Department. Therefore, the OFAA protocols during the COVID-19 pandemic apply to all staff, and are posted for the benefit of all staff.
- (c) A working from home policy and a working alone policy are integrated for operational purposes. The policy is for staff to engage in a discussion with the Director and for teachers to do the same with the Principal. This approach is drawn from a professional practice based upon courtesy, confidentiality, and responsibility. This has been in place since March 2020.
- (d) Customers and members of the public are not required to adapt to restrictions or modifications to the workplace. There is no identifiable risk of violence. In the unlikely event of perceived risk or violence, there is a constable with the VPD who is the designated School Liaison Officer. Additionally, the Granville Downtown South Community Policing Centre is close to the school, as is emergency services at Vancouver Firehall #7 at Haro and Thurlow Streets.
- (e) The policy to address workers who may start to feel ill at work, or believe that they may be developing symptoms even when not at work, is outlined in a 10 point document dated March 09 2020 'A Policy

Regarding Faculty and Staff Attendance and Responsibilities in the Current Coronavirus Environment.'

**Step 4:** Develop communications plans and training

The school has communicated to faculty and staff on 21 occasions since March 09 2020. Each of these communications represents information sharing, considerations of the complex environment in which we operate, and training to the extent that professional practice reflection and guidance is necessary and advisable. The 21 communications are described below:

- (i) March 9 A letter to the Pattison High School community re public health reporting of the COVID-19 environment
- (ii) March 9 Notes for the Agenda in preparation for a Site [staff and faculty] meeting
- (iii) March 9 A Policy regarding Faculty and Staff attendance and responsibilities in the current coronavirus environment
- (iv) March 10 Travel Advisory including a 7 point Policy statement regarding quarantine and self-isolation
- (v) March 10 A letter to the Pattison High School Community
- (vi) March 14 COVID-19 Update and School Announcement
- (vii) March 16 COVID-19 Social Responsibility
- (viii) March 18 Updated School Announcement
- (ix) March 19 COVID-19 letter
- (x) March 23 COVID-19 FAQ
- (xi) March 26 Bulletin #1 Considerations for the Spring 2020 semester
- (xii) March 31 Bulletin #2 Considerations for the Spring 2020 semester continued
- (xiii) April 17 Bulletin #3 Announcement for the Spring 2020 semester
- (xiv) May 4 Faculty meeting
- (xv) May 04 Pattison High School Virtual Assembly on TEAMS
- (xvi) May 13 A Transition to the Hybrid Model of On-line and In-class instruction

- (xvii) July 21 An email letter to all staff and faculty to remind 'continuing with pandemic safety measures'
- (xviii) July 30 Bulletin #4 Announcement for the Fall 2020 semester including a 'Focus on Wellness'
- (xix) August 13 Faculty meeting
- (xx) August 28 Notice to the Pattison High School community 'Return to school for the Fall 2020 semester'
- (xxi) September 08 Faculty meeting

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

The three descriptors in Step 5 are acknowledged and the organization continues to be mindful of the implications to our workplace behaviours.

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

The school has remained operating consistent with its semester structure and the posted calendar.

The five descriptors in Step 6 are acknowledged and the organization continues to be mindful of the implications to our workplace behaviours.

School functionality and the provision of the academic program:

1. 2020 Spring semester Pattison High School continues to use online platform(s) as the medium of communication amongst the teachers and the variety of school communities represented by the 32 classes on the Spring 2020 Faculty Timetable.

*2020 Fall semester Pattison High School expects that a student's safety/perceptions of safety and continuity of learning will continue to be paramount considerations as the school progresses from Stage 3 to Stage 2. Therefore, the school plans to continue to use online platforms as the default means for communication and instruction, assignments and assessments.*

2. 2020 Spring semester The school will carefully, deliberately and thoughtfully consider students for entry into the hybrid 'bridging' attendance plan. The school will identify students who are within a radius that does not require public transit & who can speak to the stability, safety and security of their home living arrangement. The school must be assured, as much as possible, that the student does not present a risk to the school community.

*2020 Fall semester The school has taken a careful, deliberate and thoughtful approach to welcome student return to the school. Some students have chosen to do so in the current Spring semester – although the duration of classroom attendance has been limited. More will do so in the Fall semester when students will be placed in classrooms, adhering to a schedule that recognizes the total enrolment in a course that is held in the classroom, the maximum number of students that can be accommodated at one time in the classroom, and the number of students that may need to rotate between the classroom setting and the online setting, for the number of days in the week that maintains physical safety requirements. The school does not have physical capacity to create more classrooms, or to expand the size of current classrooms.*

3. 2020 Spring semester The school is developing a 'phased in' approach whereby five or fewer students may be placed in a classroom at any one time – to start. This may be on a daily basis and it may be on a rotating basis. Until we have identified the first rounds of candidates to physically attend classes inside the school building, we will not know how effective a part-time or rotating schedule may be for the student, the teacher, and the learning experience.

*2020 Fall semester The school will work towards meeting the Stage 2 goals as much as safety and perceptions of safety allow.*

4. 2020 Spring semester The health and safety plan includes tape on the floor that demarcates two metres' distance from the teacher's desk. Students will be seated such that there are two empty desks in any direction from each student.

*2020 Fall semester In classes, the practice of one metre distance between students will be instituted in order to comply with new guidance from the Provincial Health Officer. This will assist the school to provide for full-time in-class attendance; in other classes the practice of physical distancing may prohibit convening all members of the class learning community together at one time. Where the latter is true, the school will strive for an even distribution of access to the classroom such that all students have equivalent opportunity to be face-to-face with their teacher and other students.*

*Small green and black smiley face stickers indicate desks that students may occupy so that the school may adhere to physical distancing targets in each classroom.*

5. 2020 Spring semester The density target is three students for 36 square metres, although this is a starting number and the school will adjust density following direction and notice from either the BCCDC, the Provincial Health Office, the Ministry of Education, and/or WorkSafeBC. It is expected that, during the month of June, may increase from two to eight students by Friday June 26.

*2020 Fall semester The density target in Fall semester 2020 is nine students for 36 square metres. This indicates a density that is 40% to 50% less than optimal classroom numbers by which the school guided its classroom numbers in pre-pandemic times.*

6. 2020 Spring semester Use of the lunch room in the southwest corner of the campus will be reinstated on or after Friday June 26. By that time, the school expects that up to 80 students may be attending in school classroom

sessions. Of that number, up to 20 students may be accommodated at any one time in the approximately 220 square metre room. Every effort will be made to remind students of appropriate physical distancing.

*2020 Fall semester* The use of the lunch room in the southwest corner of the campus is not reinstated at this time. Although the concept of learning groups of 120 students applies to this school, it can not be considered that the students represent a collective bubble where continuity of contact equates to a form of safe physical gathering. Therefore, this school will continue to be careful with student numbers and room capacity.

7. 2020 Spring semester Hallways are 370cm wide. Therefore students will be required to pass one another on the outside edges of the hallway in order to enter and exit classrooms as well as enter and exit the washroom. Only one student is permitted in the washroom at any one time.

*2020 Fall semester* This plan does not change with the progression from Stage 3 to Stage 2. The hallways have been marked with tape to indicate one way passage in either direction, stickers on the floor remind physical distancing and direction, and arrows point the one way direction.

8. 2020 Spring semester Within the school's 'Education Restart Planning' document, dated June 1 2020, and submitted to the Independent Schools Branch by way of the Federation of Independent Schools Association, it was written that the school provides Continuity of Supports in the form of non-clinical mental health supports to students, teachers, staff and administrators. If found to be necessary, mental health support for teachers, support staff, and administrators will be 'referred out' to professional health care providers.

*2020 Fall semester* The school is in the process of identifying students who give indication that they may need extra support for their emotional and

*psychological support. This process is facilitated by an outreach titled 'Student Well-being Questionnaire'*

*As of this writing, the response rate has been 45% and it is determined by the form of the responses that a few students will be well served by additional supports. One student has demonstrated that need and support was identified at a facility within Vancouver Coastal Health Authority.*

*The school is in communication with student representatives in the Masters of Counselling Program in the Faculty of Education at UBC, and with the Director of Adler Community Health Services at Adler University in downtown Vancouver. Both organizations are engaging with the principal to determine what form supports may take and when they may be initiated.*

9. 2020 Spring semester With regard to Continuity of Learning, the school expects to establish a hybrid learning community/environment – where the form and description is presently evolving. This is new territory for the school.

*2020 Fall semester The school recognizes that it enter Stage 2 of the 5 stages framework for K-12 education which indicates learning groups to a maximum of 120 students, full-time in-class instruction for the maximum time possible within cohort limits, and self-directed learning supplements to in-class instruction if required. Students who are not yet comfortable with a return to the classroom, and those who are in the process of arranging for a return to Canada, may begin the term with access to the electronic learning platform and add to that in-class attendance as soon as it is safe to do so and the student feels safe to do so.*

10. 2020 Spring semester Effective June 1 2020, cleaning protocols include daily cleaning with disinfectant, and sanitization of high touch surfaces twice daily. Washrooms will be cleaned twice daily. Waste receptacles will be emptied daily.

*2020 Fall semester The school will adopt the cleaning/sanitization measures as prescribed by the Ministry of Education Health and Safety protocols for Stage 2 In-class [see Deputy Minister's Bulletin – Independent Schools Special Update – August 10 2020].*

- 11.2020 Spring semester Until further notice, use of the school's DELL laptops will be reserved for the use of teachers, and will be sanitized before and after each use.

*2020 Fall semester There is no change to this protocol.*

- 12.2020 Spring semester Lobby seating and clothes closets will not be available for use until further notice.

*2020 Fall semester There is no change to this protocol.*

- 13.2020 Spring semester Hand sanitizers are placed in the entrance lobby, in administrative offices, and in classrooms.

*2020 Fall semester These amenities continue in place, and disinfectant wipes, hand sanitizer, non-medical grade masks are found in all classrooms as well as the offices. In addition, face shields and gloves are available at the front desk.*

- 14.2020 Spring semester In advance of being granted permission to return to classroom based studies, students are required to complete a questionnaire that establishes a level of risk that is negligible, and confirms asymptomatic health status.

*2020 Fall semester This protocol continues.*