



# Communicable Disease Plan

UPDATED October 16, 2023



**CAMPBELL RIVER**  
School District 72

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# 1.0 Introduction

Communicable disease prevention and control is a priority across the Campbell River School District. The purpose of this communicable disease plan is to protect district employees, students, parents/guardians, volunteers, visitors, and contractors by providing guidance to prevent and reduce the risk of contracting and transmitting communicable diseases in our schools and workplaces.

A communicable disease is an illness caused by an infectious agent that can be transmitted from one person to another or by contact with contaminated surfaces or objects. Communicable diseases included in the scope of this plan are those typically caused by respiratory viruses, such as the common cold, seasonal influenza, COVID-19, or norovirus-like illnesses.

This plan aligns with the intent of the:

- WorkSafe BC Communicable Disease Prevention Guidelines
- BCCDC Public Health Communicable Disease Guidance for K-12 Schools
- Provincial Communicable Disease Guidelines for K-12 School Settings

In the case of any variance between this document, the guidance in the BCCDC's Public Health Communicable Disease Guidance for K-12 Schools and Provincial Communicable Disease Guidelines for K-12 School Settings, the guidelines outlined in the Provincial Communicable Disease Guidelines for K-12 School Settings are to be followed.

In instances of elevated risk or when directed by authorities, the district will employ additional measures beyond those identified in this document.

## 1.1 Key Principles

- Communicable disease prevention measures will continue to be aligned with public health guidance.
- We will focus on mental health and wellness, using an inclusive and trauma-informed lens.
- We will consult and work with First Nations, Métis, and Inuit peoples to address the unique needs of their communities.

## 1.2 A Trauma-Informed Approach

Trauma-informed approach is a compassionate lens of understanding that is helpful to all children, youth and adults, especially those who have experienced traumatic events, including the emotional impact of a past pandemic. As a district this means that we will:

- Provide inclusive and compassionate learning environments;
- Work to understand coping strategies;
- Support independence; and
- Help to minimize additional stress or trauma by addressing individual needs of students and staff.

Educators and support staff should be aware of changes in student behaviour, including trauma-related behaviours which may include fear, hyperactivity, aggression, body aches and pains, depression, self-harm, excessive shyness, or withdrawal.

All staff, students, volunteers, visitors, and parents are asked to be respectful of others who may have different levels of comfort. In planning school/work activities and events, staff are asked to consider and respect the personal space of others and elevated perceptions of risk being experienced by others.

Schools and staff are encouraged to support students in following this plan by using positive and inclusive approaches. Schools should avoid punitive measures or enforcement activities that exclude students from fully participating in school or that could result in stigma.

## 2.0 Engaging with Indigenous Communities

In the spirit of reconciliation and consistent with the Declaration on the Rights of Indigenous Peoples Act, we will collaborate with local First Nations, Métis, chartered communities, and Indigenous communities on any changes/updates to the delivery of programs, including Indigenous language and culture services.

Some key things that we must understand, consider, and plan for are that First Nations have responsibility for the education of their citizens and may take increased safety measures to protect their people, as First Nations have the authority to declare their own states of emergency for their communities.

Whether in response to a municipal, provincial or First Nations' communicable disease state of emergency, we will engage with First Nations communities to discuss and identify any potential accommodations that may be needed to support students who may not be able to attend in-person classes.

For example, consideration will be given to: *(this is only a partial list)*

- Developing Indigenous student learning plans to support of those that may not be able to attend in-person classes;
- How language and culture might continue to be integrated through a collaboration between the teacher and Indigenous support staff;

- Engaging with the First Nation to identify transportation needs and to ensure that there are continued safe transportation opportunities for students;
- How to continue to address equitable outcomes and opportunities for Indigenous learners by maintaining Indigenous student supports; and
- Ensuring that Indigenous students who are unable to attend in-person are still afforded opportunity to participate in extracurricular activities.

## 3.0 Roles & Responsibilities

**All employees are required to review and follow the control measures and procedures of this plan.** Visitors and contractors are required to follow district safe work procedures and requirements and comply with the direction of district staff with respect to communicable disease control measures.

In addition:

**The district/employer will:**

- Establish and implement a communicable disease plan and support communicable disease prevention.
- Provide information, supplies and resources for communicable disease prevention.
- Collaborate with public health on communicable disease prevention.

**School administrators, managers, and supervisors will:**

- Advise staff and students with symptoms of a communicable disease to stay home when feeling unwell to reduce the spread of illness.
- Send staff or students who become ill with symptoms of a communicable disease home.
- Ensure employees understand and follow safe work procedures and the communicable disease plan.
- Reinforce proper hand hygiene, respiratory etiquette, and the need to stay home when sick.
- Ensure appropriate personal protective equipment is available (where necessary) and that employees are trained on the proper use.
- Ensure that employees who work with a potential exposure risk (e.g. personal care, washroom cleaning, first aid, etc.) receive education and training on hazard identification and safe work procedures.

- Report when unexplained absenteeism exceeds 10 percent to district health and safety and public health.

**Staff/employees will:**

- Perform an informal daily health check and remain home if sick and away from others until your fever is gone (without the use of fever-reducing medicines) and you feel well enough to participate in daily activities.
- Understand and follow district safe work procedures.
- Wear appropriate personal protective equipment.
- Report any concerns regarding an infectious disease hazard or exposure to a school administrator, manager, or supervisor.
- Inform visitors and contractors of the district's communicable disease prevention procedures and requirements.

## 4.0 Communicable Disease Prevention Controls

The district has put in place several risk-control measures to mitigate the risk of exposure to communicable diseases. Again, in instances of elevated risk or when directed by authorities, the district will employ additional measures beyond those identified in this document and that information will be communicated to staff, parents, and students.

Support Immunizations/Vaccinations	Encourage students and staff to be up-to-date on all recommended vaccines for communicable diseases.  Provide annual influenza/COVID shot clinics for employees.
Illness Practices	Staff, students, visitors and contractors should perform an informal daily health check and not come to work/school if they are sick and/or have a fever and are not well enough to participate fully in routine activities. Those experiencing certain illnesses, such as gastrointestinal illness caused by Norovirus, may be advised to stay home for longer.  Staff, students or others can attend school/work if their symptoms are consistent with a previously diagnosed health condition (e.g. seasonal allergies) or symptoms have improved enough to where they feel well enough to return to regular activities and their fever has resolved without

	<p>the use of fever-reducing medication). Information specific to COVID-19 is available from the BCCDC.</p> <p>Schools do not need to monitor students or staff for symptoms of illness but must follow Appendix A Managing Staff and Students who Develop Symptoms of COVID-19 or Other Communicable Disease While at School/Work.</p>																										
Sign-In/Out of Schools/Sites	Only visitors on school/district business are permitted at schools and sites. All visitors must sign-in at the school office/reception upon arrival at a site. Drop in visitors are welcome, however appointments are requested and appreciated.																										
Hand Hygiene See Appendix B for instruction on proper hand hygiene.	<p>Rigorous hand washing with plain soap and water or using an alcohol-based hand sanitizer is the most effective way to reduce the spread of illness. Handwashing with soap under running water for 20 seconds is reinforced with staff and by staff with students.</p> <p>Handwashing stations and/or hand sanitizer have been supplied to classrooms, offices, break areas, and certain common areas as determined by the school administrator with recommendations from the site health &amp; safety committee.</p> <p>Staff should assist younger students with hand hygiene as needed.</p> <p>Proper and frequent hand hygiene is encouraged and reinforced with posters in washrooms and near hand washing/sanitizing stations.</p> <table border="1"> <thead> <tr> <th>When Students Should Perform Hand Hygiene</th><th>When Staff Should Perform Hand Hygiene</th></tr> </thead> <tbody> <tr> <td>When they arrive at school.</td><td>When they arrive at school/work.</td></tr> <tr> <td>Before/after eating or drinking (excluding drinks kept at a student's desk)</td><td>Before/after eating or drinking (excluding drinks kept at the staff member's desk/workstation)</td></tr> <tr> <td>Before/after any breaks (recess, lunch).</td><td>Before/after any breaks (recess, lunch).</td></tr> <tr> <td>Before/after using an indoor learning space used by multiple classes with shared equipment.</td><td>Before/after handling food or assisting students with eating.</td></tr> <tr> <td>After using the toilet.</td><td>After using the toilet.</td></tr> <tr> <td>After sneezing or coughing into hands.</td><td>Before/after giving medication to a student.</td></tr> <tr> <td>Whenever hands are visibly dirty.</td><td>After sneezing or coughing into hands.</td></tr> <tr> <td></td><td>After contact with bodily fluids (e.g. runny noses, spit, vomit, blood).</td></tr> <tr> <td></td><td>After removing gloves.</td></tr> <tr> <td></td><td>After handling garbage.</td></tr> <tr> <td></td><td>After cleaning tasks.</td></tr> <tr> <td></td><td>Whenever hands are visibly dirty.</td></tr> </tbody> </table>	When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene	When they arrive at school.	When they arrive at school/work.	Before/after eating or drinking (excluding drinks kept at a student's desk)	Before/after eating or drinking (excluding drinks kept at the staff member's desk/workstation)	Before/after any breaks (recess, lunch).	Before/after any breaks (recess, lunch).	Before/after using an indoor learning space used by multiple classes with shared equipment.	Before/after handling food or assisting students with eating.	After using the toilet.	After using the toilet.	After sneezing or coughing into hands.	Before/after giving medication to a student.	Whenever hands are visibly dirty.	After sneezing or coughing into hands.		After contact with bodily fluids (e.g. runny noses, spit, vomit, blood).		After removing gloves.		After handling garbage.		After cleaning tasks.		Whenever hands are visibly dirty.
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Respiratory Etiquette	All students, staff, and others are expected to practice diligent and proper respiratory etiquette. This includes covering coughs and sneezes with your elbow, or a tissue, appropriately disposing used tissues into the garbage can, and immediately washing or sanitizing their hands.
General Cleaning of the School or Site	<p>Schools will be cleaned and disinfected as per BCCDC guidance for public schools. General cleaning and disinfecting activities occur on a daily basis at all district sites from 2:30 to 11 p.m.</p> <p>Custodial staff are responsible for cleaning and disinfecting the facilities. Casual custodians are used to fill any vacancies, and additional support staff are used if there are additional staff shortages.</p> <p>Elementary schools are provided daytime support when required by assigned custodians at other locations.</p> <p>Custodial staff hold a Building Service Worker 1 certificate and are trained on custodial best practices.</p> <p>School staff are to contact the school office for custodial assistance in cleaning up body fluid spills (e.g. blood, stool, urine, vomit).</p> <p>Custodial staff ensure handwashing supplies are always well stocked, including soap, paper towels and, where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.</p>
Cleaning and Disinfecting  Frequently Touched Surfaces/Items	<p>Frequently touched surfaces will be cleaned and disinfected at least 1x/day and when visibly dirty.</p> <p>Custodial staff will clean and disinfect the following frequently touched surfaces:</p> <ul style="list-style-type: none"> <li>• Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles.</li> <li>• Service counters (e.g. office reception counters, library circulation desk)</li> </ul> <p>Desks used by students will be disinfected 1x/week</p> <p>Staff who use or introduce shared equipment, or in secondary schools the students who use the equipment, will clean and disinfect:</p> <ul style="list-style-type: none"> <li>• Computer keyboards and tablets, PE/sports equipment, music equipment.</li> <li>• Shared appliances such as microwaves, refrigerators, coffee pots/machines, etc.</li> <li>• Equipment that touches the mouth (e.g. water bottles, instrument mouth pieces, dishes, certain toys, and manipulatives) or that have been in contact with body fluids should not be shared unless cleaned and disinfected between use by others.</li> <li>• Frequently touched surfaces may change from day-to-day based on use.</li> </ul>



	<p>Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabric) or at all (e.g. sand, foam, playdough, water tables, etc.) can be used when hand hygiene is practiced before and after use.</p> <p>Textbooks, library books and other paper, including laminated or glossy paper, carry low risk of surface transmission and so there is no need for these items to be cleaned and disinfected or unused for a period of time.</p> <p>Custodial staff will follow the district's biohazard exposure control plan when attending to any bodily fluids.</p> <p>Schools can use regular laundering practices.</p>
Ventilation and Air Circulation	<p>The district follows the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidelines for the maintenance and operations of our heating, ventilation and air conditioning (HVAC) systems.</p> <p>Where possible the district updates air filters to MERV 13. Filters are checked and changed 2x/year, during the winter and spring breaks. Air distribution is managed through building automation control systems.</p> <p>Areas identified as not having adequate ventilation are equipped with air purifying units.</p> <p>In the event of an HVAC failure, weather permitting, windows and doors will be open if possible.</p> <p>When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places instead of blowing air directly from one person's breathing zone to another's. Avoid horizontal cross breezes.</p>
Space Arrangement	<p>For indoor spaces without a defined operating capacity, school administrators should determine the number of individuals that would typically be within the space for any given activity or event and not exceed this capacity.</p>
Rentals and School Bookings	<p>Organizers of rentals are required to ensure that their participants know and follow the district's Communicable Disease Prevention Plan, including staying home if sick, hand hygiene, etc.</p>
Gatherings and Events	<p>School administrators and staff are to plan for and ensure that enough space is available to prevent overcrowding.</p> <p>Organizers should apply a trauma-informed lens to their planning, including starting with small gatherings and gradually increasing the size of gatherings and events up to maximum occupancy limits of the space.</p>
Emergency and Evacuation Drills	<p>Emergency and evacuation plans and drills should consider communicable disease prevention. In the event of an actual emergency, communicable disease prevention measures can be suspended to ensure for a timely, efficient, and safe response.</p>

Personal Protective Equipment	<p>Students, staff, and visitors may choose to wear a mask, face shield or other personal protective equipment and those choices must be respected.</p> <p>Schools and sites will have non-medical masks on hand for those who would like to wear one, or for those who become ill at school/work.</p> <p>Plexiglass or other barriers will remain at public reception areas.</p>
Staff Rooms/Break Rooms	<p>Staff are encouraged to practice hand hygiene before and after eating or drinking. Set commonsense occupancy limits for these spaces to avoid overcrowding.</p> <p>Cleaning supplies are provided in staff rooms to permit staff who wish to disinfect the table before use.</p>
School Buses	<p>Buses used for transporting students will be cleaned and high touch surfaces disinfected 1x/day.</p> <p>Bus drivers, staff and students may choose to wear masks or face coverings when they are on the bus.</p>
Public Transit	Students and staff must follow safety guidance issued by the relevant transit authority.
Music	<p>When singing, students should not be face-to-face to one another.</p> <p>Distancing and creating space between students, as the space permits, is recommended.</p>

## 5.0 Monitoring, Communications and Review

The Campbell River School District will review this communicable disease plan on an annual basis with our site committees and Joint Health and Safety Committee. This communicable disease plan is a living document, and it will also be updated as guidance is changed by public health, the provincial public health officer, WorkSafe BC, and the Ministry of Education and Child Care.

The district's communicable disease plan will be kept current on our district website ([www.sd72.bc.ca](http://www.sd72.bc.ca)). District staff will receive communicable disease plan updates that impact them from the health and safety officer and their managers/supervisors.

The district will share reliable information, including from the BC Centre for Disease Control, office of the provincial health officer, and local health authorities with parents, families, and caregivers.


District staff can bring any concerns to their health and safety committee or the manager of occupational health and safety.

Any measures, policies, and practices not being followed can be brought to the human resources department.

## APPENDIX A: Managing Staff & Students Who Develop Communicable Disease Symptoms While at School/Work


Staff	Student
<p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p><b>Symptomatic employees must report their condition and go home as soon as possible.</b></p> <p><b>If unable to leave work immediately, staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. The symptomatic employee should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 meters from all others.</li> <li>3. The symptomatic employee is to wear a disposable face mask or use a tissue to cover their nose and mouth until they leave.</li> <li>4. Staff accompanying the symptomatic employee or providing first aid to them are advised to wear a disposable face mask and safety eyewear or a face shield to protect their eyes.</li> <li>5. Once the symptomatic employee leaves the school properly dispose of any used face masks in a garbage bin and practice hand hygiene.</li> <li>6. Once the symptomatic employee leaves the school/site, custodial staff are to clean and disinfect the space where the staff member was separated and any areas used by them (e.g. classroom, bathroom, common areas).</li> <li>7. The symptomatic employee will enter their absence as sick leave.</li> </ol>	<p><b>IF A STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in the designated health room.</li> <li>2. Contact the student's parent/guardian to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance from the ill student. If not possible to maintain distance from the student, staff are to wear a disposable face mask or use a tissue to cover their nose and mouth and wear safety eyewear or a face shield to protect their eyes.</li> <li>4. Provide the student with a disposable face mask or tissues to cover their cough or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student's body fluids (e.g. mucous, saliva). If staff do have contact with the student's body fluids practice hand hygiene right away.</li> <li>6. Once the student is picked up, properly dispose of any used face masks in a garbage bin and practice hand hygiene.</li> <li>7. Once the student leaves the school, custodial staff are to clean and disinfect the space where the student was separated and the student's classroom.</li> </ol> <p><b>Parents/guardians must pick up their child as soon as possible if they are notified that they are ill.</b></p>
<p><b>Staff and students may return to work/school when their fever has resolved without the use of fever-reducing medication and they are able to participate in their usual activities. A healthcare provider's note is not required for return.</b></p>	

## APPENDIX B: Hand Hygiene




# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



**Hand Hygiene**

**SOAP OR ALCOHOL-BASED  
HAND RUB: Which is best?**




Remove hand and wrist jewellery


**Either will clean your hands:  
use soap and water if hands  
are visibly soiled.**

### HOW TO HAND WASH


- 1




Wet hands with warm  
(not hot or cold)  
running water
- 2




Apply liquid or foam soap
- 3




Lather soap covering  
all surfaces of hands  
for 20-30 seconds
- 4



Rinse thoroughly  
under running water
- 5




Pat hands dry thoroughly  
with paper towel
- 6




Use paper towel  
to turn off the tap

### HOW TO USE HAND RUB


- 1




Ensure hands are visibly  
clean (if soiled, follow hand  
washing steps)
- 2




Apply about a loonie-sized  
amount to your hands
- 3



Rub all surfaces of your hand  
and wrist until completely  
dry (15-20 seconds)




Ministry of  
Health



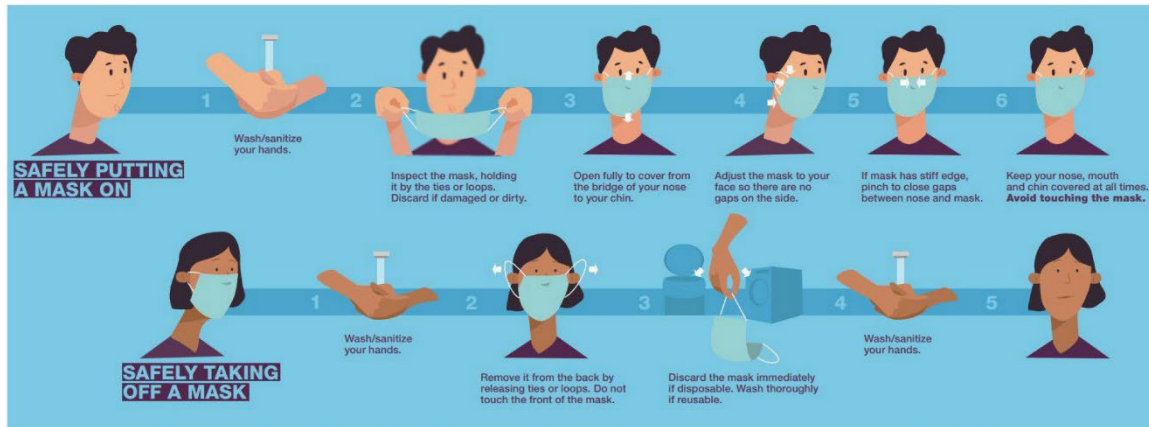
BC Centre for Disease Control

If you have fever, a new cough, or are  
having difficulty breathing, call 8-1-1.



COVID19-384.001

## APPENDIX C: How to Safely Put On, Properly Wear, and Take Off a Face Mask



Sources: [open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster](https://open.alberta.ca/publications/covid-19-information-help-prevent-the-spread-poster); [Health Canada.ca](https://healthcanada.ca) wearing a face mask



## APPENDIX D: How to Safely Put On and Remove Gloves



## **APPENDIX E: Administrator Protocols for Managing Communicable Disease Activity at School**

Most communicable diseases experienced by students and staff may be managed by the family/individual and through routine preventative measures, such as staying home from school until well enough to participate in regular activities. Public health may become directly involved if certain reportable diseases, such as measles, are identified and where there are additional interventions to prevent further spread.

School or district administrators are to contact public health if they have concerns about communicable disease transmission and require additional support.

### **Communication and Protection of Personal Privacy**

Medical health officers play the lead role in determining if, when and how to communicate information regarding communicable disease activity within a school.

Public health encourages schools to routinely communicate to their school community the need to follow any recommended public health measures, practice health awareness, and to stay home when sick.

To protect personal privacy and to support accuracy, schools should not provide communicable disease notifications beyond when they are recommended by public health.

### **Functional or Public Health Closures**

A functional closure is a temporary closure of a school due to a lack of staff to provide the required level of teaching, supervision, support and/or custodial services to ensure the health and safety of students. This is determined by the school district.

A public health closure is the temporary closing of a school ordered by a medical health officer when they determine it is necessary to prevent the excessive transmission of a communicable disease.

In the event of a functional closure, the district will follow the Functional Closure Protocol for PVPs – internal document.