

Covid-19 Facilities & Hygiene Procedures

Purpose: In response to the Covid-19 pandemic, the Whistler Waldorf School has made several changes to the way its program operates, all with the intention of keeping our children, families and staff as safe as possible and to help stop the spread of Covid-19. Program changes reflect Ministry of Education, Work Safe B.C., and the B.C. Centre for Disease Control directives.

Preventative measures will be taken in three key areas: Environmental, Personal, & Administrative.

Environmental Measures

Regular cleaning and disinfecting of objects and high-touch surfaces is important to help to prevent the transmission of viruses.

- Daily Cleaning and Sanitizing of Classrooms by Teachers
 1. All classrooms will be stocked with disinfectant, hand sanitizer and paper towels.
 2. Student desks and chairs will be disinfected at least twice daily including before and after school.
 3. Doors knobs, light switches, and any other high touch surfaces will be disinfected twice daily.
 4. Any noticeably dirty surface will be cleaned and disinfected as needed.
- Daily Cleaning and Sanitizing General Areas by Administration
 1. The Field House Lobby, administrative offices and Spruce Grove Hall will be stocked with disinfectant, hand sanitizer and paper towels.
 2. The use of common items should be limited and will be disinfected twice a day after each use. These items may include the following chairs, tables, computers, hole punchers, staplers, etc. Staff should sanitize their hands after using such items.
 3. High use areas (e.g. lobby) will be disinfected twice daily.
 4. Washrooms will be disinfected twice daily.
 5. Kitchen appliances and surfaces will be disinfected twice a daily.
 6. Photocopiers will be disinfected after each use
- Items not easily cleaned and personal items from home will be limited.
- Unnecessary kitchen items will be removed (i.e. plates, cups silverware).

Personal Measures

- Handwashing and respiratory hygiene are a critical aspects of keeping students and faculty/staff safe.
 1. Handwashing (Students are required to wash their hands multiple times a day):
 - a. When they arrive at school and before they go home
 - b. Before and after all breaks
 - c. Before and after eating and drinking
 - d. After using the toilet
 - e. After sneezing or coughing into hands or tissue
 - f. Whenever hands are visibly dirty
 - g. When moving between different learning environments (e.g. outdoor-indoor transitions)

2. Faculty and staff are required to perform hand hygiene when:
 - a. They arrive at school.
 - b. Before and after breaks and eating and drinking.
 - c. Before and after handling food or assisting students with eating.
 - d. Before and after giving medication to student or self.
 - e. After using toilet.
 - f. After contact with bodily fluids.
 - g. After cleaning task.
 - h. After handling garbage.
 - i. Whenever hands are visibly dirty.
 3. Where handwashing facilities are unavailable alcohol-based hand sanitizer will be used.
 4. Signage regarding hand hygiene will be posted at all hand hygiene stations.
- Respiratory Hygiene & Etiquette for Staff and Students
 1. Signage regarding hand hygiene will be posted at all hand hygiene stations.
 2. Refrain from touching eyes, nose, or mouth with unwashed hands.
 3. Refrain from sharing any food, drinks, unwashed utensils.
 4. Wearing a mask is an optional choice available to all students and staff in classrooms and at individual workstations; however, masks are required in the hallways and lobby of Spruce Grove
 5. Disposable and reusable masks will be made available to all students.
 6. Student and staff from 7th-12th grade will wear mask or PPE in hallways and other areas where physical distancing is not possible.
 7. PPE will be provided to all staff.
 8. All parents should follow the guidelines laid out in the Covid-19 On-Site Policy
 9. Faculty will check students' temperature with a thermometer if they suspect the student has a fever.

Administrative Measures

- Physical distancing:
 1. Only staff and faculty are permitted on campus without an appointment.
All visitors must have an appointment and must sign in at reception confirming that they are not ill or required to self-isolate. In addition, they must sanitize their hands, wear a mask and socially distance during the duration of their time on campus
 2. Occupancy limits per room have been designated which allows for increased physical distance.
 3. A 1-2 metre physical distance will be maintained whenever possible between staff, students, and visitors.
 4. Hugging or shaking hands will be avoided.
 5. Face to face interactions should be limited as much as possible
 6. Guidelines regarding flow of students through the school (pick-up/drop-off different locations; in hallway/bathroom) have been established.
 7. Students will access the coatrooms in small groups during transitions to avoid over-crowding.
 8. School maps outlining traffic flow, outside areas, and pick up and drop off will be followed.
 9. Assemblies and other school-wide events will be held virtually to avoid a large number of people gathered in one space.
 10. No gathering will be held of more than 50 individuals. Clear guidelines regarding physical distancing at events will be established and communicated.
 11. Increased outside time for students will allow for physical distancing.
 12. Individual learning activities or activities that encourage more space between students and staff will be encouraged.

13. Teachers and student will be placed in learning groups according to ministry guidelines.
14. A physical barrier will be placed at workstations where 2 metre distancing is not possible to maintain.

- Mask wearing:
 1. All staff will wear masks indoors except for when they are eating.
 2. All students form 4-12 will wear masks indoors except when they are eating.
 3. Grades K-3 are encouraged to wear masks but decision to do so is left to the caregiver.
 4. Students and Staff do not have to wear masks if they are unable to tolerate them for behavioural or health reasons
- Music/P.E./STEM/Handwork
 1. The STEM, textiles, P.E./Outdoor and Work Experience programs will follow the guidelines as written in the relevant section of the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
 2. The music program will have students from k-12 wear a mask while singing indoors and also adhere to the guidelines as laid out by the Guidance for Music Classes in During in Covid-19 <https://drive.google.com/file/d/1KG2rE1rU-NENxbQsuYN20xnM9TBIn3Z/view>
- Transportation:
 1. Students from 4-12 will wear masks when on the bus unless they can not tolerate them for health or behavioural reasons.
 2. Windows will be open weather permitting
 3. Student can share seats with students in the same learning group if there is not enough space for each to student to have an individual seat.
 4. There will be no use of parent drivers
- Additional measures:
 1. Food should not be shared by students.
 2. Homemade food items are not to be shared (i.e. birthday treats or other shared treats) .
 3. School items to be taken back and forth from home-to-school will be limited and only be taken out and placed into school bag once daily.
 4. Faculty and students must remain on-site during break times.
 5. Teachers will have a record of seat assignments and only change the seating arrangements once per block.
 6. When taking students on field trips, teachers will adhere to the guidelines in the transportation section and ensure that anyone other than staff working with the students physical distance and have completed a health check.

Communication and Training/Orientation

- All staff will be informed and trained about the guidelines laid out in this Procedure and the Covid-19 Site Policy during professional development in August, and on September 8th. Updates will be given during weekly faculty and staff meetings.
- Signage will be in place regarding occupancy, hand hygiene, and physical distancing.
- Signage will be posted throughout the school with on-site protocol.
- Records will be kept of Covid-19 meetings and minutes will be posted in shared digital file.

