



Individualized. Interactive. Inspired.

PALS

Communicable Disease Prevention

Parent and Staff Handbook

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Updated October 12, 2021

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This handbook is intended to support health and hygiene practices in our school.

If you are concerned that you or a student may have symptoms of COVID-19, call a primary care provider, or 8-1-1.

Follow the **orders, notices, and guidance** from the **provincial health officer** and the **BC Centre for Disease Control**.

For more information on health and safety standards for K-12 schools, plus accurate, timely information about schools, programs and educational services, including regularly updated frequently asked questions in multiple languages, visit: www.gov.bc.ca/SafeSchools

The BC Centre for Disease Control has an online resource for B.C.'s education community with information including: health and safety measures to prevent COVID-19 from spreading in schools; protocols when there is a positive COVID-19 case in a school; shareable resources; tools like the COVID-19 Self Assessment Tool and the new K-12 Health Check app; and FAQ: <http://www.bccdc.ca/schools/>

More information on health and safety standards for child care settings, plus the latest COVID-19 related child care information is available at: www.gov.bc.ca/ChildCareCovid-19Response

For the latest medical updates, including case counts, prevention, risks and testing, visit: <http://www.bccdc.ca/>

For the provincial health officer's orders, notices and guidance, visit: www.gov.bc.ca/phoguidance

For information for residents of British Columbia about COVID-19 including provincial restrictions, recovery benefit, travel restrictions, mental health, financial help, economic recovery, etc. visit: www.gov.bc.ca/Covid-19



BACKGROUND:

March 17, 2020 ~ The Ministry of Education announced the suspension of in-class instruction. Despite our vulnerable students being best served in person, PALS polled families and staff, and everyone voiced their concerns over continuing in-class instruction. PALS made the decision to close the doors and move to remote, online instruction. We all bravely stayed home to do our part to help flatten the curve.

April 28, 2020 ~ As we learned the trend in new cases was decreasing, PALS polled everyone again and found our families were eager for a return to in-class instruction and the majority of our laid off staff felt confident about a safe return to work. Vulnerable students have always been allowed on-site in Stage 3 and 4*, and so PALS started planning to safely welcome students who wanted to come back. Our goal was to be ready for in-class instruction, in addition to continued remote instruction in late May.

May 15, 2020 ~ The Ministry of Education announced a measured 5 Stage approach to resuming in-class instruction that aligns with BC'S Restart Plan. Each stage is guided by health and safety measures, protocols and orders. Depending on risk of virus transmission, all schools in BC will have plans in place for each stage, ensuring they are ready to make changes if there is a risk of transmission, a second wave or a community outbreak. This means we could be moving back and forth between the stages until a vaccine is widely available.

May 26, 2020 ~ PALS' re-opened to students, implementing Stage 4 protocols. The majority of our students attended on a rotating schedule in order to safely meet physical distancing requirements in the space we have and with the staff support available (approximately 50% density). Online instruction remained in place for the families who were staying home, as well as for the families who were home when it isn't their turn to be in school.

**See chart of 5 Stages on next page*



STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: <i>No limit</i> Middle: <i>No limit</i> Secondary: <i>No limit</i> <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> Not applicable <p>In-Class Instruction Full-time all students, all grades</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> Not applicable <p>In-Class Instruction Full-time instruction for all students for the maximum instructional time possible within cohort limits.</p> <p>Self-directed learning supplements in-class instruction, if required</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 50% for all schools <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 25% for all schools <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 0% for all schools <p>In-Class Instruction Suspend in-class instruction for all students.</p> <p>Self-directed and remote learning in place of in-class instruction.</p>

June 1, 2020 ~ Stage 3 began and parents across the province had the choice of bringing their children back to class on a part-time basis. To make sure schools were safe for students and staff, the number of students in school each day were reduced, with most receiving in-class instruction part time. Families that decided not to send their children to class continued learning from home.

July 6, 2020 ~ PALS Before and Afterschool Care program resumed operations.

August 4, 2020 ~ With staffing levels secured, PALS was able to offer full-time on-site instruction to all families who wished to send their child in-person and the weekly rotating schedule ended. Online instruction remained in place for the families who were staying home, as well as for students in the school who couldn't be in the same room as the classroom teacher due to physical distancing restrictions.

September 8, 2020 ~ Schools across the province enter Stage 2 and for PALS this marks the ending of remote learning opportunities and the beginning of full-time, on-site instruction for all students by means of 'Learning Cohorts'.



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January 4, 2021 ~ Public Health restrictions limit gathering in groups and events. This affects student performances and celebrations, staff trainings, staff meetings, and parent meetings. Staff and parent meetings are conducted via Zoom, and training is remote until further notice.

January 13th, 2021 ~ PALS was alerted to its first COVID-19 exposure and the school moved to remote programming for 2 days to allow for a thorough cleaning of the facility, and for staff and students to pursue testing if necessary. After contract tracing was completed, several staff and students were required to complete 2 weeks of self-isolation and the building re-opened safely to everyone else on January 18th. Health and safety protocols were reviewed, resulting in adjustments to daily schedule to further limit movement between staff and students, and mask wearing among staff and students increased.

April 2021 ~ COVID-19 vaccinations available for individuals eligible for CLBC services, meaning PALS students aged 18+ eligible to be vaccinated. As well, COVID-19 vaccinations available for individuals working in Fraser Health Licensed Childcare settings, meaning all PALS staff eligible to be vaccinated.

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May 25, 2021 ~ Provincial Government announced [BC's Restart Plan](#), a four-step plan that focuses on a safe and gradual return to normal activities.

June 17, 2021 ~ Provincial Health Officer stated employers are no longer required to maintain a COVID-19 Safety Plan but must instead transition to communicable disease prevention.

July 26, 2021 ~ PALS Autism Society updated policies *HS22 – Student Immunization* and *HS23 – Staff Immunization* to include the COVID-19 vaccine. Anyone eligible to receive the COVID-19 vaccine must show proof of immunization before attending or working at the school.

INFORMATION AND GUIDANCE:

PALS re-opening plans are informed and guided by the most up-to-date information from the following sources:

Ministry of Education

- *Provincial COVID-19 Health & Safety Guidelines for K-12 Settings (October 1, 2021)*
 - <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

Ministry of Health, Public Health, & BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>

- *K-12 Schools Health and Safety Guidelines (October 1, 2021)*
 - http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf
- *Childcare Health and Safety Fact Sheet (February 12, 2021)*
 - http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance Child Care.pdf

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WorksafeBC

- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- <https://www.worksafebc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers>

Federation of Independent School Associations BC

- <https://fisabc.ca/>

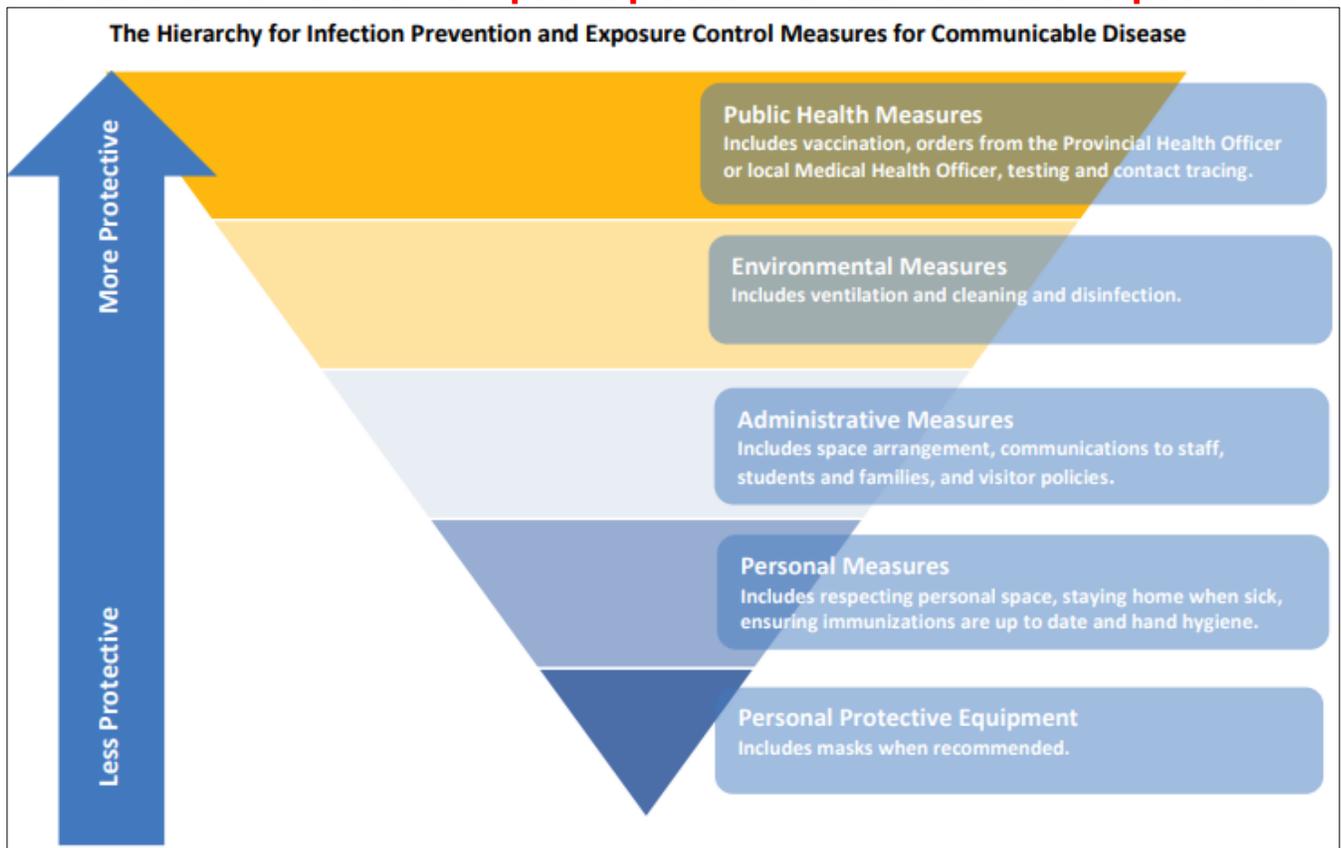


HEALTH AND SAFETY BASICS

Schools are considered by public health to be a controlled environment:

- ✓ Consistent grouping of people
- ✓ Mask guidelines for all staff and students Kindergarten and up
- ✓ Maintaining personal space and physical distancing when possible/required
- ✓ Frequent Cleaning and disinfecting
- ✓ Hand and Respiratory hygiene:
 - Cover your coughs and sneezes with a tissue or use your elbow.
 - Wash your hands.
 - Avoid touching your face.
 - Do not share food, drinks, or items.
- ✓ Illness policies – stay home when sick

This makes them different from public places like retail stores and public transit.



ONGOING PROTOCOLS:

Vaccines



- ✓ Most effective way to reduce the risk of COVID-19 in schools and communities; Vaccinated people aged 12 and older tend to have milder illness if they get infected and are also less likely to spread COVID-19
- ✓ The COVID-19 vaccine is now included in Policy *HS22 Student Immunization* and *HS23 Staff Immunization*. Anyone eligible to receive the COVID-19 vaccine must show proof of immunization before attending or working at PALS.
- ✓ Evidence-based immunization information and tools for B.C. residents is available from [BCCDC](#) and [ImmunizeBC](#)

Supplies Secured and Stock Maintained

- ✓ Hand soap; Paper towel; Hand sanitizer; 70% Isopropanol Alcohol; Bleach & Other disinfectant cleaner; Gloves; Reusable face masks; Face shields; Plexiglass barriers



Staff Training

- ✓ Review cleaning and disinfecting protocols; Safe use of PPE; How to create space between people; Supporting students who fall ill in school; Debriefing as needed; Mental health support; Health and Safety Committee consulted as needed



Space Arrangement

- ✓ 2M physical distancing no longer recommended, but we continue to make space between people: Respecting others personal space; Using visual supports, signage, prompts, video modelling; Use available space to spread out; Prevent crowding at pick-up/drop-off; stagger recess/lunch; spend time outdoors often; manage flow in common areas



Visitors

- ✓ All visitors must make appointments, be aware of communicable disease protocols and requirements, complete a daily health check prior to entering the school, wear a mask, wash their hands, and sign-in/sign-out.
- ✓ Virtual options are still preferred



Gatherings and Events

- ✓ Can occur in line with those permitted as per relevant local, regional, provincial, and federal public health recommendations.
- ✓ Use space to spread people out to prevent involuntary physical contact
- ✓ Virtual options are still preferred

Program Updating

- ✓ Determine what classes, activities, programs can be taught with adaptations to allow for safe personal hygiene and personal space
- ✓ Obtain parental consent when resuming community outings and work experience programs
- ✓ Brainstorm safe and suitable field trip ideas

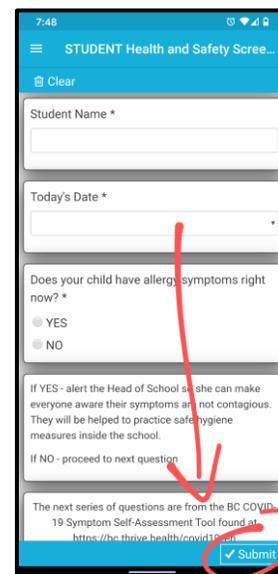
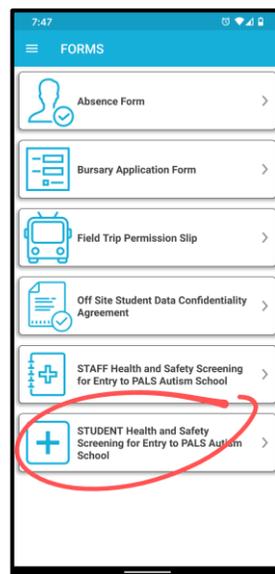
Continuous Review of Health and Safety Plans

- ✓ The School Health and Safety Checklist can be used to support these efforts:
http://www.bccdc.ca/schools/Documents/Health_Safety_Checklist.pdf



DAILY SCREENING FOR STUDENTS AND STAFF

- Ensure 'Health and Safety Screening for Entry' form on PALS In Touch is submitted no earlier than 7am and no later than 9am. It can be found on the desktop version using this link:
 - <https://siacanada.com/appcontent/1109/formviewer/119?gTran=&safeld=79f3e4374c8a48f8b4c1d0541b08fa12>



- For school staff, this active check is a requirement of the Provincial Health Officer's Order on Workplace Safety. If staff answered 'no' to every question on the screening form, they can clean their hands with hand sanitizer and then enter the building to put away their belongings and start work.

FEELING SICK IN THE MORNING?



Students or staff who do not pass the daily screening and have new symptoms of a common cold, influenza or COVID-19 or other infectious respiratory diseases must remain at home and follow the most-up to date guidelines for health assessment! Continue to follow PALS policy 'HS5/HS6 Student/Staff Illness' for all other health concerns.



 <h2 style="text-align: center;">DAILY HEALTH CHECK</h2>	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C) Chills Cough Difficulty breathing Loss of sense of smell or taste	If yes to 1 or more of these symptoms: Stay home. Contact a health care provider or call 8-1-1 about your symptoms and next steps.
OTHER SYMPTOMS	WHAT TO DO
Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea or vomiting Diarrhea	If yes to 1 symptom: Stay home until you feel better. If yes to 2 or more of these symptoms: Stay home for 24 hours. If symptoms don't get better or get worse, contact a health care provider or call 8-1-1 about your symptoms and next steps.
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	If yes: Fully vaccinated students, staff and other adults who have travelled outside of Canada may qualify for the fully vaccinated traveller exemption . Students, staff and other adults who are not fully vaccinated and have travelled outside of Canada CANNOT attend school for 14 days after arrival , as part of federal requirements .
CLOSE CONTACT	WHAT TO DO
Have you been notified by public health that you are a close contact of a person confirmed to have COVID-19?	If yes: Follow the instructions provided by Public Health.

<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/covid/daily-health-check-english.pdf>

COVID-19

When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"> Fever (above 38° C) Chills Cough <ul style="list-style-type: none"> Loss of sense of smell or taste Difficulty breathing 	<p>1 or more of these symptoms: Get tested and stay home.</p>
<ul style="list-style-type: none"> Sore throat Loss of appetite Headache Body aches <ul style="list-style-type: none"> Extreme fatigue or tiredness Nausea or vomiting Diarrhea 	<p>If you have 1 symptom: Stay home until you feel better.</p> <p>2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>

If you are a **close contact*** of someone who has COVID-19 and have any of the symptoms listed above:
Get tested and stay home.

Check your symptoms with the B.C. Self-Assessment Tool.

If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.

* You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19closecontacts>

For more information on COVID-19, go to www.bccdc.ca

If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, **call 9-1-1 or go to the nearest Emergency Department.**



BRITISH COLUMBIA
Ministry of Health



BC Centre for Disease Control
Prevent. Promote. Protect.

January 6, 2021

STILL UNSURE IF YOU SHOULD GO TO SCHOOL?

FAMILIES: Use the K-12 Health Check app for guidance: <https://www.k12dailycheck.gov.bc.ca/>
STAFF: Use the self-assessment tool: <https://bc.thrive.health/> or call 8-1-1

- If based on symptoms a test was not recommended, the person can return to PALS when their symptoms improve and they feel well enough.
- If a test is recommended, the person **must** stay home until they receive their test result.
 - If the test is **negative**, they can return when symptoms improve and they feel well enough.
 - If the test is **positive**, they must follow direction from public health on when they can return to PALS.

Drop-Off Procedure for Students:



- If parents answered ‘no’ to every question on the screening form, students can attend school that day. Parents remember to enter pertinent information about your child for teachers to read prior to 9am in ‘Conversations’ on PALS In Touch app.
- Line up and wait to be greeted by a PALS staff at your appointed entrance, students will clean their hands with hand sanitizer upon entry, and then put away their belongings.
 - ✓ Sea Otters & Orcas (Rebecca’s class): At back portico entrance
 - ✓ Eagles & Ravens (Torill’s class): At front door entrance

Pick-Up Procedure for Students:

- At the end of the day, students will wash hands/use hand sanitizer before leaving the building
- Wait for your child at their appointed exit (same as entrance), while keeping a safe distance from other waiting families



Q: What if a student or a staff have allergies, or a pre-existing medical condition?

A: If a student or staff have known allergies, or another condition that predisposes them to increased mucous or non-contagious coughing, they are permitted to attend **as long as the symptoms are not new or worsening and they are communicated clearly in advance to Andrea.** If at any point there is a concern about COVID-19, that person should seek medical advice regarding getting tested.



Q: What if someone in my household or bubble has symptoms of illness?

A: Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is not sick themselves. If the household member tests positive for COVID-19, the staff/student should stay home while they wait for direction from public health. Public health may permit fully vaccinated asymptomatic staff/student to continue to attend school/work while self-monitoring for symptoms.

Q: What if there is a confirmed case of COVID-19 at PALS?

A: Public health will reach out and get in touch with anyone who is considered a close contact, recommend 14-day isolation if necessary, recommend self-monitoring for symptoms if necessary, and provide follow-up recommendations if necessary. Together, PALS and public health officials will determine if suspending in-class learning is necessary.

Q: What if a staff or student has to self-isolate?

A: PALS will provide learning support to students required to self-isolate in the form of homework packages. If staff have to self-isolate, it will be determined on a case by case basis if there are any work-from-home opportunities.



SICK AT SCHOOL?

If someone experiences symptoms of illness during the school day...

Student

1. Staff will immediately escort sick student to the designated quarantine area and physically distance from others (*will go wait outside if not raining hard*).
2. Staff will assist student in putting on a cloth mask if they will tolerate it.
3. Parents will be called and someone must immediately come to pick up the student.
4. Once the student is picked up, it is expected that the parent will:
 - Consult their family doctor or nurse practitioner or call 8-1-1 and get assessed.
 - Update the school on the assessment from the healthcare provider.
 - If it is determined they do not have a communicable disease, they may return to school once their symptoms improve and they feel well enough.
5. Staff will clean and disinfect any materials and surfaces the ill student made contact with. Anyone who made contact with the ill student will wash hands.



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Staff

1. Same as above, except staff member will immediately put on a mask, alert Andrea, and quickly leave the school building to seek medical advice.

COVID-19 TESTING CENTRES

Find a list of collection centres in the province here:

<https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>

You can also call 8-1-1 to find the nearest centre. Most COVID-19 testing sites in B.C. can test children and youth.

For individuals over the age of 5, saline (salt water) gargle can be used to collect a sample in place of the nose swab. To ensure test accuracy, children and adults should not have anything to eat or drink within 1 hour of coming to the testing center.

Watch this video with your child to see a video demonstration of saline gargle option:

<https://www.youtube.com/watch?v=ZvqjkbD-moA>

HYGIENE PRACTICES

Coughing and Sneezing

- Everyone is encouraged and reinforced for coughing and/or sneezing in the crook of their elbow, or to use a tissue.
- If a tissue is used, the nose blower will throw it away immediately and go wash their hands or apply hand sanitizer



Clothing

- **All students must have 1 change of clothes at the school at all times, and 1 change of clothes in their 'home backpack' at all times** in case the school supply runs out. This is mandatory in case clothing becomes soiled with food, liquid, or bodily fluids. Students will be changed immediately.
 - *Students who are a little more untidy when eating, or who are still learning to use the bathroom independently, will be required to have **3 changes of clothes as the school at all times in addition to the 1 in their 'home backpack'.***
 - Staff are encouraged to keep a change of clothes at school at all times.

Food

- Food preparation activities will resume; however, families must send in prepared snack and lunch every day until notified by your child's classroom teacher. Prepared food will only be consumed by the student making it and nothing will be shared between students.
- To reduce the need to use microwaves, which are high-touch items, and subsequently reduce time spent handwashing, it is greatly appreciated if lunches are cold, or a thermos is used for hot lunch.
- No cups, dishes, or utensils will be provided by PALS so please send in all the items your child will need to eat and drink throughout the day. Nothing will be washed at the school.
- No homemade food items are to be sent in for celebrations (i.e., birthday treats)



Face Touching

- Everyone will refrain from touching their eyes, nose or mouth with unwashed hands. Students will be reinforced for incompatible behaviour (e.g., use fidget toy)

Hand Washing

Everyone will be washing their hands 'like their mom is watching!' ooor like they just touched poop!



These best-practice steps will be reinforced and taught if the skill is not observed:

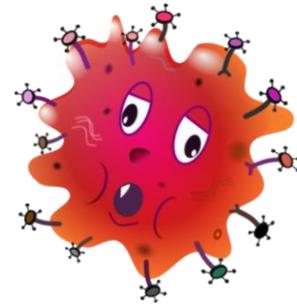
1. Remove jewelry or other items on your hands and wrists.
2. Wet your hand with warm water, apply soap – plain soap without antibacterial properties works best.
3. Rub your hands together outside the water stream for 20 seconds.
4. Wash the fronts and backs of your hands, between fingers, under fingernails.
5. Rub hands under warm running water for at least 10 seconds to rinse.
6. Leave the tap running while you dry your hands with a fresh paper towel.
7. Use the paper towel to turn off taps so you don't re-contaminate your hands.
8. Use a paper towel to open the door and then deposit in trash.



While students are at home, parents will ensure their children practice handwashing at a high frequency so it isn't just happening at school (i.e., when coming inside from outdoors, before and after eating, after using shared items like the iPad, or touching high-traffic surfaces like the microwave, and after the bathroom!)

Students should wash their hands...

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to aftercare, etc.)
- Before eating and drinking
- After sneezing or coughing into hands, or using a tissue
- After using the toilet
- After picking their nose/playing with spit
- After putting hands down pants
- Whenever hands are visibly dirty
- Many other instances!



Staff should wash hands...

- When they arrive at school and before they go home
- Before and after eating lunch
- Before assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After assisting a student with using the bathroom
- After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty
- Many other instances!



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

Hand Hygiene

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

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

Remove hand and wrist jewellery

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 coin-sized amount to your hands
- 3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

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

OTHER PROTOCOLS FOR CURRICULUM, PROGRAMS, AND ACTIVITIES

Schedule

- ✓ The school day is divided into 45 minute blocks to limit the number of transitions between staff and students and between areas of the school.
- ✓ Programs that involves close physical prompting (i.e., hand over hand, partial physical) will be adapted to include more visual and/or verbal prompts
- ✓ Some programs will be placed on hold if the risk of close physical contact outweighs the risk of not teaching it (e.g., flossing teeth will not be a priority to teach while public health orders limit physical contact, etc.)
- ✓ Students will eat lunch and snack individually in their classrooms instead of communally in student kitchen.



Environment

- ✓ Brightly coloured markers are placed on the floor to indicate where is safe to stand in the hallways, doorways, and classrooms, and to direct the flow of traffic.
- ✓ Classes are held outside as much as possible. The playground remains available!
- ✓ Extra furniture has been removed from classrooms to give more space for distancing and traffic flow.
- ✓ Desks and tables are placed apart from each other when possible.
- ✓ Extra materials have been removed to limit touching and sharing
- ✓ Sea Otters/Orcas will use the back stairwell to go up to the 4th floor and down to the basement. They'll go to the playground via the portico door.
- ✓ Eagles/Ravens will use the centre stairwell to go up to the 3rd floor and down to the basement. They'll go to the playground via the door beside the Staff Room.
- ✓ Doors will be propped open when safe, to prevent the need to touch door handles
- ✓ Windows will be opened for fresh air flow as much as possible.



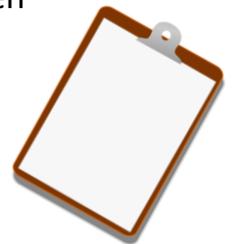
Students

- ✓ School-wide Positive Behaviour Support system will reinforce limited physical contact and hygiene rules.
- ✓ Intensive Teaching blocks will be used to help students tolerate wearing a mask, tolerate others wearing a mask, and to understand and demonstrate respecting personal space (i.e., labelling photos of too close vs. safe distance, lining up without touching peers, etc.)
- ✓ Intensive Teaching blocks will be used to teach simulated needle draws to help with desensitization of immunizations if needed.
- ✓ A backpack provided by the school will be used to carry personal materials throughout the day so things are within easy reach and not shared (i.e., water bottle, toys, etc.)
- ✓ Each student will have their own materials in a personal pencil box to prevent sharing (i.e., pencils, crayons, glue stick, scissors, etc.)



Staff

- ✓ Each staff will have their own materials in a personal apron to prevent sharing materials (i.e., pens, pencils, hand sanitizer, gloves, mask, Bandaid, token board, r+, note pad, hair ties)
- ✓ Staff will alert Andrea if they begin working a second job outside of PALS so she can assess for any potential risks.
- ✓ Each staff will work with approximately 5-6 students in order to keep the number of potential close contacts to a minimum.



Work Experience

- ✓ Volunteer placements will resume for students who can demonstrate the ability to follow health and safety guidelines.
- ✓ When an employer indicates a student can be at the worksite, PALS will assess the placement and determine it is safe or not (i.e., employers follow current guidelines from public health and WorksafeBC).
- ✓ Parents/guardians must give written consent for all new/continuing placements.
- ✓ Staff accompanying the students will adhere to the health and safety guidelines of the workplace including physical distancing and wearing PPE if required.

- ✓ If proof of vaccination is required by the employers, only eligible students may be onsite and Vaccine Passports will be presented by both students and staff.

Music Classes

- ✓ Implemented according to the British Columbia Music Educators’ Association and the Coalition for Music Education in British Columbia Guidance for Music Classes.
- ✓ Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.

Physical Education

- ✓ Physical activity is delivered in line with public health guidance: Activities adapted to reduce physical contact or crowding; Should occur outside whenever possible.
- ✓ For HIT exercises, students will be spaced apart using all available space.
- ✓ Students and staff will wear masks during low-intensity indoor activities and when distancing can’t be consistent.
- ✓ Shared equipment should be cleaned according to guidelines.

SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT PLAN AKA “SCHOOL RULES”

1. Keep my hands clean.
2. Wash my hands after touching my face.
3. Stay a safe distance away from teachers and friends.
4. Wear a mask inside.
5. Cough and sneeze into my elbow.
6. Throw tissues out right away.
7. Only touch my own things.
8. Put away my things to keep them safe.
9. Wait nicely while my teachers clean.
10. Listen to teachers’ instructions.
11. Be calm.
12. Be flexible.



CLEANING PRACTICES

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

- ✓ PALS will clean and disinfect high-touch surfaces **once every 24 hour period and when visibly dirty.**
- ✓ PALS will be well stocked with hand washing supplies at all times including soap, clean towels, paper towels and hand sanitizer with a minimum of 60% alcohol.
- ✓ PALS will avoid using disinfectants and cleaning products within close proximity to children, and they will be stored out of reach. Parent consent will be required for students using disinfectants as part of life skills programming.
- ✓ PALS will refer to the most recent Public Health Agency of Canada guidelines on cleaning and disinfecting public spaces, including recommendations regarding cleaning procedures and protocols.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>



FIVE STEPS FOR CLEANING AND DISINFECTING

1. Clean with soap and water, if visibly soiled.
2. Rinse with clean water.
3. Apply disinfectant and follow manufacturer's instructions on the label.
4. Rinse with clean water if required, according to the manufacturer's instructions on the label. Rinsing is not required when using household bleach and water.
5. Let air dry.

Toys and Equipment

- Toys
- Doorknobs and light switches
- Cupboard handles and hand rails



- Phones and keyboards
- iPads
- Tables, desks
- Chairs



Bathrooms

- Toilet handles
- Faucet handles
- After every time a student is changed out of soiled clothing, the bathroom will be cleaned and disinfected by staff as follows:

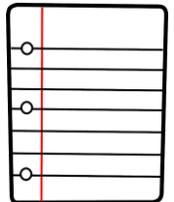


- o Wipe up any visible soil with damp paper towels or a baby wipe.
- o Wet the entire surface with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.
- o Wash your hands

Sleeping/Resting Equipment

- Staff will clean and disinfect mattresses whenever they are used or soiled.
- Sick bed linens will be designated and not used for any other program/use!
- Bed linens will be laundered regularly, and whenever soiled, using the hottest setting of the clothes dryer.
- If a student uses a pillow or bean bag chair as a ‘calming tool’ or reinforcer, PALS will ask families to provide a pillow case/sheet from home. It will be sent home for laundering. These items won’t be shared with any other students.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to children because of COVID-19.



PERSONAL PROTECTIVE EQUIPMENT

- **Although PPE is low on the Hierarchy of Infection Prevention, it provides an additional layer of protection when more effective measures aren't feasible. It is not a stand-alone preventative measure. It should be suited to the task, and must be worn and disposed of properly.**



- PALS staff and students will have access to extra reusable masks, gloves, and face shields.

- Masks provide some protection to the wearer and to those around them. They do not prevent the spread of COVID-19 on their own. They should not be used in place of physical distancing or other measures noted in this guidance. There must be no crowding, even if masks are worn. Face shields are a form of eye protection and should not be worn in place of masks.



- ALL staff and students in K-12 should wear a mask indoors at school except when:

- A person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons)
- A person unable to put on or remove a mask without the assistance of another person
- The mask is removed temporarily for the purposes of identifying the person wearing it
- The mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. high-intensity physical activity, etc.)
- A person is eating or drinking
- A person is behind a barrier
- 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

- PPE should continue to be used by staff as part of regular precautions for the hazards normally encountered in their regular course of work (i.e., gloves when supporting students with self-hygiene, etc.). Facial shields may be worn as an extra layer of protection when staff are supporting un-masked students.



- Students will be supported to learn to tolerate wearing masks as well as tolerate staff wearing masks, in the event they try to take them off.



WORK SAFE BC
WORKING TO MAKE A DIFFERENCE
worksafebc.com

PERSONAL PROTECTIVE EQUIPMENT (PPE)



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



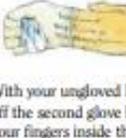
1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



How to Wear a Face Mask



1. Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2. Check the new mask to make sure it's not damaged.



3. Ensure colour side of the mask faces outward.



4. Locate the metallic strip. Place it over and mold it to the nose bridge.



5. Place an ear loop around each ear or tie the top and bottom straps.



6. Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7. Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8. Do not touch the mask while using it. If you do, perform hand hygiene.



9. Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



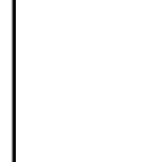
1. Perform hand hygiene.



2. Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3. Discard the mask in a waste container.



4. Perform hand hygiene.



British Columbia
Ministry of Health



BC Centre for Disease Control

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

Non-medical inquiries 1-888-COVID19 (1-888-268-4319)
(ex. travel, physical distancing) or text 604-630-0300



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101 Third Street
New Westminster, BC Canada V3L 2P9

TEL 604.251.7257
FAX 604.251.1627

info@palsautismschool.ca
www.palsautismschool.ca

Registered Charity Number 84393 9760 RR0001

TRANSPORTATION

Carpooling

- Families and staff are permitted to carpool together but it is with the understanding that close contact with another family or person widens their circle of who they have been in contact with.
- If anyone chooses to carpool together, they should wear masks, maintain personal space, practice good hygiene and cleaning measures.
- Sustained contact with more people puts you at greater risk of getting or transmitting COVID-19.

Public Transit

- Taking public transit is permitted for students and staff.
- Changing clothing is not required upon arrival at school, but hand hygiene should be practiced.



Field Trips

- Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document.
 - Students and staff should sit in their own seats and not be crowded.
 - Students and staff should wear masks on the bus.
 - Students and staff should clean their hands before and after riding the bus.
- Destinations should be outdoors and/or able to safely follow public health orders.
- Venue operators may have different operational practices in place than school settings, especially when other members of the public may be present at the same time, and therefore they may require proof of vaccination in order to be able to participate.

VISITORS

PALS Parents

- Should only enter the building for serious reasons.
- Must come to the front door and provide active confirmation that they have no symptoms of illness and are not required to self-isolate before entry is permitted.

- Must be masked and they must use hand sanitizer upon entry. If they don't have a mask, one will be provided.
- Use 'Conversations' via PALS In Touch for quick questions to staff, use email for more complex questions, or call any time 604-251-7257 to speak to Michelle or Andrea

Potential New Families, Volunteers, Donors, Contractors, Job Applicants

- Anyone needing to enter the building for valid reasons will be approved by either Andrea or Michelle and they will be screened for COVID-19 symptoms, they will be required to wear a mask, and they will practice hand hygiene while inside.
 - Interested family tours are limited to online meetings or after school hours
 - Volunteers are permitted on a case-by-case basis
 - Donors will be accommodated outside of the school when possible.
 - Job interviews will be held over Zoom. Anyone invited for a second interview will be permitted onsite, following all health and safety protocols.

WHAT IF SCHOOLS NEED TO MOVE BACK TO Stage 3? 4? 5?

- Schools are expected to implement health and safety measures that promote inclusion of students with disabilities.
 - Students with disabilities, who can't physically distance, can't be excluded from attending.
- If physical space limitations exist if/when physical distancing is required again, it may be necessary to reduce the number of students and staff within the school, prioritizing the attendance of students who most benefit from in-person support.
- If cases of COVID-19 rise again to a point that the Board, the families, and the staff assess it is safer to offer remote instruction again, that option will be investigated.



AMENDING PALS PARENT / STAFF CONTRACTS

All families returning for in-class instruction and all staff will be required to sign an amendment to their original contracts. This Amending Contract sets out the terms and conditions regarding the attendance of students and staff when in-class operations resume at PALS.



Signing the amendment demonstrates you acknowledge and agree that there remains a risk, despite any efforts by PALS and its employees and contractors, that staff and students could be infected with or exposed to the COVID 19 virus as a result of the services provided by PALS through the School.



It must be signed each contract period. The pasted version below is an example and for your reference only.

AMENDING CONTRACT

This Amending Contract is between the undersigned parent or guardian (“**you**”) and PALS Autism Society (“**PALS**”) and is dated with effect this ___ day of ___, 202_.

BACKGROUND:

- A. You and PALS entered into a previous contract on or about September 1, 2019 (the “**Original Contract**”) regarding the participation of the child for whom you are the parent/guardian (the “**Student**”) who attends the school operated by PALS (the “**School**”).
- B. Due to the COVID-19 pandemic, the School suspended in-class operations on or about March 23, 2020, and moved to a flexible distance learning format. Recently, the British Columbia Ministry of Education (the “**Ministry**”) has mandated all schools to begin to plan to resume in-class operations.
- C. PALS considers the health and safety of its students, parents/guardians, employees, contractors and volunteers to be of the utmost importance and is developing plans to commence some in-class operations in the School on or about May 26, 2020.
- D. This Amending Contract sets out the terms and conditions regarding the attendance of the Student at the School when in-class operations resume.



You and PALS agree that:

1. This Amending Contract is a supplement to, and does not replace, the Original Contract, each of which will continue in full force and effect. The Original Contract is only be amended to the extent required to give effect to this Amending Contract.
2. PALS agrees to give the Student access to the School pursuant to its reopening plan, but only subject to your agreement to this Amending Contract and the Original Agreement as amended hereby.
3. You acknowledge and agree that there remains a risk, despite any efforts by PALS and its employees and contractors, that you and/or the Student could be infected with or exposed to the COVID 19 virus as a result of the services provided by PALS through the School. You agree that you assume all risk in connection therewith, and further that that PALS and the other Releasees (as defined below) hereby disclaim all responsibility for such risks.
4. You, on your own behalf and for your respective heirs, executors, administrators and successors, hereby
 - a. release PALS, its directors, officers, members, employees , contractors, volunteers and other students and their parents/guarantors, and all of their respective heirs, executors, administrators and successors (collectively, the “**Releasees**”) from any and all liability to you for any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities whatsoever on account of injury to you or resulting in your death, arising out of or in any way connected or related to any infection or exposure to the COVID 19 virus or related conditions at the School; and
 - b. agree to indemnify and hold harmless the Releasees against all claims, actions, suits, procedures, costs, expenses, damages and liabilities whatsoever, including legal fees and disbursements on a full indemnity basis, incurred by or brought against the Releasees in connection with any matter released under paragraph 4.a. above.
5. You acknowledge that in signing this Amending Contract, you are not relying on any oral or written representations or statements of any kind made by any Releasees or any of them.
6. You acknowledge having read this Amending Contract and that you fully understand its terms.

MENTAL HEALTH

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/key-principles-and-strategies-for-k-12-mental-health-promotion.pdf>

Psychological health is of equal importance to physical health.

- ❖ As a result of the pandemic, we know students, educators, staff and administrators are living with anxiety, stress and other mental health needs.
- ❖ Mental well-being impacts how we think, what we feel and the way we act. It also affects how we handle stress, relate to others and make choices. Mental health is deeply influenced by our relationships with friends, family, and our environment. Stresses at school, home, in our communities and beyond can make an impact on our mental health.
- ❖ Feeling anxious or stressed can be a normal part of life. Having these feelings doesn't necessarily mean there's anything wrong. However, when feelings like stress, anxiety or sadness increase to the point where they are impacting daily life, they can become a mental health concern to be taken seriously, and support should be sought when needed.
- ❖ PALS will support the mental well-being of students and staff by helping them manage stress, anxiety and uncertainty created by the COVID-19 outbreak. It's even part of B.C. curriculum.
 - <https://www2.gov.bc.ca/gov/content/erase/mental-health>



Virtual mental health supports for everyone:

- **Virtual Counselling Services & BounceBack** – Expanding access to free online, video and phone-based coaching and skills-building program so that more seniors, adults and youth who are experiencing low mood, mild to moderate depression, anxiety, stress or worry, can receive care. (Canadian Mental Health Association – BC Division). Available now. For more information, visit: www.cmha.bc.ca/covid-19

SUMMARY OF SCHOOL-BASED CONTROL MEASURES

5 WAYS TO REDUCE THE RISK OF COVID-19 IN YOUR SCHOOL

1

Prevent crowding and gathering

Focus on entry and exit areas, stagger breaks and transition times where possible.

Practice physical distancing and wear a mask

Avoid close face to face contact.

2

3

Minimize staff numbers in breakrooms and hold meetings virtually where possible

Ensure prevention measures are in place in staff only areas.

Configure classrooms and workspaces to maximize distance between students and adults

Avoid face to face seating where possible.

4

5

Follow subject specific guidance, particularly for classes such as PE and music

Adapt learning activities to align with the Health and Safety Guidelines for K-12.