



Pacific Coast School (PCS)

COVID-19 Control Plan

Be advised that this is a “living document”. This means that it will be updated and changed throughout the weeks, months and year in response to any changing situations within regards to COVID-19 or directives from the Ministry of Education or the Ministry of Health. Please recheck this document regularly in order to have the most pertinent information within regards to PCS’s COVID control plan.

September 2020 Startup:

- Thursday, Sept. 10th 10:00am to 12:00noon: Orientation
- Friday, Sept. 11th – Wednesday Sept. 16th: Learning Plans
- Thursday Sept. 17th: Regular classes begin

School information:

Principal: Jeremy Janz

Address:

Pacific Coast School
#285 - 309 2 Ave. W.,
Prince Rupert, BC, V8J 1G6

Phone: 250-624-3228

A. Exposure Control Plan Implementation:

- 1) Communication to Students/Parents
 - a) Synrevoice
 - b) Staff Phone Call
 - c) Mail Out
 - d) School Facebook Page
 - e) Website
- 2) Access to site
 - a) PCS site capacity is 120 people. Any enrolment beyond that will be waitlisted.
 - i) Waitlisted students can enrol at CHSS, Distributed Learning like North Coast Distance Education (ncdes.ca) or Home Schooling while they wait for a space to open up.
 - b) Students and staff who are part of the PCS 120 cohort will have full access to PCS at any time during regular school hours.
 - c) Staff members who are not part of PCS 120 cohort will need to check in at the office and are required to wear a mask while on-site.



- d) Students will enter the school by the side door which is next to Genetics Fitness. They will not be given entry through the “main front access door”. This is in an effort to separate visitor entrance and student entrance.
 - e) Upon entry all persons will be asked the following:
 - i) Have you had any flu like symptoms including an unusual loss of smell?
 - ii) Visitors: Have you been outside of the country, including the US, in the last 14 days?
 - f) Visitors
 - i) will be required to sign a contact tracing form before entry.
 - ii) will be made aware of the health and safety protocols in the PCS facility
 - iii) must call the school, or knock at the door, before entry.
 - iv) must wear a mask, or some facial PPE, upon entry or they will be refused entry.
 - v) must use the “main front access site” to the school and will only be allowed in the foyer. For the purposes of this document the “foyer” boundary is: Entry Door, Office Door, Stairs and Lockers. Access to anywhere else in the school is restricted and based Principal discretion.
 - g) PCS site must be vacated by 4PM every day for janitorial sanitization protocols.
- 3) Cleaning and Hygiene
- a) Students, staff and visitors will sanitize their hands upon entry to the school
 - b) Workstation sanitization between student groups is the responsibility of on-site staff members.
 - c) All “frequently touched surfaces” will be cleaned regularly and after the surface is no longer in use by a student. This includes the Office Service counter in front of the office.
 - d) Clear signage on best practices within regards to sanitization and hygiene are posted at the door and around the school.
 - e) At 3:10PM students will be sent home and staff will spray down all high touch surfaces.
- 4) Maintaining Physical Distance process during Stage 2
- a) Students and staff will be encouraged to physically distance while at PCS but it will not be a requirement and students will be allowed to work in groups.
 - b) Visitors, or non-cohort members, are expected to maintain a social distance of 2^m from other students, staff and visitors unless the other person is part of their household group (i.e. parents, guardians, siblings, etc.).
- 5) PPE Regarding Masks
- a) While all non-cohort members will be required to wear masks exceptions will be made for staff who cannot wear masks for verifiable medical and/or disability-related reasons

B. Configuration of Classrooms and Learning Environment:

- 1) It is expected that students, staff and visitors will do their best to maintain physical distance from those with whom they do not have regular contact outside of school (i.e. outside your “bubble”).
- 2) Work areas will be grouped into “pods” and single work areas for students.
- 3) Cohort members will be discouraged from moving between pods and/or single work areas.
- 4) All staff have their own work areas which are at least 2^m apart from student workstations or other staff work areas.
- 5) Walk areas and hallways will be clearly marked and instructions given if needed in order to maintain an appropriate level of distance and safety.



- 6) Walk areas and hallways should be for transit only and no loitering is allowed.

C. In the event of illness:

- 1) If there are any signs, or complaints, of COVID-19 like illness by student, staff or visitor the following procedures will be implemented:
 - a) The student/staff/visitor will be giving a mask immediately.
 - b) A staff or visitor will be asked to leave the PCS premises immediately and:
 - i) instructed to go home.
 - (1) If the staff or visitor requires a ride home they will isolate in the student lounge until their ride arrives.
 - ii) instructed to take the BC “COVID Self-Assessment” tool (<https://bc.thrive.health>) and contact Northern Health COVID line (1-844-645-7811) immediately
 - c) A student will be given a mask immediately and:
 - i) Guardian will be contacted immediately to inform them of the situation.
 - ii) Students aged 14 and 15 will be isolated in the student lounge until a guardian can be contacted. A staff member will be in the room and supervising during this time.
 - iii) Students aged 16 or older will have the choice of either leaving the premise immediately or isolate in the student lounge until a guardian can be contacted. Regardless of choice, a guardian will be contacted a staff member will be supervising the student while they remain at PCS.
 - iv) Guardian will be instructed to have the student take the BC “COVID Self-Assessment” tool (<https://bc.thrive.health>) and contact Northern Health COVID line (1-844-645-7811) immediately
 - d) The areas in and around where the affected person had been will be cordained off until it can be sufficiently sanitized up to, and including, full school closure if necessary, until sanitization and appropriate level of safety has been attained.
 - e) Janitorial will be called to do an immediate full sanitization of the areas where the affected person has been up to, and including, a full school sanitization.
 - f) The affected person will not be allowed back to PCS until symptoms are no longer present or until there is verified medical documentation which clearly states the affected person is not sick with COVID-19 or the general flu and should be allowed back.
 - i) If a student, staff or visitor gets a negative COVID-19 test result they are still required to stay at home until symptoms are no longer present.
 - g) If COVID-19 has been confirmed, PCS will follow the guidance of Northern Health within regards to quarantine, school shutdown and contact tracing.
- 2) If there are any signs of non-COVID-19 illness (nausea, diarrhea, vomiting, etc.) by student, staff or visitor they will be instructed to leave the premises and work from home until symptoms are no longer present.
 - a) The affected person will be instructed to take the BC “COVID Self-Assessment” tool (<https://bc.thrive.health>), call 1-844-645-7811 and proceed with further inquiry if instructed to do so by the assessment tool.



- 3) Staff member will, under no circumstances, attempt to diagnose any symptoms. They will only facilitate the affected person in getting a mask, isolating in the student lounge and contact a guardian.

D. Baseline (Pre-existing) Symptom Like Behaviour

- 1) If student or staff member exhibits symptom like behaviour (i.e. allergies, asthma, etc.) they must inform the Principal of this behaviour as a “baseline behaviour”.
- 2) The student or staff member may be asked to not return to PCS until they can produce a medical doctor’s note confirming the baseline behaviour.

E. Communication Materials:

- 1) Instructional Posters
- 2) Posters promoting good hygiene
- 3) Pamphlets
- 4) Course Curriculum
- 5) Direct instruction
- 6) School Facebook Page
- 7) School Website

F. Continuity of Supports:

- 1) PCS will make an individualized COVID-19 Learning Plan for any student who requires extra or full-time instruction/support. The plan will include input from:
 - a) Teachers, Staff, Parents/Guardians and Administration
- 2) PCS already provides options for students to work from home if they so desire. This will continue within respect to COVID-19 or non-COVID-19 considerations.
 - a) School work can be accessed online or delivered to student’s home.

G. Continuity of Learning

- 1) Organizing the delivery of in-class instruction
 - a) PCS is an alternate school and self-paced. Students work one-on-one with a teachers/staff member on curriculum provided which is either analogue, digital or verbal instruction.
 - b) Teachers and/or staff members are expected to maintain a reasonable 2^m distance from students at all times. Any disruption of the 2^m distance is kept brief while maintaining adequate safety protocols and sanitization.
- 2) Organizing the delivery of remote instruction for students who choose to continue learning remotely
 - a) Students can access a teacher’s curriculum through online or via a staff member physically delivering materials to their home.



- b) Teachers and staff are available on phone, Zoom, online chat or any other methods requested by the parent/guardian and/or student which are reasonable, accessible and offer adequate security.
- c) Teachers are offering video, IXL Math, Microsoft Teams and Moodle as curriculum content communication systems.

H. Field Trip Protocols

- 1) Field Trip Density Requirements
 - a) During Stage 2 there are no density requirements within the cohort.
- 2) Utilization of PCS Bus or Other School Bus
 - a) During Stage 2 physical distancing requirements allow for full bus loads within a cohort.
 - b) Masks will be required.
- 3) Field Trips which include interacting with people from outside the cohort, or entering confined spaces/buildings outside the school, will be limited.
- 4) Field trips which are outside orientated will be encouraged.
- 5) Food Shopping: Students will be accompanied by a staff member. No more than 2 students and 1 staff member. Students and staff will be required to wear masks while shopping and sanitize after shopping.

I. Student Lounge Protocols

- 1) The student lounge is our student consultation room and illness isolation zone. It will be off limits to students until further notice unless a staff member requests a student to join them in the student lounge for a consultation or a student is directed to go because of suspected illness.

J. Food Preparation and Serving Protocol

- 1) Students and Staff preparing food for consumption in any of the food related programs at PCS (Breakfast Program, Lunch Program or Foods 10/11/12) must:
 - a) Put and keep a mask on which fully covers their mouth and nose.
 - b) Thoroughly wash their hands conforming to the BCCDC Hand Washing Guidelines:
 - i) <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing>
 - ii) Staff member directing food preparation will oversee handwashing protocols by students
 - c) A food preparer will not remove their mask at any time during the food preparation
 - i) If there is a valid reason to remove a mask, that person must leave the food preparation area and sanitize, including handwashing if returning to food preparation afterwards.
 - d) Food preparation area will be thoroughly sprayed down and sanitized by the food preparers before, during and after food preparation.
- 2) Food servers will be designated by the staff member directing food preparation and servers will follow the same protocols as the food preparers stated above.



- a) People consuming the food will NOT serve food to themselves (i.e. potluck / buffet style).
- 3) Food serving area will be thoroughly sprayed down and sanitized by the food servers before, during and after food serving.