



Saint Patrick Regional Secondary School

115 East 11th Avenue, Vancouver BC V5T 2C1

Tel 604 874 6422 • Fax 604 874 5176 • www.stpats.bc.ca • administration@stpats.bc.ca

The St. Patrick Safety Plan School Start September 2020

Updated September 18, 2020

The purpose of this handbook is to inform St. Patrick Regional Secondary staff, students and parents of the Operations and Health & Safety. The St. Patrick Administration worked with the Critical Response Committee to develop this safety plan following the [Protocols for K-12 Education from WorkSafeBC](#)

This document is a work in progress and is based on current [Phase 2](#) of the provincial restart plan during this COVID 19 pandemic. As we get feedback and updates from WorkSafeBC, the Ministry of Education and Ministry of Health, the CISVA and FISA this document will also be updated and revised.

Joint Health and Safety committees in place and meeting regularly, including prior to any transitions between stages.

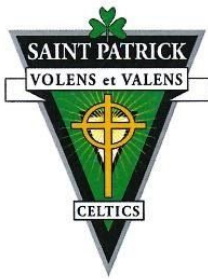


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Step 1: Assess the risks at your workplace

Updated Facility Inspection Completed August 2020 to check for Space Allowing for Physical Distancing and High traffic area to consider and monitor:

Identified potential high traffic areas:

Staff room
Washrooms
Copy Room
Hallways
Hallway benches
Picnic tables
Gym foyer
Cafeteria
Washrooms

Step 2: Implement protocols to reduce the risks

Key Document to follow: [Ministry of Health](#)

Immediate Equipment changes:

- Hand Dryers will be turned off
- Water fountains will be turned off
- Classroom phones not used (staff will use cell phones), and the PA system will be used
- Only metal and plastic chairs will be used for ease of cleaning - couches, and cloth upholstered chairs put in storage.
- We will be placing signage around the school regarding washing hands and hygiene best practice, provided by WorkSafe

Procedural Changes and Guidelines made throughout the rest of Safety Plan



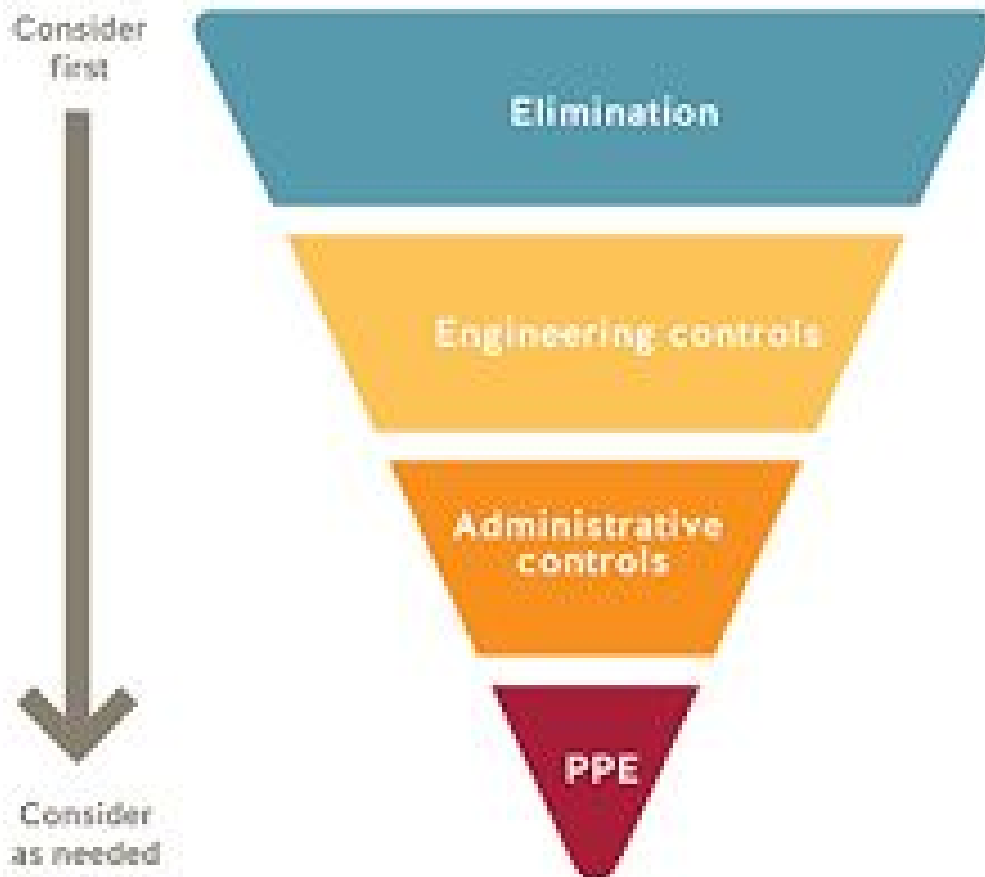
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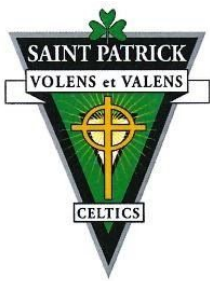
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Reduce the risk of person-to-person transmission:

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.





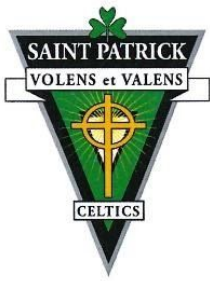
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Public Health Measures

- Students or staff who have flu-like, Covid-19 symptoms are sent or must stay at home, self-isolate and get tested by a health-care provider. No notification to staff or the community of these incidents will be made unless advised by Public Health.
- Students or staff who travel outside Canada need to self-isolate for 14 days.



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First level protection (elimination):

Limit the number of people at the workplace and ensure physical distance whenever possible

List your control measures for maintaining physical distance in your workplace, for example:

- Reducing the number of close, in-person interactions helps prevent the spread of COVID-19. Keep a safe distance from others. The BCCDC recommends at least two metres

Physical Distancing Strategies

- Add barriers when students can't maintain two metres between two or more people and when people interact with a high number of individuals (like at a front reception desk or in a cafeteria)
- Spread students and staff out to different areas when possible
- Stagger break and transition times when possible
- Incorporate individual activities
- Remind students to keep their hands to themselves

Visitors

- School visitors, including parents, will be discouraged as much as possible, with educational visitors being prioritized.
- Visitor access during school hours prioritized to those entering to support activities that benefit student learning and well-being
- Visitors will be limited and are asked to make phone contact rather than coming in.
- Visitors will need to call before entering to be screened outside before entry.



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Second level protection (engineering):

Barriers and partitions We will be installing barriers where workers can't keep physically distant from co-workers, customers, or others.

Measures in Place

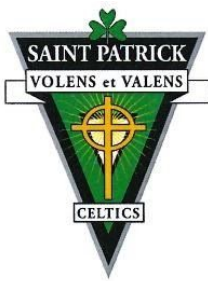
This will be done in the office, due to limited space and visitors. We have included barrier cleaning in our cleaning protocols. We will be installing the barriers so they don't introduce other risks to workers.

Barriers in classrooms for teachers that might be teaching outside of their learning group, and mobile barriers for the limited number of students that might be in a class outside of their grade level and thus outside of their learning group.

Classroom Assignments - sections the school for learning groups to stay in the same area of the school. With exceptions for specialized rooms, for example, science labs, gymnasium, art or foods rooms.

Teachers will be instructed to keep all windows and doors open in classrooms in order to maintain best ventilation. If needed students will not be held to strict uniform code to stay warm.

Classes with limited ventilation will have air purification machines.



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Third level protection (administrative):

Students and Staff will be placed in [Learning Groups](#) of about 100 students based on grade level

People in a learning group don't need to stay two metres apart but they must limit physical contact. Classrooms will be set up to promote spacing between students where possible. Outside of a learning group, including extracurricular activities, middle and secondary students and all K-12 staff must keep a healthy distance

Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close (face-to-face) contact. Within cohorts, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available. Outside of cohorts, practicing physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 1-2 meters of space available between people. Spaces where members of different cohorts interact should be sufficiently large, and/or should have limits on the number of people so that 1-2 meters of space is available between people. Within and outside of cohorts, there should be no crowding

To aid in limiting contact, and make for a easy transition to a hybrid or fully online model if the need arises the school has moved to a semester based system:

- 4 classes per semester
- Day One/Day Two Model with Two Longer classes per day
- Grade 8-10 attending in person 100%
- Grade 11 and 12 alternating attendance two days at school, two days from home opposite each other in a 50% hybrid model, to prevent interaction between learning groups and limit the in school congestion in our small facility

	Semester 1		Semester 2	
	Day 1	Day 2	Day 3	Day 4
8:30-9am	HR	HR	HR	HR
9:05-11:35	H	B	E	G
12:15-2:45	A	D	F	C
3-4pm	J - Choir 10-12	J- Peer tutors, Drama, Yearbook	J - Choir 10-12	J- Peer tutors, Drama, Yearbook, Choir 9



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Other Administrative guidelines:

- Lunch will be eaten in classrooms or in areas designated to their learning group, and students will then have a break involving going outdoors as much as possible.
- Grade 11 and 12 students will eat in the cafeteria as their designated area as they are at school on opposite days.
- Cafeteria will be open to serve pre-ordered meals which will be delivered to classrooms at lunch each day.
- **All students are required to remain on-site during lunch, and staff are encouraged to do so as well.**
- Seating plans will be used in all classes, with students using the same desk, chair, electronic device and other equipment as much as possible.
- Every classroom with two doors will have one designated entrance and one designated exit. Staff need to stay within their learning groups as much as possible and maintain physical distancing with those outside their learning group.
- Congregating in the staff room will be discouraged.
- Gatherings (assemblies, masses, etc) will be minimized and limited to learning group sizes. Classroom activities that reduce face-to-face interactions, increase outdoor time, and increase spacing are encouraged. Desks will be arranged so students do not face each other and are spaced apart as much as possible.
- Biking, walking, or private transport are encouraged, and masks are recommended for public transportation.
- Signage will be located throughout the school to promote hygienic practices.
- All garbage containers will be emptied at least daily.

Rules and guidelines. We have identified rules and guidelines for how workers and students should conduct themselves. We will clearly communicate these rules and guidelines to staff and students through a combination of training and signage.

Rules:

- Those with symptoms will not be allowed into the school. We have screening documents for staff and students that will be done twice per day.
- Parents will be responsible to screen students everyday before coming to school. A signed form with the guidelines and procedures for screening will be sent to parents before the first day of school. Students will not be permitted to school until for the first time without this form. Weekly reminders will be sent to parents about the continued screening.
- If staff or students develop symptoms during the day they will be isolated immediately and sent home. If needed call 8-1-1

Rules for hygiene and maintaining appropriate distance

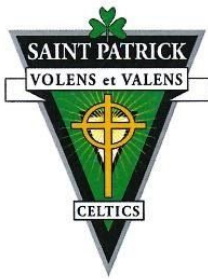


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- Hand washing upon entrance and exit.
- Maintaining distance of 2m when interacting between learning groups
- No gathering beyond posted occupancy limits when applicable
- SHARING FOOD is prohibited
- Sharing of school supplies, pens books etc. is PROHIBITED
- No loitering in hallways - foot traffic must keep moving
- Students are not permitted on school grounds before 8:00am and after 4pm
- Students and staff will wash hands frequently
- Hallways and classrooms will have directional one way traffic with enter and exit only doors.
- Volume levels kept to reasonable limits
- Disposable cleaning products and frequent use items wiped down frequently
- Backpacks and supplies: everything students bring in they must bring out.
- **No access to lockers.**



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ROLES

Employer (CISVA)

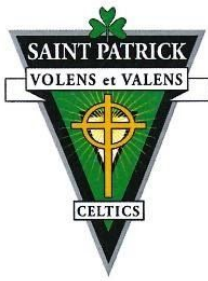
- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review of the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

Supervisors (principals and vice principals)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

Workers (teachers, education assistants, support staff and outside contractors)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.



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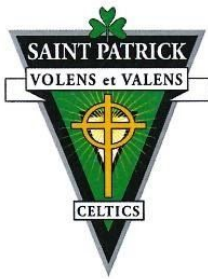
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TRAINING

Staff will be trained on the following:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
- Document COVID-19 related meetings and post minutes at a central location.
- Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

First Aid Staff will be trained in protocols for [COVID 19 from Worksafe BC](#).



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Fourth level protection: Using masks

Measures in place

- Masks are required by the Ministry of Education for all high traffic areas when distancing is not possible and where there will be interaction between learning groups.
 - Due to the nature of our building Masks will be mandatory for all grade 8-12 students and staff when inside the building with the exceptions of lunch and for those students with medical exemptions documented with a doctors note
- The School will have non medical masks available for staff if they choose. Staff may also wear their own masks.
- The school will be providing clear mingle masks for language teachers or teachers of students with hearing impairment to allow students to see their mouths.
- Face shields have also been purchased for first aid attendants, teachers teaching outside of their learning group, or EA, that by the nature of their role have to be less than 2m from their students.

Documents to follow from WorkSafeBC

[Selecting masks](#)

[Training for masks](#)



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Appendix A: CLEANING PROTOCOLS

Custodial and Teaching Staff will be instructed on all necessary [cleaning protocols](#)

We will be following WorkSafe BC [Guidelines for Cleaning and Disinfecting](#)

Surface Cleaning

What surfaces and objects are workers likely to touch? Do they share any tools or equipment?

- Print Stations and photocopiers
- Door handles
- Sink handles
- Toilet handles
- Chairs
- Table and desk tops

Supplies

- Our Custodial Staff has purchased all appropriate cleaning supplies as directed by the protocols of WorkSafeBC
- Our cleaning staff has always used industrial PPE protection when cleaning and will continue to do so.



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Cleaning Schedule/ Plan:

How often will you need to clean? Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Consider how many workers are in the space; whether customers, children, or other members of the public are in the space; how long they're in the space; and how they use the space.

School building:

- High Traffic Touch areas to be cleaned multiple times per day
- Washrooms will be cleaned throughout the day for basic surfaces and deep cleaned at the end of the day.
- Washroom door handles will be wiped down regularly as these doors will be opened and closed.
- Doors (door will be propped open to limit needs to touch)
- Railing

Staff Specific:

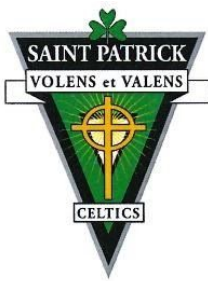
- Print station and keyboard, photocopier etc. Staff will wipe down after each use

When is the best time to clean?

- Cleaning and disinfecting of surfaces will be done every 24 hours. This will include a more thorough professional cleaning of each classroom at least once weekly, This will allow custodial staff to target key high use areas and washrooms during the day and begin deep clean starting at 3pm.

Who will do the cleaning?

- Custodial Staff will lead the deep cleaning.
- Staff will be asked to help with basic wipe downs after use of desks and staff room surfaces.
- Students will also be asked, when appropriate, to wipe down their work surfaces.



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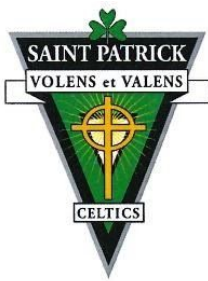
Appendix B: Room Assessment and Room Assignment

Student Washrooms:

Cafeteria and Gym Foyer: We will be making washrooms single occupancy.

South Building

Room	Notes
Gym Foyer	Will be the isolation area for those with symptoms waiting to go home
Gym	85 people standing with a 2m distance is possible
401	2 doors allow for in/out traffic flow -
402	4 sinks and soap and paper towel dispensers only one door
403	8 sinks and soap/paper towel, one hand sanitizer station, one entrance
404	8 sinks and soap/paper towel, one hand sanitizer station, 2 doors allow for in/out traffic flow
405	1 door, room limited in space
303	good traffic flow and outside space around it



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North Building

Room	Notes
201	Exit door to outside for good traffic flow.(202 and 201 - exit to the same stairwell outside would need to stagger timing)
202	Exit door to outside for good traffic flow.(202 and 201 - exit to the same stairwell outside would need to stagger timing)
203	one door
204	2 doors
205	2 doors
206	Should not be used as 2 staff need to access office through this room
SLC	Door and good windows to vent - 2 doors to outside can be made for only outside access
101	2 entrance/exit options 5 windows -including one outside
102	2 entrance/exit options 5 windows -including one outside
103	2 entrance/exit options
104	1 door
105	Large room lots of windows to vent but only 1 door
106	Has an outside exit door
107	One exit unless they use 108
108	1 door unless using 107
109	Use for very small groups only - Barriers might be necessary
DLC	with a barrier for use for one on one sessions
Staff room	



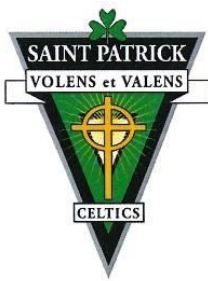
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Front Office	Installed plexiglass to create barriers from Visitors and for their desks to separate if both are in.
301	Portable Limited use to very small groups of singers
302	2 entrances

[Classroom assignments](#)



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Appendix C: Learning Group Configuration and Classroom Assignments

Learning Groups - have been assigned by grade

We recognize that some students take courses outside of their grade level which creates interaction between learning groups. The following actions have been taken to limit these problems:

Scenario One: Singular accelerated students in junior grades taking a course like Math or French at a higher grade level will have a seating arrangement to provide 2m distancing, as well as protective barriers. If that teacher is not of their learning group distancing protocols will be maintained.

Scenario Two: At senior levels, due to the elective nature of course selection it is common to have grade 11 and 12 students in the same courses. To mitigate this we have decided to have alternating attendance two days at school, two days from home opposite each other in a 50% hybrid model, to prevent interaction between learning groups and limit the in school congestion in our small facility.

Two week example:

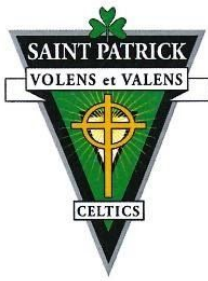
Week one

Monday Day 1	Tuesday Day 2	Wednesday Day 1	Thursday Day 2	Friday Day 1
Grade 12 Attend	Grade 12 Attend	Grade 11 Attend	Grade 11 Attend	Grade 12 Attend
Grade 11 online	Grade 11 online	Grade 12 Online	Grade 12 Online	Grade 11 online

Week Two

Monday Day 2	Tuesday Day1	Wednesday Day 2	Thursday Day1	Friday Day 2
Grade 12 Attend	Grade 11 Attend	Grade 11 Attend	Grade 12 Attend	Grade 12 Attend
Grade 11 online	Grade 12 Online	Grade 12 Online	Grade 11 online	Grade 11 online

****Exception grade 11 and 12 Students with diverse and special learning needs may attend every day***



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Appendix D: Foot Traffic Pattern Plan

Hallways

- All traffic will be separated and Guided in hallways
- Tape on floor and signage to direct traffic

Start of Day

Students will not be allowed in the school before 8:00

- Enter the school by their grade level learning group designated entrance proceed directly to House classroom

End of Day

Students will not be allowed in the school after 4pm

Exiting will follow the established directional flow patterns

South Building

- Enter cafeteria foyer
- Exit - East cafeteria doors
- Exit - South Science wing stairwell

North Building

- Visitors and Staff only using West entrance
- One way traffic for staff rooms and office
- Main Hallway is wide enough for 6 foot distancing but the middle hall doors will be closed.



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Appendix E: Communication Plan

Everyone in the school community (staff, students and parents) will know the policies around staying home when they are sick. This information will be communicated in writing.

- All staff will be trained and informed as to how to keep themselves safe while at school. Formal staff training and information sessions will be held September 8 and include:
 - the risks of exposure to COVID-19
 - how to report an exposure to or symptoms of COVID-19
 - safe procedures and instructions regarding proper hand washing, cough/sneezing etiquette, etc.
- Staff will be informed of changes made to work policies, practices, and procedures due to the COVID-19 pandemic. During the daily check-in, updates will be provided when available.
- The health and safety measures in place prior to the pandemic are still in place.
- The administration will keep records of training meetings. Covid-19 related meetings are documented and minutes available in the staff room and the Principal's office.
- Signage will be posted around the school including occupancy limits when needed and effective hand washing practices. Signage will also be posted at the main entrance indicating who is restricted from entering the school including anyone with symptoms.
- Parents will receive the start plan, including schedules and safety protocols via email by August 26.
- Weekly updates and reminders will be sent by the office team to keep families up to date on changes and to continually remind parents to screen students for symptoms.



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Appendix F: Protocol if a student/staff develops symptoms of illness at school

If a student or staff member develops symptoms at school, schools should:

- Provide the student/staff with a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Provide the student/staff with a space where they can wait comfortably that is separated from others.
 - The student is to be supervised and cared for, when separated.
- Make arrangements for the student/staff to go home as soon as possible.
 - Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.
- Clean and disinfect the areas the student/staff used.
- Encourage the student/staff to seek assessment by a health-care provider.
- Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

Schools should notify their local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance, to help with the early identification of clusters or outbreaks.

RETURN TO SCHOOL - Updated Sept 18, 2020

[VCH LETTER - COVID 19 health & safety considerations for safe return to school](#)



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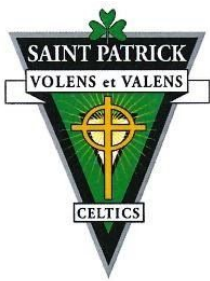
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Appendix G: Protocol in the event of a confirmed covid-19 case in a school

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
 - Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - Recommend 14-day isolation if necessary (for confirmed close contacts).
 - Recommend monitoring for symptoms if necessary.
 - Provide follow-up recommendations if necessary.
- The school must continue to provide learning support to students required to self-isolate.
- Together, the school and public health officials will determine if any other actions are necessary.



Saint Patrick Regional Secondary School

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Appendix H: Emergency Procedures and Evacuation

Emergency Procedures will remain the same as in full school operation as stated in the Critical Response Manual