

**Vancouver Formosa Academy
High School Program
Health and Safety Plan
Updated: September 4, 2024**



Contents

1. Health Awareness and Restricting Access to the School
2. Student Management and Hygiene
3. Non-medical masks
4. Student Management and Hygiene
5. Communication of Health and Safety Plan
6. Training and Documentation
7. Safety Responsibilities by Role

This plan is based on recommendations included in the following document: *Public Health Communicable Disease Guidance for K-12 Schools, BC Centre for Disease Control, Sept 13, 2023*

1. Health Awareness-Restricting Access to School

- Staff, students, or other persons who are exhibiting symptoms of illness, such as respiratory illness, should stay home until they are well enough to participate in regular activities or otherwise advised by a healthcare provider. Those experiencing certain illnesses, such as gastrointestinal illness caused by norovirus, may be advised to stay home for longer.
- The school will communicate with parents, guardians their responsibility to assess their child's health daily before sending them to school to ensure they are not experiencing symptoms of illness.
- Signage in the school will advise of the above information.
- Staff, children, or other persons can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved, and they feel well enough to return to regular activities or otherwise advised by a healthcare provider.

2. Student Management and Hygiene

- Rigorous hand washing with plain soap and water or using an effective hand sanitizer reduces the spread of illness. Everyone should practice diligent hand hygiene.
- The school will ensure hand washing supplies are always available
- Hand sanitizer will be set up at the school entrance.
- Students and staff should follow good respiratory etiquette practices as below:
 - Cough or sneeze into their elbow or a tissue
 - Throw away used tissues and immediately perform hand hygiene.
 - Refrain from touching their eyes, nose, or mouth with unwashed hands.
- All staff and students should refrain from sharing any food, drinks and unwashed utensils.

3. Non-Medical Masks

- The decision to wear a mask is a personal one, based on individual preference, and this choice will be respected.
- Disposable 3-ply masks will still be available for students if desired.

4. Physical Distancing

- Students will be encouraged to not perform close greetings like hugs or handshakes.
- The school will avoid activities that require physical contact.
- Whenever possible, student desks will be placed two metres apart.

5. Cleaning and Sanitizing

- Frequently touched surfaces will be cleaned daily. This includes doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, light switches.
- Electronic and communications devices, such as keyboards, remote controls and microwaves will be wiped by antiseptic solution after each use. Single use disposable products will be used for this purpose.
- General cleaning and disinfecting of the premises will occur at least once a day. This includes single use items such as a student desks or lockers.
- Plexiglass barriers will be cleaned regularly.
- Garbage containers will be emptied daily.
- Common commercially available detergents and disinfectant products will be used and the instructions on the labels followed closely.
- The custodian will be provided adequate instruction, training, and supplies on the cleaning protocols developed for the workplace.

6. Communication of Health and Safety Plan

- The school will communicate essential health and safety information to staff in writing, giving staff an appropriate amount of time to review this material, and to respond with questions.
- The principal will hold regular check-ins with staff to provide staff with new information and review any concerns. Additional communication may be required as new information is made available that may affect work practices.
- The school will ensure that staff know how to raise safety concerns.
- The principal will ensure that parents, guardians and high school students understand the policy that students must stay home if they are sick.
- The school will keep parents and guardians informed about what the school is doing regarding taking extra precautions.

7. Training and Documentation (Staff)

- Prior to the start of each term, the principal will train the staff on:
 - Safe work procedures including hand washing and cough/sneeze etiquette.
 - All items of the school Health and Safety Plan, and updated information.
- New staff will receive ongoing training on the above.

8. Safety Responsibilities by Role

Vancouver Formosa Academy Board of Directors

- Ensure that all resources (information, technology, training) and materials (cleaning and disinfecting products and systems) required to implement and maintain the school Health and Safety Plan are reasonably made available when required.
- Conduct a periodic review the effectiveness of the plan.

The Principal

- Ensure that staff are knowledgeable regarding the school health and safety plan.
- Ensure that the students and parents understand all relevant health procedures.
- Maintain records of training and inspections.
- Re-examine all tasks at the school, especially those that require the direct care of students.
- Post or relay educational and informational material in an accessible area for staff to review.

Teachers, Support Staff

- Follow established work procedures and instructions as directed by the principal.
- Reinforce procedures with students
Report any unsafe conditions or actions to the principal.

Building Operator (Bursar)

- Maintain an inventory of cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and direct the work in a manner that ensures the risk to custodians is minimized and adequately controlled.