

# Health and Safety Checklist

Complete this checklist with your school's health and safety committee to assess your school's communicable disease plan with the Ministry of Education's [COVID-19 Communicable Disease Guidelines for K-12 Settings](#), which includes detailed guidance on the measures noted below. This checklist should be used in addition to the guidelines to develop and assess your school's communicable disease plan.

**SCHOOL:** St. Joseph School, Nelson (00896143)

**DATE:** August 31, 2021

Measures below should always be in place.

Public Health Measures		
<b>Attendance &amp; Record Keeping</b>	Practices in place to: <ul style="list-style-type: none"> <li>maintain daily attendance records for staff, students, and visitors (including teachers on call, itinerant teachers/specialists, district/authority personnel, parents/caregivers, and volunteers), and</li> <li>maintain accurate class and bus lists.</li> </ul> Daily attendance records should be kept for at least 45 days.	✓ Included
Environmental Measures		
<b>Ventilation and Air Exchange</b>	All HVAC systems are operated and maintained as per standards and specifications, and are working properly.	✓ Included
	Portable air conditioners and fans are only used in ventilated spaces, with air moved from high to low.	✓ Included
	Risk mitigation strategies are identified for excessive heat events or times of poor air quality.	✓ Included
<b>Cleaning and Disinfecting</b>	Frequently touched surfaces (those touched by larger numbers of people) are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day.	✓ Included
	Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.	✓ Included
	Other general cleaning occurs in line with regular practices.	✓ Included
	Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.	✓ Included
Administrative Measures		
<b>Gatherings and events</b>	School extracurricular and social gatherings and events (including those occurring within and between schools) are in line with those permitted as per relevant local, regional, Provincial and Federal health recommendations and Orders.	✓ Included
<b>Space Arrangement</b>	In indoor spaces, people have enough room to carry out intended activities without involuntary physical contact and all available space is used.	✓ Included

# Health and Safety Checklist

Administrative Measures		
	For indoor gatherings, people are spread out within the available space and room capacity limits are not exceeded.	<input checked="" type="checkbox"/> Included
	During breaks and other unstructured time in indoor settings, strategies are in place to ensure there is enough space available to prevent involuntary physical contact.	<input checked="" type="checkbox"/> Included
<b>Staff Specific Considerations</b>	WorkSafe BC guidance for workplaces is used to determine measures for staff-only spaces within a school and/or for non-school spaces operated by the school district/authority.	<input checked="" type="checkbox"/> Included
	Staff-only gatherings (e.g., meetings, professional development days, etc.) occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for workplace gatherings and events and any related WorkSafe BC guidance.	<input checked="" type="checkbox"/> Included
<b>Visitors, including Itinerant Staff, Temporary Teachers on Call, Parents and Others</b>	Processes are in place to ensure itinerant staff, teachers on call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times.	<input checked="" type="checkbox"/> Included
<b>Curriculum, Programs and Activities</b>	For music and physical education (and other subjects as necessary), prevention practices specific to the activity are implemented (e.g., cleaning mouth pieces and water bottles between use).	<input checked="" type="checkbox"/> Included
	Local and international field trips occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for local and/or international travel.	<input checked="" type="checkbox"/> Included
<b>Bus Transportation</b>	Frequently touched surfaces are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day.	<input checked="" type="checkbox"/> SB 8 buses <input type="checkbox"/> Included N/A
	Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.	<input type="checkbox"/> Included N/A
	Other general cleaning occurs in line with regular practices.	<input type="checkbox"/> Included N/A
	Practices are in place to encourage bus drivers and passengers to practice hand hygiene before and after trips.	<input type="checkbox"/> Included N/A
	Spread passengers out if empty seats are available.	<input type="checkbox"/> Included N/A
	Windows are opened when the weather allows.	<input type="checkbox"/> Included N/A
	Bus drivers, adult volunteers and visitors, and students in Grade 4 or higher wear masks according to the guidelines or applicable public health orders/recommendations.	<input type="checkbox"/> Included N/A
	Grade K-3 students wear masks based on their personal or family/caregivers' choice.	<input type="checkbox"/> Included N/A
<b>Food Services</b>	Food services (e.g., meal programs, cafeterias, fundraisers, etc.), are following regular operational and food safety practices.	<input checked="" type="checkbox"/> Included

# Health and Safety Checklist

Administrative Measures		
<b>Community Use of Schools</b>	Community use of school facilities is aligned with related public health guidance, recommendations and Orders.	✓ Included
<b>Water Fountains</b>	The use of water fountains is not limited.	✓ Included

Personal Measures		
<b>Daily Health Checks</b>	Staff, parents and students are regularly reminded of their responsibilities to complete a Daily Health Check and are provided with resources on how to complete one (e.g., the <a href="#">K-12 Health Check</a> app).	✓ Included
<b>Stay Home When Sick / What To Do When Sick</b>	Staff and students are regularly reminded to stay home when they are sick and are provided with resources on what to do when they are sick (e.g., the <a href="#">BC Self-Assessment Tool</a> app).	✓ Included
<b>Symptoms Develop at School</b>	Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school.	✓ Included
<b>Returning to School After Illness</b>	Health care provider notes (i.e., a doctor's note) are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.	✓ Included
<b>Hand Hygiene &amp; Respiratory Etiquette</b>	Hand cleaning facilities are available and accessible throughout the school and are well maintained.	✓ Included

Personal Protective Equipment		
<b>Masks</b>	Staff, adult volunteers and visitors, and students in Grade 4 and higher in "bricks and mortar" schools wear a non-medical mask or face covering (a "mask") according to the guidelines or applicable public health orders/recommendations.	✓ Included
	Grade K-3 students wear masks based on their personal or family/caregivers' choice.	✓ Included
	Masks are available for those who have forgotten theirs.	✓ Included

Supportive School Environments		
<b>Personal Prevention Practices</b>	Strategies are in place to routinely support students to practice personal prevention measures like hand hygiene and respiratory etiquette (e.g., signage, included in morning announcements, etc.).	✓ Included

# Health and Safety Checklist



<b>Personal Space</b>	Strategies are in place to encourage staff and students to consider and respect others personal space. Personal space is the distance from which a person feels comfortable being next to another person.	✓ Included
<b>Positive &amp; Inclusive Approaches</b>	Positive and inclusive approaches identified to support students' personal prevention practices.	✓ Included

The information included in this checklist is based on the Ministry of Education COVID-19 Communicable Disease Guidelines for K-12 Settings. As such, there may be differences between the checklist and the information in this guidance document.