

# Communicable Disease Prevention Plan

The Academy of Excellence (AOE) is committed to keeping its staff, students, and guests safe. The admissions team and our Worker Health and Safety Representative are dedicated to continually monitoring and reviewing information provided by Island Health's Medical Health Officer and our Provincial Health Officer. AOE will also continue to satisfy all requests from WorkSafe BC and the Ministry of Advanced Education and Skills Training. The admissions team and Worker Health and Safety Representative review all processes and procedures at monthly safety meetings as well as in between meetings when new information/guidance is provided from the provincial and federal government. Please email [info@aoevictoria.com](mailto:info@aoevictoria.com) to speak with our Worker Health and Safety Representative if you have any input, questions, or concerns regarding our Communicable Disease Prevention Plan or its management. Our staff, students and guests' safety remain our number one priority.

## Supporting Staff, Students and Guests to Reduce Risk

All employees, students, and visitors to AOE are responsible for complying with our Communicable Disease Prevention Plan. It is the responsibility of all of us to keep everyone safe. The following policies and procedures apply to all staff, students, and guests.

- Any staff, students or guests must not attend AOE if feeling ill/unwell.
- If feeling ill/unwell, please stay home. Follow the Provincial Health Officer's guidance by getting tested for Covid-19 and self-isolating until you have received your results. Please refer to the [BC COVID-19 Self-Assessment Tool](#) for assistance if required.

The following are symptoms of illness that all staff, students, and guests must be aware of:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Shortness of breath/difficulty breathing
- Sore throat
- Painful swallowing
- Loss of appetite
- Extreme fatigue or tiredness
- Headache

- Nausea or vomiting
- Diarrhea

In the event a staff member or student tests positive for COVID-19, their return to the school will be dependent on the present guidance from the Provincial Health Officer. Currently, you must self-isolate for **at least 10 days** from the day you first noticed symptoms. If you have not started to feel better after 10 days, you need to keep self-isolating until you feel better, and your fever is gone (without taking medicine that reduces fevers). If you start to feel worse, call 8-1-1 or a health care provider. Public Health will let you know if you need to self-isolate for more than 10 days for other reasons.

If a student, staff member or guest has tested positive for a communicable disease (including COVID-19), AOE will work closely with both provincial and federal health authorities for guidance and provide assistance whenever requested, as per the COVID-19 Return-to-Campus Guidelines.

## **Proactively Preventing the Spread of Communicable Diseases**

Several proactive measures are in place to deter and prevent the spread of communicable diseases, including COVID-19. AOE has conducted a thorough review of how classrooms and workspaces are organized. We have also reviewed how specific services are performed and how we clean/sanitize our school. We have improved how these activities and services are performed and communicated this information to staff, students, and guests.

How our learning facilities are arranged to keep everyone safe:

- All staff, students and guests must wear a mask/face covering. Disposable masks are available for a fee of \$1.50 to all parties in the event they have forgotten to bring their own.
- We observe physical distancing measures when possible and have reduced the overall number of people we have in the school at one time.
- We have limited the number of visitors, models and guests that attend the school.
- All visitors must wear a mask, sanitize their hands, complete a COVID-19 screening form and have their temperature taken immediately upon entry.
- Extra furniture has been removed to provide more space in classrooms and high traffic areas to increase physical distancing abilities.

#### Additional measures we have taken:

- Rearranging of classrooms, schedules, and curriculum delivery to reduce contact between people and the overall number of people in the facility at one time.
- Implement cohort measures to keep students in smaller groups.
- Enhance cleaning measures and frequency.
- Improve face shield availability for staff and students in addition to face masks/coverings.
- Provide gloves to all staff and students to be used in the performing of personal services.
- Provide individual student kits for performing services that are not to be shared.
- Add signage throughout the facility to remind staff, students, and guests that handwashing and sanitizing frequently is encouraged and that covering coughing and sneezing is highly recommended.
- Remind staff and students to refrain from personal interactions like handshakes, hugs, etc.

#### Maintaining a clean and sanitized environment:

- Facilities are cleaned daily by staff and students.
- We provide handwashing and hand sanitizing stations on site for all staff, students, and guests. They are highly visible and easily accessible.
- All staff, students, and visitors are to wash their hands before beginning or receiving a personal service, before and after breaks, and after handling cash or other materials.
- We have implemented a cleaning protocol for all classrooms, common areas, washrooms, equipment/tools, and surfaces with a higher frequency of touch. Cleaning is to be carried out by both students and staff daily.
- The utilization of medical grade disinfectant for cleaning.

#### Ventilation and Air Circulation:

- Windows and doors are left open when reasonable to ensure better ventilation and air circulation.
- The facilities ventilation systems are properly maintained and checked for maintenance and repair.

With the ever-evolving nature of communicable diseases including COVID-19, AOE commits to the orders and guidance provided by Island Health's Medical Health Officer, the Provincial Health Officer, WorkSafe BC and the Ministry of Advanced Education and Skills Training. During periods of elevated risk as identified by Island Health's Medical Health Officer and the Provincial Health Officer, the Academy of

Excellence will implement policies and procedures based on their guidance and instruction.

## **Communication of Practices and Policies**

Practices and policies are communicated to students, staff and guests through signage, meetings, emails and by verbal request. Signage is posted in highly visible and accessible areas for staff, students, and visitors. Locations of signage include the front door of the building, classrooms, lunch rooms, and public spaces. This signage refers to occupancy limits, mask wearing, symptoms of COVID-19 and reminders to wash hands.

All our practices and policies were developed with guidance from Island Health's Medical Health Officer, the Provincial Health Officer, WorkSafe BC and the Ministry of Advanced Education and Skills Training.

The school has an appointed liaison for communication with the Provincial Health Authority(PHA) and the Public Health Agency of Canada(PHAC). We are committed to working with the PHA and PHAC in the event there are any positive COVID-19 cases, or a COVID-19 outbreak at our facility.

## **Monitoring and Updating our Plan**

AOE is committed to the continual evaluation and updating of our Communicable Disease Prevention Plan when factors such as changing risk and changing work practices arise. We always invite the input of staff, students, and guests to continually evaluate our safety practices and policies. You can reach our Worker Health and Safety Representative by telephone at 250.386.3627, or by email at [info@aoevictoria.com](mailto:info@aoevictoria.com).

When health and safety concerns are brought to our attention, they are immediately communicated to our admissions team and our Worker Health and Safety Representative. Our process to monitor and evaluate practices and policies is through monthly assessments/safety meetings and on an as-needed basis when action is required or new information from authorities becomes available.

It is the responsibility of everyone to carry out safe work practices and maintain a safe working environment. However, any issues regarding compliance and monitoring of the Communicable Disease Prevention Plan can be brought to the attention of the admissions team or the Worker Health and Safety Representative, especially when compliance is not being met. If the issues presented cannot be remedied by either the admissions team or the Worker Health and Safety Representative, they will be escalated to the attention of the Director of the school who will make a final determination regarding resolution.