

Bytown Brigantine Academy

COVID-19 Policy



Table of Contents

Introduction	3
COVID 19 – the Facts	3
Reducing the spread of COVID-19.....	4
1. Limiting Visitors	4
2. Attendance	4
3. Screening	4
4. Physical Distancing and Face Masks/coverings	4
5. Maximum in-person BBA Program Participation	5
6. Washroom Protocol	5
7. Hygiene and Respiratory Etiquette	5
8. Lunch breaks and consumption.....	6
9. What to do if a participant becomes sick at BBA.....	6
10. What to do if a participant tests positive for COVID-19.....	6



COVID-19 Policy¹

Introduction

Bytown Brigantine Academy (BBA) programs are designed to deliver instruction through a combination of virtual and in-person methods. In-person instruction provide students and trainees with the opportunity to put the skills they learn into practice.

Every instructor, volunteer, student and trainee can take action to help reduce the spread of COVID-19 in the BBA program environment. The purpose of this policy document is to educate instructors, students and trainees about COVID-19, their risk of exposure to the COVID-19 illness, and measures that can mitigate risk and prevent transmission of the disease during any in-person component of a BBA program.

This document seeks to ensure that instructors, volunteers, students, trainees, and parents or guardians are provided with information and guidance to safeguard against COVID-19 transmission during any in-person component of a BBA program.

The measures in this policy reflect information from the Public Health Agency of Canada, the Ontario Ministry of Health, the Ministry of Education, and local public health authorities². While they may help reduce the risk of transmission, these measures cannot be guaranteed to eliminate the risk of exposure and/or infection with COVID-19.

COVID 19 – the Facts

- COVID-19 is a respiratory illness caused by the novel coronavirus. COVID-19 can affect the lungs and airways and it is extremely contagious. Consequently, anyone who comes into contact with the virus is at high risk of becoming infected.
- COVID-19 spreads easily through airborne respiratory droplets and person-to-person contact. It can also spread by touching surfaces contaminated with the virus.
- The virus can be spread through indirect contact when the respiratory droplets from an infected person lands on surfaces. It can be transmitted when individuals touch those surfaces with their hands and then touch their mouth, nose or possibly their eyes.
- All persons are at risk of contracting COVID-19. People who are infected with COVID-19 may have little or no symptoms as symptoms may take up to 14 days to appear after exposure to COVID-19. Some may display no symptoms but can still be contagious.
- Up-to-date guidance on symptoms is available from the Ontario Ministry of Health (i.e., http://health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf). Symptoms include, but are not limited to: cough, fever, difficulty breathing, shortness of breath, loss of taste or smell, sore throat, nausea, vomiting, diarrhea or abdominal pain.

¹ This policy is based on provincial and local public health guidance available as of the date of publication and may be updated, if necessary, as guidance develops.

² Ottawa Public Health and Leeds, Grenville and Lanark District Health Unit.



COVID-19 Policy – September 22, 2020

Reducing the spread of COVID-19

The following steps will be taken to mitigate the risk and spread of COVID-19 to instructors, designated participants, students and trainees (hereinafter collectively referred to as “participants”) within the BBA program environment.

1. Limiting Visitors

- With a view to limiting exposure, entry to BBA program premises will be restricted to designated participants, students and trainees. Parents and guardians should remain in their vehicles while students and trainees enter or exit the premises.

2. Attendance

- Attendance at any in-person component of a BBA program must be maintained by each instructor to ensure accurate records and to facilitate contact tracing, in the event that contact tracing should become necessary.

3. Screening

- All participants must complete screening before attending any in-person program instruction or training each day (see COVID-19 Screening and Release annex).
- Participants who suspect they may have symptoms should stay home, complete a self-assessment³, seek medical advice and testing, in accordance with provincial tools and guidance.
- Screening aims follow provincial guidance and will include questions like⁴:
 - *Do you have any symptoms of COVID-19 including a cough, a fever of 37.8 degrees Celsius or higher, difficulty breathing, shortness of breath, fatigue, loss of taste or smell, sore throat, nausea, vomiting, diarrhea or abdominal pain?*
 - *Have you been in contact with anyone in the past 14 days who has tested positively with COVID-19?*
 - *Have you been in contact with anyone in the past 14 days who shows symptoms of COVID-19?*
 - *Have you been in close personal contact with anyone who has entered Canada from an international destination within the last 14 days?*
- Any participant who answers 'yes' to any of the screening questions will not be permitted to enter the BBA premises or to participate in any in-person instruction. The person will be advised to return home, self-assess, and seek testing for COVID-19 if necessary, in accordance with local public health guidance.

4. Physical Distancing and Face Masks/coverings

- All participants must practice physical distancing by remaining a minimum of 2 metres (6 feet) from each other during any in-person component of a BBA program.
- Unless exempt or during lunch, the use of face masks/coverings are mandatory for

³ A provincial online self-assessment is available at <https://covid-19.ontario.ca/school-screening/> and an Ottawa Public Health online self-assessment is available at <https://secureforms.ottawapublichealth.ca/School-Health-Sante-scolaire/COVID-19-Screening-Tool-for-Students>

⁴ The screening form will be updated from time to time.



COVID-19 Policy – September 22, 2020

program participants during any indoor program instruction⁵.

- Bytown Brigantine Inc. (BBI) staff or volunteers who are working in isolation and who are not engaged in program instruction or activities are not required to wear a face mask/covering provided physical distancing is maintained.
- While the use of face masks/coverings are recommended and encouraged during outdoor instruction, they will be mandatory if physical distancing cannot be maintained or if required by local public health directives.
- Participants must avoid shaking hands or participate in other common greetings.

5. Maximum in-person BBA Program Participation

- To minimize the number of participants that any individual comes in contact with, and to maintain consistency in those contacts as much as possible during any in-person components of BBA programs, classroom cohorts will be limited to a maximum number of students permitted by provincial authorities⁶ at any given time.

6. Washroom Protocol

- Hand sanitizer will be available in all washrooms.
- Instructors will ensure that high touch areas, such as door knobs, locks, light switches, taps, toilet and faucet handles, etc. are wiped down with disinfectant at least twice each day for any in-person component of a BBA program, unless alternate cleaning arrangements are in place.

7. Hygiene and Respiratory Etiquette

- As the most effective way to reduce transmission, instructors, volunteers, students and trainees must wash⁷ or sanitize⁸ their hands upon entry to the BBA premises, any time before you touch your face, and before and after eating food or using the washroom for any in-person component of a program.
- The instructor will remind participants to wash or sanitize their hands at regular intervals.
- Whenever coughing occurs, the inside elbow must be used to mitigate the spread of respiratory droplets - even when a face mask/covering is being worn. Any person who coughs must wash or sanitize their hands and any surrounding surface area immediately afterwards and change their face mask/covering.
- Used tissues must be placed in one's pocket or bag until they can be properly disposed of and hands must be washed or sanitized without delay.
- In accordance with public health advice and manufacturer's instructions, all frequently touched surfaces and shared resources such as doorknobs, water fountain knobs, light switches, faucet handles, electronic devices, students' chairs and desks/tabletops will be cleaned and disinfected at the beginning and end of each day of in-person instruction. Disinfectant will be available within any indoor instruction space for participants to disinfect their personal area where practical.
- Participants shall ensure all items used for cleaning are disposed of properly. Paper towels and tissues shall be placed in garbage bags for disposal.

⁵ Exemptions or accommodations may apply in accordance with provincial and local public health guidance.

⁶ At the time of publication, classroom cohorts are limited to a maximum of 15 students at one time.

<https://www.ontario.ca/page/approach-reopening-schools-2020-2021-school-year#section-11>

⁷ Refer to Public Health Ontario's [How to Wash Your Hands \(PDF\)](#) fact sheet.

⁸ Refer to Health Canada's [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of hand sanitizers authorized by Health Canada](#).

8. Lunch breaks and consumption

- Participants are responsible for bringing their lunch, drinks, utensils, condiments, etc. to any BBA program for their own personal consumption and use.
- Lunches and drinks must remain stowed and sealed, except during a dedicated lunch break.
- Weather permitting, lunches will be eaten outdoors whenever possible.
- Whenever lunch breaks are taken indoors, eating areas shall be disinfected before and after lunch, and physical distancing shall be maintained.
- Lunch times may be staggered, if necessary, to maintain physical distancing.

9. What to do if a participant becomes sick at BBA

- Participants are responsible for self-monitoring their health at all times during in-person program instruction. They must notify the instructor immediately if they start to feel ill with symptoms of COVID-19 at any time during or after any in-person participation.
- In accordance with the guidance of local public health authorities, if any participant who shows symptoms of COVID-19 at school, the instructor shall:
 - contact the parent or guardian for pick up;
 - take all reasonable precautions to maintain physical distancing between the symptomatic participant and others;
 - isolate the symptomatic participant in another room or in another outdoor location (weather permitting);
 - inform the parent or guardian to complete a self-assessment, seek medical advice and get tested in accordance with local public health guidance; and,
 - inform the Executive Director (or designate) to coordinate with local public health authorities⁹.
- The instructor shall take immediate action to apply disinfectant to the instruction area, washroom and any other shared spaces.
- The instructor must inform a symptomatic participant that s/he:
 - must inform the Executive Director (or designate) if s/he tests positive for COVID-19; and
 - will not be allowed take part in an in-person component of a BBA program until clearance has been received from local public health authorities.
- In the event of a negative test result, the participant may return and take part in in-person components 24 hours after they no longer showed any symptoms of COVID-19.

10. What to do if a participant tests positive for COVID-19

- If a participant tests positive for COVID-19, they must self-isolate at home for 14 days and will be prohibited from attending any in-person component of a BBA program
- Any participant who tests positive for COVID-19 must inform the Executive Director (or designate) to coordinate the response with the local public health authorities, parents/guardians and, if necessary, the Ontario Ministry of Labour.
- The local public health authorities will determine if or when a class or cohort needs to self-isolate due to COVID-19 or if the BBA program premises need to close.

⁹ As required by section 28 of the *Health Protection and Promotion Act* R.S.O. 1990, c. H.7, as principal of BBA the Executive Director has a duty to report to the medical officer of health if they are of the opinion that a pupil has or may have a communicable disease.



COVID-19 Policy – September 22, 2020

- In the event of a suspension or closure of in-person instruction, virtual programming will continue.
- Without disclosing the identity of the individual, the Executive Director will inform parent or guardians that a participant has tested positive and advise them to contact their local public health authority, self-monitor, self-assess, seek medical guidance and get tested, in accordance with local public health guidance.
- The local public health authorities will provide direction on next steps, and determine if and when in-person components of BBA programming must be suspended.

If you are unsure of the symptoms, or other information related to COVID-19 please visit the [Ontario Ministry of Health](#) website for the most recent information and guidance on the virus and your local public health unit website for testing locations (e.g., [Ottawa Public Health](#) or [Leeds, Grenville & Lanark District Health Unit](#)).