

MEI Schools Communicable Disease Prevention Plan:

Updated December 2, 2024

Monitoring and Review of Communicable Disease Information

- The MEI Head of Schools and the principals of each school are responsible for reviewing and monitoring all relevant information issued by the Ministry of Education and Public Health related to communicable disease prevention. This includes monitoring weekly updates from the Ministry of Education and FISA.
- The Head of Schools and principals regularly monitor email communication from Fraser Health and implement required measures as necessary.
- The Head of Schools maintains regular, two-way communication with Fraser Health as necessary.

Measures intended to prevent the spread of communicable diseases.

Employees:

- MEI has ample sick days for all employees, which makes it easy for our employees to stay home when they are sick or have symptoms.
- All employees are aware of their responsibility to ensure that they should not come to work if they are not feeling well.
- If a staff member or student develops symptoms while at school, practices are in place to ensure cleaning of any work areas that may need sanitizing; staff members who need to leave work due to developing symptoms will be supported and encouraged to leave the school.
- MEI respects and expects all employees to respect student's and staff member's personal prevention practices regarding communicable diseases.

Mask usage:

- MEI will ensure that staff and students who choose to wear a mask when no mandate is in place are respected given this is a personal choice.
- **3-layer** masks are available upon request for staff or students who may have forgotten theirs.

Hand hygiene:

- Routine reminders for students about hand hygiene take place in classrooms.
- All staff are made aware of appropriate hand hygiene.
- Soap and water are available throughout the school and hand sanitizer is provided in various forms so that it can be available whenever needed.
- Staff are reminded of etiquette for coughs and sneeze.

Cleaning:

- All frequently touched surfaces are cleaned at least once per day. Regular cleaning takes place after school hours with an emphasis on items which are frequently touched or are dirty in appearance.
- All garbage receptacles are emptied daily.
- The Facilities Assistant Manager is directly responsible for cleaning oversight and ensuring that supplies are appropriate and in stock and that staff training is effective.
- Facilities staff are available throughout the day to respond when items need cleaning or sanitizing; sanitizer and cleaning agents are available for staff who wish to provide additional wipe downs of frequently touched surfaces.
- Workstations that are vacated by a student or a staff member who become ill while at school are cleaned promptly (employees should contact their school office or a facilities team member).

Ventilation:

- HVAC units and filters meet all recommended standards.
- MEI HVAC units have fresh air intakes and do not recycle 100% of the air.

- HVAC units are regularly cleaned and serviced to ensure proper functioning and ventilation in the schools; this was completed over the summer and will be routinely monitored throughout the year.
- Principals and the facilities manager work together to address any heating or air quality issues that may arise to ensure student and staff safety.
- Fans will only be used in situations that allow for adequate air flow and not in situations that could direct air from one person directly to another.

Records:

- MEI will keep a record of absences as necessary and as requested by Fraser Health.

Busing:

- Staff and students are encouraged to sanitize hands before boarding buses.
- Frequently touches surfaces on buses as well as dirty surfaces are cleaned at least once per day.

Community Use:

- MEI allows limited community use and ensures compliance with any current and relevant health orders.

Personal Space:

- Staff and students are expected to respect personal space at all times; personal space being the distance from which a person feels comfortable being next to another person... students and staff will be reminded of the need to respect personal space

Events and Extra-curricular:

- All events are expected to comply with current local health orders and the protocols provided to schools and will be reviewed by principals and the Head of Schools.
- Field trips are approved on an individual basis to ensure compliance with any relevant health protocols.
- Food services in our schools follow regular food safety protocols.

Communication:

- Policies and practices are communicated in staff meetings, through emails and memos to staff, and with signage when necessary.
- Information regarding protocols is available to on-call staff and volunteers as necessary; new employees will also receive information regarding policies and protocols when they begin work.
- Principals and the Head of Schools routinely update and remind staff about specific policies and practices as necessary; changes to policy or practice are also communicated to all staff by this leadership group.
- All workers are encouraged to contact their manager or principal if they are unsure of policy or practices or if they have health or safety concerns.
- Principals and the Head of School will communicate all changes to safety protocols to parents and/or students.

Ongoing Monitoring:

- The Joint Health and Safety Committee will operate as required and address any concerns that arise.
- The Joint Health and Safety Committee will review this updated document.
- Workers will all be instructed to direct any health and safety concerns to their direct supervisor or building principal; the supervisor, manager, or principal will bring the matter to the attention of the Campus Facility and Transportation Lead and/or the SLT.
- Supervisors and managers are responsible for ensuring that policies and practices are being followed.
- MEI Leadership teams meet on a weekly basis to review how our policies and practices are working and to adjust as necessary.
- This plan, in addition to practices outlined in school and department-specific policies and practices, constitutes MEI's response to planning for the prevention of communicable disease.