



# OCEAN CREST ACADEMY

2739 Dunsmuir Avenue, Cumberland BC V0R 1S0

## Communicable Disease Prevention Policy

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**Effective Date:** September 2026

**Review Cycle:** Annual or as required by Public Health guidance

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### 1. Purpose

Ocean Crest Academy is committed to maintaining a safe, healthy, and supportive learning and working environment for all students, staff, and members of the school community. The purpose of this policy is to outline the procedures and expectations in place to reduce the risk of transmission of communicable diseases within the school setting.

This policy is informed by guidance from Public Health authorities, including the British Columbia Centre for Disease Control (BCCDC), WorkSafeBC, and federal health agencies, and reflects current best practices for disease prevention and management.

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### 2. Guiding Principles

Ocean Crest Academy's approach to communicable disease prevention is grounded in the principle that a healthy school environment is a shared responsibility. The school prioritizes the safety and well-being of all individuals while maintaining a supportive and inclusive educational setting. Preventative measures are designed to be practical, sustainable, and responsive to evolving public health conditions.

The school recognizes that vaccination is an important and effective tool in reducing the spread and severity of communicable diseases. In addition, the policy emphasizes personal responsibility, encouraging all members of the school community to take reasonable steps to protect themselves and others.

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### 3. Scope

This policy applies to all individuals who are part of or interact with the Ocean Crest Academy community, including students, staff, faculty, contractors, volunteers, and visitors. It governs all



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school-related activities, whether they occur on campus, during transportation, or as part of off-site programs and events.

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## 4. Roles and Responsibilities

School leadership is responsible for ensuring that this policy is implemented effectively and consistently. This includes monitoring public health guidance, communicating updates to the school community, and ensuring that appropriate procedures are in place. Leadership is also responsible for reporting communicable disease concerns to public health authorities when required.

Staff members are expected to follow all health and safety procedures outlined in this policy, to model appropriate behaviors, and to respond promptly and appropriately when students become ill. Staff are also required to participate in any training related to communicable disease prevention.

Students and families play a critical role in maintaining a healthy school environment. They are expected to monitor for symptoms of illness, to keep students at home when they are unwell, and to follow hygiene and safety practices while at school.

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## 5. General Prevention Measures

### 5.1 Staying Home When Sick

A foundational element of communicable disease prevention is ensuring that individuals who are unwell do not attend school. Any student, staff member, or visitor who is experiencing symptoms of illness must remain at home and should not attend school until they are well enough to fully participate in regular activities.

If an individual develops symptoms while at school, they must report their condition immediately and arrangements will be made for them to leave the premises as soon as possible. Returning to school is appropriate only when symptoms have improved and any fever has resolved without the use of medication.

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## 5.2 Hygiene Practices

Ocean Crest Academy promotes consistent and thorough hygiene practices as a primary method of reducing disease transmission. All members of the school community are expected to practice regular hand hygiene by washing hands with soap and water for a minimum of twenty seconds, particularly after using the washroom, before eating, and after contact with shared surfaces.

When handwashing facilities are not readily available, alcohol-based hand sanitizer should be used. Individuals are also expected to practice proper respiratory etiquette by coughing or sneezing into their elbow or a tissue, disposing of tissues immediately, and washing their hands afterward. Avoiding unnecessary contact with the face is strongly encouraged.

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## 5.3 Cleaning and Disinfection

The school maintains a comprehensive cleaning program to support a healthy environment. All facilities are cleaned on a daily basis, with particular attention given to high-touch surfaces such as desks, door handles, railings, and shared equipment.

Cleaning supplies, including approved disinfectants, are made available in classrooms and common areas to support ongoing cleaning throughout the school day. Custodial staff are responsible for ensuring that adequate supplies of soap, sanitizer, and cleaning materials are maintained.

In circumstances where there is a heightened risk of disease transmission, enhanced cleaning protocols may be implemented. These may include more frequent cleaning cycles and targeted disinfection of specific areas.

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## 5.4 Ventilation and Air Quality

Ocean Crest Academy recognizes the importance of proper ventilation in reducing the spread of airborne illnesses. Classrooms and indoor spaces are maintained with adequate airflow, and where possible, natural ventilation is maximized through the use of open windows and doors.

Maintaining good air quality is considered an essential component of communicable disease prevention, as it reduces the concentration of airborne contaminants and supports overall occupant health.



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## 5.5 Personal Space and Physical Distancing

The school encourages all individuals to be mindful of personal space and to maintain appropriate physical distance from others whenever possible. Classroom configurations and daily routines may be adjusted to support increased spacing between individuals, particularly during periods of elevated health risk.

Outdoor learning and activities are encouraged where feasible, as they provide additional opportunities for distancing and reduce the risk of transmission.

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## 6. School Operations

Classroom environments are organized to support cleanliness, accessibility, and appropriate spacing. Efforts are made to reduce clutter and maintain clear surfaces to facilitate effective cleaning. Hand hygiene stations are positioned at key locations throughout the school, including entrances and classrooms, to promote frequent use.

Access to the school is managed to ensure that all visitors are appropriately monitored. Individuals entering the building are expected to report to the main office, and access may be limited during periods of increased health risk. Staff are expected to assist in maintaining access control by directing unfamiliar individuals to the appropriate entry points.

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## 7. Health Monitoring and Illness Response

All members of the school community are expected to monitor their health daily and to be aware of symptoms associated with communicable diseases.

If a student becomes ill during the school day, they will be separated from others in a designated area while arrangements are made for prompt pickup. This area will be equipped with appropriate supplies such as tissues, hand sanitizer, and waste disposal. Supervision will be provided to ensure the safety and comfort of the student.

Staff members who become ill while at school are required to leave as soon as possible and follow appropriate health guidance before returning.



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## 8. Personal Protective Equipment (PPE)

The use of personal protective equipment is limited to situations where it is necessary to reduce risk. This may include instances where staff are providing first aid, engaging in close personal care, or conducting cleaning tasks involving disinfectants.

Routine use of PPE is not required unless directed by public health authorities. When PPE is used, it must be applied and disposed of properly to ensure effectiveness and safety.

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## 9. First Aid and Close Contact Care

When providing first aid or other forms of close contact care, staff are required to take appropriate precautions, including the use of gloves and, where appropriate, masks. Hand hygiene must be performed before and after providing care. All used materials must be disposed of safely in accordance with established procedures.

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## 10. Communication and Training

Ocean Crest Academy is committed to ensuring that all staff are informed and prepared to implement communicable disease prevention measures. Training and education will be provided as needed, and updates will be communicated to staff, students, and families in a timely manner.

Clear communication ensures that the school community remains informed about expectations and any changes to procedures resulting from updated public health guidance.

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## 11. Reporting and Public Health Coordination

The school will work closely with public health authorities in the event of a communicable disease concern or outbreak. School leadership is responsible for reporting relevant cases or exposures as required and for implementing additional measures based on public health direction.

This coordinated approach ensures that responses are timely, appropriate, and aligned with broader public health strategies.

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## 12. Enhanced Measures and Emergency Response

In situations where there is an increased risk of transmission or a confirmed outbreak, Ocean Crest Academy may implement enhanced preventative measures. These may include increased cleaning protocols, temporary restrictions on access to the school, or additional health and safety procedures as directed by public health authorities.

These measures are intended to protect the school community while allowing for continuity of learning wherever possible.

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## 13. Policy Review

This policy will be reviewed annually to ensure alignment with current public health guidance and best practices. It may also be updated at any time in response to changes in legislation, public health recommendations, or operational needs.

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## 14. Commitment Statement

Ocean Crest Academy is committed to fostering a safe, respectful, and responsive environment where all members of the community can learn and work with confidence. Preventing the spread of communicable diseases is a shared responsibility, and the school relies on the cooperation and diligence of all individuals to uphold this commitment.