

School District No. 58

Communicable Disease Prevention Plan

SCHOOL SITE PROCEDURES



December 31, 2021

All school staff have shared a responsibility in preventing themselves and students from the spread of communicable diseases. We must remain vigilant in practicing prevention measures and mitigation strategies that are balanced with the risks in our school buildings.

School District No. 58 is directing staff to follow these prevention strategies in conjunction with the BC Centre for Disease Control Public Health Communicable Disease Guidance for K-12 Settings. All employees are expected to read, know, and organize their work in accordance with the Communicable Disease Prevention Plan and BC Centre for Disease Control Public Health Communicable Disease Guidance for K-12 Settings.

Communicable Disease Preventative Measures and Key Messages

- 1. STAY HOME WHEN SICK** – All staff and students must complete a **daily health assessment** and follow the necessary protocols.
 - If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at: bc.thrive.health/covid19. Follow all recommendations as provided through the health check app or by 8-1-1.
- 2. PHYSICAL DISTANCING AND SPACE ARRANGEMENT** – Strict physical distancing is no longer required. School principals and staff will work to remind others about remaining aware of personal space by maximizing space between staff and students.
- 3. HAND HYGIENE** - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, going to the bathroom; and before eating or preparing food. Use sanitizer in between and when hand washing stations are not available.
- 4. RESPIRATORY ETIQUETTE AND PERSONAL HYGIENE** - If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards. Avoid touching your eyes, nose, and mouth with unwashed hands.
- 5. CLEANING AND DISINFECTION** - Clean and disinfect frequently touched objects and surfaces. A thorough cleaning of all district buildings will take place once every 24 hours.
- 6. STAFF DEMONSTRATION** – All staff will model and demonstrate how to practice personal prevention measures while at school (e.g., wearing a mask, hand hygiene, giving personal space, etc.).
- 7. SUPPORTIVE SCHOOL ENVIRONMENTS** – All SD58 schools will continue to support personal prevention practices (including mask use) through positive and inclusive approaches, aligned with existing professional practices to address non-compliant behaviour. Approaches will not exclude students from participating in school.
- 8. SCHOOL GATHERINGS AND EVENTS** – School gatherings and events (e.g., assemblies, parent-teacher interviews, etc.) will be held virtually whenever possible. If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions, etc.) attendance will not exceed 50% operating capacity and **no** spectators will be allowed.
- 9. STAFF GATHERINGS AND MEETINGS** – All staff gatherings and meetings (e.g., staff meetings, in-service and professional development activities) will be held virtually.
- 10. MASKS** – All staff, students and outside personnel must wear a mask while indoors in any district building.
- 11. GET VACCINATED** - Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated (i.e., receive 2 doses) against COVID-19. School exposures are more likely in communities with lower vaccination uptake/greater community risk.

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Stay Home When Sick

- Parents and caregivers **must perform the Daily Health Assessment** and follow the directions as to when to stay home. Should students have symptoms, they or parents/caregivers should follow the direction through the [K-12 Assessment](#).
 - All parents and students must follow the direction provided through the K-12 Assessment or from 8-1-1
- **Active Daily Health Checks for Staff and outside personnel:** This “**active**” daily health check must be reviewed and recorded by your principal or designate confirming that you have reviewed the complete list of entry requirements and that none of the prohibited criteria apply to you.
 - Schools can use a number of methods to confirm staff have completed a daily health check including in written or online format.
 - Please review SD58’s Daily Health Assessment and your buildings active check protocols.

Please note that active daily health check requirements are for staff only and do not apply to students.

What to Do If Symptoms Present:

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none"> • Fever (above 38° C) • Chills • Cough 	<ul style="list-style-type: none"> • Loss of sense of smell or taste • Difficulty breathing 	<p>1 or more of these symptoms: Get tested and stay home.</p>
<ul style="list-style-type: none"> • Sore throat • Loss of appetite • Headache • Body aches 	<ul style="list-style-type: none"> • Extreme fatigue or tiredness • Nausea or vomiting • Diarrhea 	<p>If you have 1 symptom: Stay home until you feel better.</p> <p>2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>

- You will be notified by Interior Health Authority or another Health Authority if you are a close contact. For more information on close contacts, go to: www.bccdc.ca/covid19closecontacts
- Staff, students or other persons may be directed to stay home and self-isolate if they are:
 - A person confirmed by public health as a case of COVID-19; or
 - A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
 - A person who has travelled outside of Canada in the last 14 days.

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Vaccines

Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated (i.e., receive 2 doses) against COVID-19 to protect themselves and those around them – including those who are not eligible to be vaccinated. All recommended doses are needed to get the most effective protection against serious cases of COVID-19 and provide longer-lasting protection.

The vaccines used in B.C. are highly effective against COVID-19, including among variants of concern. Vaccinated people aged 12 and older tend to have milder illness if they get infected and are also less likely spread COVID-19 than unvaccinated people 12 and older. As of August 22nd, 83% of eligible people 12 and older in B.C. had received their first dose of COVID-19 vaccine and 75% had received their second dose. As of August 22nd, approximately 72% of people aged 12-17 had received their first dose of COVID-19 vaccine and 58% had received their second dose. Up to date information on vaccinations coverage is available from BCCDC.

People who are not vaccinated are at higher risk of getting and spreading COVID-19. Most COVID-19 cases, hospitalizations, and deaths are now among unvaccinated adults, and are predominantly occurring in communities with lower general vaccination uptake.

COVID-19 vaccination is now authorized by Health Canada for children five and older. Getting young people vaccinated helps protect them and the people around them. Everyone eligible should get all recommended doses of a COVID-19 vaccine. It is strongly recommended that adults interacting with children under 5 be fully vaccinated.

While COVID-19 is present in our communities, there will continue to be COVID-19 exposures in schools and cases amongst students and staff. However, with people 5 and older highly immunized, exposures are unlikely to lead to further transmission. Public health considers vaccination status when investigating school exposures. Staff and students who are not at least 14 days past receiving their second dose (i.e., aren't fully immunized) and are identified as close contacts are more likely to be asked to self-isolate.

Evidence-based immunization information and tools for B.C. residents is available from [BCCDC](#) and [ImmunizeBC](#).

Continue to follow public health guidelines after you are vaccinated



Stay 2 metres
(6 ft) apart



Clean your
hands often



Wear a
face mask

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Arrivals/Departures

- Park and proceed to your school's designated staff entrance.
- Each school will identify the entrances and exits to be used by students and staff.
- **Strict physical distancing is no longer required. Staff and students are encouraged to create space and minimize crowding.**
- Flow and direction, using visual prompts, of individuals in common areas to minimize crowding will be implemented in all district buildings.
- Sanitize your hands after you enter the building and disinfect your workspace as required.

School Hours/Access

- Only use designated entrances and exits as directed by the school administrator.
 - **All staff, adults, and students, Kindergarten to Grade 12, must wear a mask upon entry and while indoors.**
 - Rentals for community events in school spaces will not be available at this time.
 - Parents, guardians, and outside personnel must follow all communicable disease protocols while accessing schools and district buildings.
- Front entrances will remain open throughout the day.
 - **All outside personnel must complete a health check, safety orientation, and sign-in through the front office.**
 - School volunteers will be approved at each location by Principals.
 - **The school will keep a log of all visitors, including staff that are not based in the school building. This includes relief, TTOC's, and Operations staff.**

Hand Hygiene

When Staff and Students Must Perform Hand Hygiene:

- When they arrive at school.
- Before and after any breaks (e.g., recess, lunch, outdoor learning activities, using playground equipment).
- Before and after eating and drinking (excluding drinks kept at a student's desk or locker).
- Before and after using an indoor learning space used by multiple classrooms (e.g. the gym, music room, science lab, etc.).
- Before and after using the water fountain.
- After using the washroom.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.

Additional Staff Hand Hygiene:

- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning tasks.
- After removing gloves.
- After handling garbage.



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Cleaning

- **General cleaning and disinfecting of the premises at least once every 24 hours and when visibly dirty.**
 - This includes items that only a single student uses, like an individual desk or locker.
 - This also includes frequently touched surfaces, such as doorknobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards, and toys.
- Items or surfaces that students have placed their mouths on or that have been in contact with bodily fluids, must be cleaned as soon as possible.
- Clean and disinfect any surface that is visibly dirty.
- Administrators will work with the Operations Department staff to coordinate cleaning protocols.
- All garbage containers will be emptied daily.

Daily Sanitizing Routines

- **Wash or sanitize your hands when you arrive at school.**
- Disinfect your work area as needed. Wipes and cleaning products will be provided.
- If you must meet in an alternate space (as identified by your administration), disinfect the used surfaces, furniture, equipment etc. after the meeting.
- Disinfect all shared surfaces, furniture, equipment etc.

Physical Distancing and Space Arrangement

Strict physical distancing is no longer required. Schools will create space between individuals, including:

- Managing flow of staff and students in common areas, including hallways and around lockers, to minimize crowding and allow people to pass through easily.
- **Meetings and gatherings will take place virtually whenever possible.**
- Implement strategies to prevent crowding at pick-up and drop-off times.
- Ongoing reminders to staff and students about respecting other' personal space, using visual supports, signage, and verbal prompts.
- All available spaces will be used to spread individuals out where necessary and possible.
- Maximum occupancies shall remain in place for all common spaces.
- Providing access to outside learning opportunities as much as possible.

Staff Only Spaces

In addition to the strategies listed under Physical Distancing and Space Arrangement, schools will maintain and implement the following:

- Maximum occupancy of shared staff spaces including, meeting rooms, staff rooms, and offices.
- **All staff gatherings and meetings (e.g., staff meetings, in-service and professional development activities) will be held virtually.**
- Maximum occupancies for all common rooms will be reviewed by the District.
- Utilize floor markings and signage to direct traffic flow and prevent crowding.

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School Gatherings and Events

School gatherings and events may occur in line with those permitted as per relevant local, regional, provincial, and federal public health recommendations and Orders.

- All individuals will respect student and staff comfort levels regarding personal space.
- School gatherings and events (e.g., assemblies, parent-teacher interviews, etc.) will be held virtually whenever possible.
- If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions, etc.) attendance will not exceed 50% operating capacity and **no** spectators will be allowed.
- Maximum occupancy limits will be adhered to during all gatherings and events.
- Principals and staff will ensure there is room to spread out and enough space is available to prevent involuntary physical contact.
- Examinations or assessments are not considered gatherings, however, they must be delivered in accordance with the health and safety guidelines outlined in this document.

Personal Items

- Staff and students may continue to bring personal items to school, but must be encouraged to share items that come into contact with the mouth (e.g. food, drinks, unwashed utensils, etc.)
- Staff and students may bring shareable items such as education supplies, baked goods, etc. as long as they are shared using hand washing/sanitizing procedures.
- Students may use lockers to store personal items.

Visitor Access/Community Use

- School entrances will remain unlocked for access.
- All visitors will be required to make appointments and will be limited to those that are supporting activities that are a direct benefit to student learning and wellbeing. School principals will determine which visitors need access to their buildings.
- All visitors and outside personnel will be required to review these guidelines, complete a safety orientation, and complete a daily health assessment prior to entering the building.
- Visitors and outside personnel will be required to sign in/out of the building. This includes: TTOC's, relief staff, members of the public, etc.
- All visitors and outside personnel must wear a mask while in school buildings.
- After hours facilities use will be allowed in alignment with all relevant directions, health and safety measures and Orders.
- Community users are responsible for having a health and safety plan in place, including hand hygiene, respiratory etiquette, health assessments, and maximum occupancy limitations.



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Masks and Other Personal Protective Equipment

- Masks **must** be worn by all **K-12 staff** and **all** students, Kindergarten to Grade 12 indoors at school and on school buses.
- No student should be required to wear a mask if they do not tolerate it.
- Those wearing masks must still provide personal space. There must be no crowding or congregating of people, even when masks are worn.
- Additional PPE, such as gloves and eye goggles, are not needed for most staff beyond that used as part of routine practices for the hazards normally encountered in their regular course of work.

The use of masks should not reduce or replace other more effective infection prevention and exposure control measures in schools, such as:

- ensuring students and staff are aware of their responsibility to perform a daily health check, and to stay home when they are sick or if required to self-isolate;
- daily cleaning and disinfection of frequently touched surfaces; and
- frequent hand hygiene.

These measures provide multiple layers of protection that reduce the risk of transmission.



Alternative arrangements for students with mask exemptions should be communicated to staff (including itinerant staff and Teachers on Call) as necessary to avoid stigmatizing students.

All staff, students and visitors are required to follow the mask guidelines for schools, except for those who meet one of the two exceptions below:

- A person who cannot tolerate wearing a mask for health or behavioural reasons; or
- A person who is unable to put on or remove a mask without the assistance of another person.

Those who can wear masks may remove them temporarily in the following circumstances:

- For the purposes of identification;
- To engage in an educational activity that cannot be performed while wearing a mask;
- While eating or drinking;
- If a person is behind a barrier; or
- While providing a service to a person with a disability or diverse ability where visual cues, facial expressions and/or lip reading/movements is important.

General Ventilation and Air Circulation

At this time, there is no evidence that a building's ventilation system, in good operating condition, would contribute to the spread of communicable diseases. School districts are required to ensure that heating, ventilation, and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers. In order to enhance school ventilation, schools should consider:

- moving activities outdoors when possible (for example, lunch, classes, physical activity) and consider moving classrooms outside when space and weather permit,
- ensuring that the ventilation system operates properly and maximize air exchange where possible, and
- opening windows when possible.

All school district systems will be examined and maintained regularly to ensure systems are operated as outlined per standards and specifications.

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Students with Disabilities and Diverse Abilities

- *Staff or other care providers providing education services to students with disabilities and diverse abilities should continue with routine practices.*
- *Staff working with a student indoors must wear a mask. A barrier or clear face mask can be used in place of a mask when working with students where seeing facial expressions and/or lip movement is important and physical distance cannot be maintained.*
- *Additional PPE is not required beyond that used as part of a personal care routine.*

Students with Medical Complexity, Immune Suppression and/or Receiving Delegated Care

- *Managing students with medical complexities, immune suppression or receiving delegated care may require those providing health services (e.g. staff providing delegated care or other health-care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. In community-based clinical settings where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for routine practices is not required.*

What to do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of Illness At School</i>	<i>If a Staff Member Develops Symptoms of Illness At School</i>
<p>Staff must take the following steps:</p> <ol style="list-style-type: none">1. Immediately separate the symptomatic student from others in a supervised area.2. Contact the student’s parent or caregiver to pick them up as soon as possible.3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.6. Once the student is picked up, practice diligent hand hygiene.7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none">1. Symptomatic staff should separate themselves into an area away from others.2. Maintain a distance of 2 metres from others.3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).

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Curriculum, Programs and Activities

Music Education and Physical Education Programs

- **K-12 staff and all students, Kindergarten to Grade 12, must wear masks when indoors.**
- Masks may be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, high-intensity physical activity), but must be worn when singing.
- All shared equipment must be cleaned and disinfected between each use.
- All students must practice hand hygiene before and after use of equipment.
- Students will not share equipment that touches the mouth.

Food/Culinary Programs

All schools can continue to include food preparation as part of learning programs for students. The following guidelines will apply:

- Normal food safety measures and requirements will take place for all food prepared by and consumed by students.
- Proper cleaning and disinfecting must take place.
- Diligent hand hygiene will take place in alignment with normal food safety measures.

Assemblies, Concerts and Gatherings

All assemblies and parent-teacher interviews will be held virtually. For larger indoor in-person activities like theater productions or inter-school sports games, schools will not exceed 50% operating capacity, and will not allow spectators.

Field Trips

All planned field trips must follow existing policies and procedures as well as the guidance in this document. Additional measures specific to field trips should be taken, including:

- Transportation, including school buses, public transit and carpooling must refer to guidance in the transportation section of the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#).
- All volunteers providing supervision must be trained in and strictly adhere to required health and safety guidelines.
- All trips are in alignment with relevant local, regional, provincial and federal public health recommendations and Orders, including for international travel.
- All schools must consider guidance for overnight camps from [BCCDC](#) and the [BC Camps Association](#) when planning trips that include group accommodation.

Sports, Clubs and Extracurricular Activities

Activities like sports team practices and games can continue. **All sports tournaments and events will be paused.** They will follow local, regional and provincial public health recommendations and [orders for community gatherings and events](#).

- Sport and extracurricular activities will be held outside whenever possible.
- Students will practice hand hygiene before and after use of sports equipment.
- Staff and students will practice respiratory etiquette when coughing or sneezing.
- **No spectators will be allowed at sporting events.**
- Requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events are to be followed thoroughly.

School Meal Programs and Food Services

- Food services (meal programs, cafeterias and fundraisers) will operate normally in the 2021/2022 school year.
- School districts with existing meal programs will continue to work with community partners to provide meal support to families in need, in line with current public health guidelines.
- Food and beverages should not be shared.

Playgrounds

Playgrounds are a safe environment. There is no evidence of COVID-19 transmission in playgrounds. The following measures must be taken when using playgrounds:

- Ensure students practice hand hygiene before and after outdoor play.
- Minimize direct contact between students.

Additional Resources

- For more information to support curriculum, program and activities see the [Ministry of Education COVID-19 Health & Safety Guidelines for K-12 Settings](#) which can be found on the District's website.

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Staffrooms and Student Lunch Areas

- *Maximum occupancy will remain in effect in all staff rooms. However, physical distancing is not required which will allow for an increase in occupancy limitations.*
- *Sanitize or wash your hands before entering the staffroom.*
- *Staff and students can utilize all shared appliances, coffee pots, microwaves, etc.*
- *Water fountains will be available for use. All bottle stations will be open.*
- *Baked goods and other shareable items may be shared provided the item has not come into contact with a person's mouth or bodily fluids.*
- *Avoid sharing personal food or drinks.*

Hallways

- *Sanitizer stations will be available in hallways.*
- *Staff **must** wear a mask while indoors.*
- *Always travel on the **right-hand** side of hallways.*
- *Follow the directions found on vinyl floor stickers and posters placed throughout school utilizing the Stop/Look/Go Procedure.*
- *Be aware of personal space and crowding.*

Washrooms

- *Washrooms are fully accessible and will no longer require monitoring or sink/stall closures.*
- *Staff and students are to be reminded of personal space while accessing washrooms.*
- *Always wash your hands before you leave the washroom.*
- *Follow proper hand washing guidelines as posted.*

Front Office or Office Spaces

- *Access to the front office and offices spaces will be available.*
- *Floor markings and signage may provide direction to ensure crowding is minimal.*
- *Protocols for these spaces must align with district and provincial protocols.*

Classrooms

- *Classroom doors are to remain open at the end of your day. This signals custodial staff to sanitize the room.*
- *Hand sanitizers will be available in each classroom or workspace that does not have a sink.*

Other Shared or Speciality Spaces

- *All shared and speciality spaces will be open and available for use.*
- *Signage will be posted identifying maximum occupancy for each space.*
- *Staff and students will practice space requirements to prevent crowding.*
- *Disinfect used surfaces, appliances, furniture, equipment, etc. before and after use.*
- *Hand hygiene must be practiced before and after using these areas.*

Photocopier or Supply Room

- *If you need to use the photocopier, wash or sanitize your hands before you begin.*
- *When you are done, disinfect the photocopier.*
- *Disinfect any shared surfaces or equipment at the photocopy area/room such as staplers, hole punches, etc. that you have used.*
- *Adhere to maximum occupancy for all photocopier or supply rooms.*
- *When you are finished at the photocopier or in the supply room, wash or sanitize your hands again before you go back to your office or workspace.*



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Communication and Training/Orientation

- **All staff, students and outside personnel will receive ongoing communication of changes and updates to prevention plans in place.**
- Ongoing Health and Safety Orientations will remain in place for all new staffs. Updates will be provided accordingly.
- Joint Occupational Health and Safety Committees will be involved in the transfer of recommendations to employers and information to staff and students.
- JOHS Committee Meetings will include ongoing discussion and review of plans and resources available to staff.

Daily Communication or Meeting Routines

- **When you arrive at school, complete the Daily Health Assessment prior to entering the building.**
- Complete the sign-in and health assessment confirmation process established in your building upon entry.
- Check your email for any updates or plans for the day as set by your administrator or district staff members.
- Utilize technology whenever possible to meet using virtual means.
- Any large group meetings to be approved by administrator (follow WorkSafeBC guidelines) to utilize large indoor spaces and outdoor areas, being mindful of personal space and crowding.

WorkSafeBC Requirements

If a worker is injured as part of their workplace duties/tasks, follow the established procedures.

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation. For more information about the steps to follow: <http://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work>

If workers are expected to follow special safety measures such as deep cleaning, working alone, or working from home, they should know and follow any “Safe Work Procedures” for those tasks. Contact your supervisor/ principal/ vice-principal if you have any questions or concerns about work procedures. Report all workplace injuries to your supervisor.

Steps to follow when work might be unsafe

1

Report the unsafe condition or procedure

- As a worker, you must immediately report the unsafe condition to a supervisor or employer.
- As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.

2

If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task

- As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.
- This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation.

3

If a worker still views work as unsafe, notify WorkSafeBC

- If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

Communicable Disease Prevention Plan

COMMUNICABLE DISEASE PREVENTION PLAN RESPONSIBILITIES

Creating a safe and healthy environment for all of our students and staff is our top priority. We all have an important role to play and a responsibility to maintain to ensure safe working conditions in our learning community, for ourselves and all others involved.

Employer (School District)

- *Select, implement, and document risk assessments and appropriate site-specific control measures.*
- *Ensure that all resources and materials required to implement and maintain plans are reasonably made available as practical when required.*
- *Ensure that supervisors and workers are informed about safety updates and policies.*
- *Conduct a periodic review of the effectiveness of this plan.*
- *Maintain records of training and inspections.*

Operations Manager

- *Maintain an inventory of PPE for custodians and staff, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.*
- *Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.*
- *Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.*
- *Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.*

Supervisors (Principals & Vice Principals)

- *Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to communicable diseases.*
- *Direct work in a manner that eliminates or minimizes the risk to workers.*
- *Update, post, or relay informational or safety material in an accessible area for workers to review.*
- *Review and update workers regarding safety protocols and procedures through staff meetings and Joint Occupational Health and Safety Committees.*
- *Working with the JOHS Committee confirm signage is visible and undamaged, replacing, when necessary, on a regular basis.*

Joint Occupational Health and Safety Committee

- *Make recommendations to the employer for the improvement and implementation of the Communicable Disease Prevention Plan.*
- *Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.*
- *Consult with workers and the employer on issues related to the Communicable Disease Prevention Plan.*
- *Make recommendations to the employer on orientation/ training on Communicable Disease Prevention Plan and to monitor their effectiveness.*
- *Complete monthly communicable disease discussion and review, providing necessary supports in the school when reposting signage, establishing, or maintaining protocols, and other necessary supports as required.*

Workers (Teachers, Education Assistants, Support Staff)

- *Know the controls required to minimize their risk of exposure of communicable diseases.*
- *Participate in communicable disease related training and instruction.*
- *Follow the established work procedures and instructions as directed by the employer or supervisor.*
- *Report any unsafe conditions or acts to the supervisor.*
- *Know how and when to report exposure incidents.*

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Know the Facts

Using reliable sources of information will ensure that what you do learn is fact, not fear-based.

- [The BC Centre for Disease Control: covid-19.bccdc.ca](https://www.bccdc.ca)
- [The BC Centre for Disease Control – Schools](#)
- [COVID-19: Public Health Guidance for K-12 School Settings:](#)
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf
- [Health Link BC:](#)
<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>
- [Interior Health Orders](#)
- [Health Canada:](#)
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- [The World Health Organization:](#)
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
- [BCCDC - Addendum – Public Health Guidance for K-12 Schools – December 29, 2021](#)
- [Ministry of Education – Addendum – Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings – December 29, 2021](#)



Practice Self-care

Build self-care into your day. All the things you do to take care of yourself will help manage your stress. By taking good care of yourself, you'll be better prepared to take care of others. Some self-care ideas:

- Set and maintain a routine
- Exercise regularly
- Aim to get seven to eight hours of sleep each night
- Take deep breaths and stretch
- Listen to music, read a book or reliable news sources
- Enjoy outdoor activities while following social distancing
- Acknowledge and appreciate what others are doing to help you and our community.
- Practice regular hand washing to minimize your risks
- Staff wellbeing and mental health are a priority; support and resources are available to all.

[Call 1-888-COVID-19 for details, advice, and further information on the virus in British Columbia.](#)

Sited From:

www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/mental-health-addictions

It is important to know there are resources available through your benefits. The Employee Family Assistance Program (EFAP) is a great resource.

The website for our EFAP services is <https://www.workhealthlife.com/>.

They have tools developed to help with:

- COVID-19 resources
- Mental Health
- Emotional Well-being

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