PANDEMIC PLAN

Purpose of the Pandemic Planning:

The Ministry of Education and Health Authorities are requiring School Districts to establish a Pandemic Plan should a pandemic situation arise. This booklet outlines the key actions that School District members should take before, during and after the arrival of a pandemic.

Questions or comments regarding this plan should be addressed to:

Stephen McNiven, Superintendent
Barbara Ross, Secretary-Treasurer
Lindsey Henderson, Manager of Human Resources
School District No. 58 (Nicola-Similkameen)
1550 Chapman Street
Merritt, BC V1K 1B8
Phone: (250) 378-5161
School District No. 58 (Nicola-Similkameen)
Safety Guideline for the COVID-19

This working document has been created by the Nicola-Similkameen School District to serve as a guide to keep SD58 employees, students, parents and community partners safe in this time of Novel Coronavirus (COVID-19).

This document outlines safety information and protocols that need to be considered. This plan will be updated, as necessary, to continue following guidelines outlined by the Provincial Medical Health Officer and the Minister of Education.

Please ensure you have the most recent version and this plan is posted at the worksite.

Revised: August 18, 2020
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PANDEMIC PHASE  - Pandemic Plan

The Pandemic Planning Guidelines for School Districts are intended to work in tandem with the Ministry of Education Pandemic Response Framework and the School Closure Guidelines developed by the Ministry of Healthy Living and Sport and the Office of the Provincial Health Officer.

Boards of Education are required, through Worksafe BC, to have exposure control plans when dealing with a pandemic or potential pandemic. The requirement for an exposure control plan is found in section 5.54 of the Occupational Health and Safety Regulation (Appendix C).

Risk of transmission in schools can increase with crowded classrooms, closed ventilation and limited emphasis on hygienic practices. Schools may be closed depending upon the epidemiology of the pandemic strain, e.g. severity of infection, high attack rates and severe complications.

In the event of a Pandemic being declared in the Nicola-Similkameen the District has prepared a plan which will assist us in preparing and responding should any of our schools or work sites be involved. It does so by clarifying the roles and responsibilities of those who would be involved in such a public health emergency – governments at all levels, public health officials and school district staff. As a practical working tool, it also provides guidelines and checklists to assist various schools with their emergency planning.

The ultimate goal of the Plan is to minimize serious illness and school closures in the event of an influenza pandemic, and also to ease any social or economic disruption that might be caused by a massive outbreak of the disease.

Plan Overview

The main body of this plan is organized into three sections, which outline the key roles and responsibilities of School District No.58 in each of the three pandemic phases.

1. **Pre-Pandemic Period**: This is the critical stage for pandemic preparedness. The pre-pandemic phase is NOW, and planning efforts need to focus on education, business continuity and infection control.

2. **Pandemic Period**: The Provincial Health Office (PHO) will declare when it is time to activate plans for the pandemic phase. We cannot anticipate exactly what will happen. Plans will need to be adapted to reflect circumstances and situations as they arise. During this phase the key goals will be to:
   a. Minimize rates of mortality, morbidity, illness and suffering; and,
   b. Minimize educational and business disruptions.

3. **Post-pandemic Period**: The post-pandemic period begins when the Provincial Health Officer declares that the influenza pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review their impact, and use the lesson learned to guide future planning activities.
Introduction

This plan is a living document and will remain fluid throughout its use. It serves as a guideline for conditions that continue to change rapidly. In all matters related to the pandemic the District will follow the directions of our Provincial and National Health Officers and the Ministry of Education. Updates can be found at:

and
https://www.interiorhealth.ca/AboutUs/Leadership/MHO/Pages/MHOUpdates.aspx

Coronaviruses (CoV) are a large family of viruses that are common and are typically associated with mild illnesses, similar to the common cold.

A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans. The severe diseases have included:

- Middle East Respiratory Syndrome (MERS-CoV) (first reported in 2012, all cases have been linked to countries in or near the Arabian Peninsula)
- Severe Acute Respiratory Syndrome (SARS – CoV)

Currently a new coronavirus has been identified in Wuhan City, China and was initially referred to as 2019 Novel Coronavirus (2019-nCoV). It has been now formally named COVID-19. The case was reported on December 31st, 2019, and confirmation of the coronavirus identification occurred on January 7th, 2020.

On March 11, 2020, the World Health Organization (WHO) has declared that the COVID-19 virus is a pandemic based on the WHO’s definition.

PURPOSE

The purpose of the School District No. 58 Coronavirus Exposure Plan is to support operational continuity and provide guidelines throughout a pandemic within the District.

British Columbia employers have a responsibility to protect their workers from all work-related hazards, including exposure to infectious diseases like Novel Coronavirus (COVID-19). COVID-19 (2019 Novel Coronavirus) (hereinafter referred to as “COVID-19”) has now been listed as a pandemic around the world. The World Health Organization is coordinating a global response to the threat of a pandemic. The Public Health Agency of Canada and the BC Centre for Disease Control are closely monitoring the outbreak and have plans in place to limit exposure to Canadians. The District is committed to providing a safe and healthy workplace for all of our staff and students. A combination of measures will be used to minimize staff and student exposure and transmission of COVID-19. All staff are directed to follow the procedures outlined in this plan in order to prevent or reduce exposure to the COVID-19.
SCOPE

The scope of this exposure control plan includes all staff and students at School District No. 58 and provides information to keep them as up to date as possible concerning COVID-19. All staff need to be aware that this document will be a “living” document and will change as new information becomes available.

Contact has been made with the Interior Health Communicable Disease Center, as well as the Ministry, to seek advice on what to communicate to parents and staff regarding COVID-19.

The public health officials in BC will determine the need to close schools, based on the effectiveness of community-wide closures or province-wide closures in controlling the transmission and impact of COVID-19. Contingency planning is essential for an effective response. This plan outlines the steps School District No. 58 will take to ensure coordinated pandemic measures and continuity of work.

CDC recommends that people with symptoms or illness remain at home and self-quarantine for at least 14 days.

Pandemic Planning Committee / Emergency Response Team (ERT)

Stephen McNiven, Superintendent of Schools
Barbara Ross, Secretary Treasurer
Jameel Aziz, Assistant Superintendent of Schools
Lindsey Henderson, Manager of Human Resources
Darrell Finnigan, Operations Manager
Jane Kempston, District Principal Student Support Services
Shelley Oppenheim-Lacerte, Principal for Aboriginal Education
Simone Chenoweth, Executive Assistant to Superintendent
Sarah Blonde, Executive Assistant to Secretary Treasurer
Dylan Richardson, Assistant Secretary Treasurer
Melinda Mohos, Merritt Interior Health
Nicole Schulte, Merritt Interior Health
Tara Sowpal, Merritt Interior Health
Jacqueline Cimbaro, Princeton Interior Health
Dr. Mema, District Regional Health Officer
## Communication Network

<table>
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<tr>
<th>PANDEMIC RESPONSE PLAN</th>
<th>Pre-Pandemic Period</th>
<th>Pandemic Period</th>
<th>Post-Pandemic Period</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning/Actions</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SD No 58 Plan Activation</td>
<td>✓</td>
<td></td>
<td></td>
<td>Superintendent</td>
</tr>
<tr>
<td>Post relevant information to SD No.58 website</td>
<td>✓</td>
<td></td>
<td></td>
<td>Assistant Superintendent/Executive Assistant</td>
</tr>
<tr>
<td>Direct staff, student and families to information on SD No.58 website</td>
<td>✓ ✓ ✓</td>
<td></td>
<td></td>
<td>Assistant Superintendent/Principal</td>
</tr>
<tr>
<td>Plan for an isolation room for staff and students that become ill while at work/school</td>
<td>✓</td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Educate and equip person(s) to care for ill students until parent arrives</td>
<td>✓</td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Establish method of communication with students and families to receive immediate information if child needs to be sent home or if school facility is closing</td>
<td>✓</td>
<td></td>
<td></td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>Plan for transporting ill students</td>
<td>✓</td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Remind parents/guardians to provide up to date contact information to the school</td>
<td>✓</td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Review and update students who are identified as potentially being at higher risk</td>
<td>✓ ✓</td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Review and update TOC list</td>
<td>✓</td>
<td></td>
<td></td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>Review and update EA Relief List</td>
<td>✓</td>
<td></td>
<td></td>
<td>Manager of Human Resources</td>
</tr>
<tr>
<td>Review and update Custodial Relief List</td>
<td>✓</td>
<td></td>
<td></td>
<td>Manager of Human Resources/Operations Manager</td>
</tr>
<tr>
<td>Review and update Bus Driver Relief List</td>
<td>✓</td>
<td></td>
<td></td>
<td>Manager of Human Resources/Operations Manager</td>
</tr>
<tr>
<td>Cross Training of Essential Services</td>
<td>✓</td>
<td></td>
<td></td>
<td>Manager of Human Resources</td>
</tr>
<tr>
<td><strong>Consider and develop alternative procedures to ensure continuity of education</strong></td>
<td>✓</td>
<td>✓</td>
<td>Assistant Superintendent</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>If school trips are planned, determine how children will be isolated and sent home should they become ill with flu like symptoms</td>
<td>✓</td>
<td></td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td>School trips and school evening user groups may be cancelled</td>
<td>✓</td>
<td></td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Depending on staffing shortages classes may need to be combined</td>
<td>✓</td>
<td>✓</td>
<td>Assistant Superintendent/Principal</td>
<td></td>
</tr>
<tr>
<td>Bus routes may need to be combined due to driver shortages</td>
<td>✓</td>
<td>✓</td>
<td>Operations Manager</td>
<td></td>
</tr>
<tr>
<td>At risk students may be asked to stay home</td>
<td>✓</td>
<td></td>
<td>Superintendent/Principal</td>
<td></td>
</tr>
<tr>
<td>Provide alternate methods of instruction for students</td>
<td>✓</td>
<td></td>
<td>Assistant Superintendent/Principal</td>
<td></td>
</tr>
<tr>
<td>Closing of schools may be required</td>
<td>✓</td>
<td></td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Re-opening of schools</td>
<td>✓</td>
<td></td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Prepare for Critical Incident Response if there have been deaths among students and staff</td>
<td>✓</td>
<td></td>
<td>District Principal Student Support Services</td>
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</tr>
</tbody>
</table>

**COMMUNICATION**

<table>
<thead>
<tr>
<th>Develop and maintain contacts with Ministry of Education and Ministry of Health Services</th>
<th>✓</th>
<th>✓</th>
<th>✓</th>
<th>Superintendent/Assistant Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advise Board of Education, Senior Administration and School Administration on pandemic planning and preventative measures</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Superintendent/Assistant Superintendent</td>
</tr>
<tr>
<td>Maintain and evaluate SD 58 Website for information on pandemic planning</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Assistant Superintendent/Executive Assistant</td>
</tr>
<tr>
<td>Advise staff, students and families of SD 58 website, paystub messages and Synervoice</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Assistant Superintendent/Principal</td>
</tr>
<tr>
<td>Contact person for WorkSafeBC</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Manager of Human Resources</td>
</tr>
<tr>
<td>Contact person for staff regarding health &amp; safety</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Manager of Human Resources</td>
</tr>
<tr>
<td>Use school newsletter to provide information to students and families</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Principal</td>
</tr>
<tr>
<td>Provide monthly topic at Education Meetings</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Assistant Superintendent</td>
</tr>
<tr>
<td>Advise the school public health nurse and District office when &gt;10% of school population is away</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Principal</td>
</tr>
<tr>
<td>Task</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>Role/Responsibility</td>
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<tr>
<td>Develop and maintain contact with Aboriginal community</td>
<td></td>
<td></td>
<td></td>
<td>District Principal of Aboriginal Education</td>
</tr>
<tr>
<td>Media communications</td>
<td></td>
<td></td>
<td></td>
<td>Superintendent/ Assistant Superintendent</td>
</tr>
<tr>
<td><strong>INFECTION CONTROL</strong></td>
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<tr>
<td>Educate children and staff on preventative measures</td>
<td></td>
<td></td>
<td></td>
<td>Principal/ Health Promoting Schools Coordinator</td>
</tr>
<tr>
<td>Advise staff and students that are sick with Pandemic like symptoms to stay home</td>
<td></td>
<td></td>
<td></td>
<td>Assistant Superintendent/Principal</td>
</tr>
<tr>
<td>Order appropriate cleaning supplies and ensure custodial staff are performing correct cleaning procedures</td>
<td></td>
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<td></td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Restriction of community, volunteer and visitors to schools and facilities</td>
<td></td>
<td></td>
<td></td>
<td>Superintendent</td>
</tr>
<tr>
<td>Stock schools and facilities with an adequate amount of preventative supplies</td>
<td></td>
<td></td>
<td></td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Stock school medical rooms with appropriate preventative supplies (e.g. Surgical masks, paper sheets/pillow covers and hand sanitizer)</td>
<td></td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Cleaning of schools as per Exposure Control Plan</td>
<td></td>
<td></td>
<td></td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Separation of ill students and staff until they can be sent home</td>
<td></td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Ongoing education for children and staff on proper preventative measures</td>
<td></td>
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<td></td>
<td>Principal</td>
</tr>
<tr>
<td>Advise the school public health nurse when &gt;10% of school population is away</td>
<td></td>
<td></td>
<td></td>
<td>Principal</td>
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School Closures

Upon considering that closure may be advisable, the MHO (medical health officer) will contact the superintendent to inform that the MHO will be consulting with the PHO. Upon a decision being made that school closure is advisable, the MHO will inform the superintendent to discuss implementation, and in addition to usual internal contacts the PHO will inform the Deputy Minister of Education and other medical health officers.

Once a decision is made to close a school or all schools, the superintendent (or his designate) must ensure the decision is communicated immediately to:

- The Board of Education
- The principal of the school affected
- The Ministry of Education
- Other interested parties, such as CUPE, COTA, COPVPA, COPAC and AAC.

Principals, in turn, must immediately convey the decision to:

- parents
- students
- community groups that make use of the school’s facilities
- teachers and other school staff
- the school’s Parent Advisory Council

Media communications on the health implications will be handled by the MHO and/ or PHO and on school implications by the superintendent.

Alternate Learning Strategies

Should a school be closed due to the number of students being ill teaching and support staff may be reassigned to other schools. Should a school be closed due to the number of teachers being ill students may be sent home or reassigned to another school.

Teachers currently have the capability to communicate with students through their schools’ web page. In the event of a school closure current learning curriculum can be made available to most students on their schools’ web page. Alternatively, teachers may need to communicate with their students using the telephone.

School Re-Opening

The decision to re-open a school(s) will be the responsibility of the Superintendent of Schools in consultation with the MHO and/ or PHO. Teachers, support staff, parents, and students will be notified of the decision to re-open a school in a timely fashion. Prior to a school reopening a modified terminal clean will be conducted throughout the school. (See separate document – COVID Guidelines)
Role Specific Pandemic Responsibilities (When the Pandemic is declared)

Pandemic Emergency Response Team

1. Contacting or receiving information from the Ministry of Education, Interior Health Authority, and Administrators.
2. Updating the District’s webpage.
3. Provide updates and act as a resource to the Board of Education, Admin Council, Administrators, and supervisory staff.
4. Under the direction of the Superintendent of Schools the District Level Emergency Response (DLERP) will be initiated.

Superintendent of Schools

1. School district No. 58 (Nicola-Similkameen) Pandemic/Epidemic Team Lead.
3. Liaise with local Public Health Officials.
4. Provides effective and timely communication with parents, students and employees.
5. Continued communication with employee groups, COPAC and the community.
6. Tracks any Ministry of Health, Ministry of Education or Chief Medical Officer updates and communications.

Assistant Superintendent

1. Develop and maintain education plans for implementation if schools are closed and/or teaching or support staff, who are critical to program delivery, are away due to the pandemic.
2. Support school principals and supervisors in the implementation of the Pandemic Plan.
3. Cancels all non-instructional TOC coverage.
4. Utilizes the plan to upgrade the list of retired teachers to active TOC status.
5. Utilizes the plan to provide Administrator coverage from the current list of Administrator retirements.
6. Maintain website updates and distribute electronic communication provided by the Superintendent or designate.
7. Ensure continued operation of the District’s electronic technology infrastructure.

Principals and Supervisors

1. Educate all staff and students about proper hand-washing practices.
2. Educate all students and staff about proper sneezing/coughing etiquette.
3. Advise parents, students and staff that if they have flu like symptoms they should stay at home.
4. Identify a room which could be utilized for isolating a potential confirmed case(s).
5. Send sick students and staff, who have flu-like symptoms, home. Move students, teachers, and staff to a separate room if they become sick at school, until they can be sent home. Limit the number of staff who take care of the sick person and provide a surgical mask for the sick person to wear if they can tolerate it.
6. Discuss pandemic/epidemic planning at monthly safety committee meetings.
7. Ensure that parents/guardians have provided up-to-date contact information to the school.
8. Advise PAC and parents about School District No. 58 plans for pandemic/epidemic COVID-19,
9. Stay in regular communication with the District and local public health officials when the school absenteeism rate is significantly increased. That is when absenteeism is at or more than 10 per cent above the normal rate of absenteeism for that time of year and to report this to their Assistant Superintendent’s Office and to the Medical Health Officer’s Office.

10. Ensure that rigorous cleaning and infection control practices are happening in their school.

Director of Operations

1. Continuation of core building functions.
2. Develop and execute deep cleaning protocols for schools and contact surfaces where the virus has been present.
3. Create a transportation plan for students if a school is closed.
4. Ensure bus drivers follow procedures for transporting sick children.
5. Ensure that custodial staff is trained in the safety requirements and the contact disinfection techniques for all three pandemic/epidemic phases.
6. Ensure that custodial staff has necessary personal protective equipment and cleaning supplies to prevent self-infection and cross contamination during all three phases of pandemic/epidemic planning.
7. Ensure that there is adequate supply of soap for increased hand-washing vigilance during all three pandemic/epidemic phases.
8. Continue flow of information and education to custodial staff.

Secretary Treasurer

1. Develop and implement key financial functions such as payroll.
2. Manage budgetary factors provided through emergency funding.

Manager of Human Resources

1. Assist departments with the development and implementation of cross-training strategies
2. Develop and implement specific employee work practices for use during a pandemic/epidemic
3. Continue communication with District Health & Safety Committee.
4. Provide district-wide support, advice and expertise to schools and district sites on communicable disease initiatives and events.

Staff

1. Staff will need to follow communicable disease reduction strategies including:
   a. Staff are required to check the COVID-19 updates on the website daily to receive updates and human resources instructions. This is located on our district website.
   b. staying home if they are not well enough to fully participate in regular school activities due to illness
   c. practice good hand hygiene by washing their hands with soap and water regularly, and
d. coughing or sneezing into their elbow or a tissue (tissues should be disposed of in a lined wastepaper basket, and then hands should be washed).
2. In elementary schools, staff must report classroom illnesses in excess of 10% to their Principal who must report that to their Assistant Superintendent.
3. Students who are exhibiting signs or symptoms of fever, vomiting, or diarrhea should be sent by staff
to the office for assessment and may be sent home.
4. In the event of a school closures teachers will be directed on protocol by their Administrator once available. This may involve changes to their schedule, room, or school.

Students

1. If you have symptoms, regardless of where you have travelled, stay home from school and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse but call ahead of time to let them know you have symptoms.
2. Do not come to school if at all possible until the pandemic phase has ended, or you have been cleared to return and are showing no symptoms.

Parents

1. Parents and care givers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
2. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
3. If a student develops symptoms while at home, parents or caregivers must pick their child up as soon as possible.

Custodians

1. Custodians will be familiar with the Best Practice M-30, Modified Terminal Cleaning, and be prepared to initiate this Practice under the direction of the Custodial Supervisor.
2. During the pandemic cleaning protocols will be followed.
3. During the pandemic, every effort will be made to ensure all soap and paper towel dispenser is filled.
4. In the event of a disruption in custodial services, due to high absenteeism, at a school, the Custodial Supervisor will delegate available Custodians to ensure high traffic areas are cleaned.
5. In the event that there are insufficient custodians available to complete # 3 the District will review the process of hiring an external provider during the pandemic.
6. In the event of the Custodial Supervisor being unavailable the above duties will be assumed by the Custodial Lead Hand.

Bus Drivers

1. In the event of a student, who travels to school using the District’s transportation system, is confirmed as having COVID-19, the driver shall report to their Operations Manager and self isolate for 14 days.
2. Under the direction of the Operations Manager, in conjunction with information from the Superintendent, bus schedules may need to be changed to accommodate emergent COVID-19 information. The Operations Manager has a plan in place which can be activated to ensure busses can arrive at a school(s) within a 30-minute window.
3. The Operations Manager will put a plan in place should there not be sufficient bus drivers to accommodate all current bus runs. This plan will include utilizing the spare board bus drivers.
School or site based First Aid Attendants

1. During a pandemic all medical rooms will be stocked with the appropriate personal protective equipment required for the protection of district first aid staff.
2. Will follow the protocols as laid out in their Occupational First Aid Training Program.
3. Will use personal protective equipment such as gloves and mask when isolating staff or students who are suspected to or have been confirmed as having contracted COVID-19.
4. If appropriate and tolerated, help a student put on a mask or other relevant PPE.

DUTIES AND RESPONSIBILITIES

Employer:

- Ensure required resources (e.g. safe work procedures, worker training, and personal protective equipment) required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Ensure workers use appropriate personal protective equipment (e.g. gloves).
- Conduct a periodic review of the plan’s effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of the exposure control plan is available to workers.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student’s education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

Ensure employees do not come to work when:

- Exhibiting COVID-19 like symptoms such as fever, chills, sneezing, running nose, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Employees will self-isolate, if recommended by 8-1-1 or their physician, at home for a minimum of 10 days from onset of symptoms, and until their symptoms are completely resolved. Employees must call 8-1-1 and maintain communication with their supervisor.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Anyone directed by Public Health to self-isolate.
- Living in the same household as a person who is self-isolating as a result of confirmed or clinical COVID-19.
**Supervisors:**

- Ensure all the steps of the exposure control plan are implemented.
- Report all incidents of pandemic influenza among employees to the Employer.
- Ensure that employees are adequately instructed in the controls for hazards at the worksite location include controls required to minimize their risk of exposure to COVID-19.
- Provide necessary education, training and information to employees.
- Ensure employees use appropriate personal protective equipment (PPE).
- Direct work in a manner that eliminates or minimizes risk to employees.

**Employees:**

- Ensure they understand the hazards and the controls as they relate to pandemic influenza.
- Follow all established safe work procedures and practices as directed by the employer or supervisor.
- Participate in COVID-19 related training and instructions.
- Properly use PPE as applicable.
- Report unsafe acts and conditions to their Supervisor.
- Know the signs and symptoms of COVID-19, self-monitor and report illness.
- Ask questions if they’re unsure.

**Joint Occupational Health and Safety Committees:**

- Ensure a mechanism is in place for workers to raise any concerns about the risk of COVID-19 exposure at the workplace. These concerns should be expressed to the joint committee or worker representative.
- Committee members participate in a walk-through assessment of the work process(es) to identify any potential areas of concern.
- Committee members will be involved in the Safety Orientation and Training for their building.
- Ensure that all the joint committee members or worker representatives are involved in the development of control plans for different job tasks.
- Promote approved physical distancing measures.
- Provide feedback on the effectiveness of control measures implemented.

**Operations Manager:**

- Maintaining an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Providing 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.
Workers’ Rights and Responsibilities

Everyone in the workplace has distinct responsibilities regarding health and safety. Employers, supervisors, workers, and contractors have a role to play in keeping the workplace safe.

1. The right to know about hazards in the workplace.
2. The right to participate in health and safety activities in the workplace.
3. The right to refuse unsafe work without getting punished or fired.

Procedure - Refusing Unsafe Work

1. Report the unsafe work condition to your supervisor.
2. Your supervisor must immediately investigate and ensure that any unsafe condition is remedied without delay.
3. The supervisor must inform an employee if they consider the reported unsafe condition to be safe.
4. If the employee still believes the work is unsafe and declines to carry out the work assigned, the supervisor must investigate this matter with the worker.
5. The investigation at this step must be done with a worker member of the Joint Occupational Health and Safety Committee (JOHSC) or an employee selected by the employee’s union.
6. The employee may be given a temporary assignment to alternate work, without loss in pay, until the matter is resolved. The worker is required to accept the reassignment of work until the return to original duties.
7. The supervisor must inform the worker of the investigation results.

If the issue is not resolved after investigation with the committee member and the worker still believes it is unsafe to work, the worker and supervisor must immediately notify the Health and Safety Manager, who will then contact a WorkSafeBC Officer to investigate the work refusal.

- A WorkSafeBC representative will attend the work site and investigate the work refusal.
- The WorkSafeBC officer may issue an inspection report or an order if they find that an undue hazard does exist, or they will advise the parties that no undue hazard is present, and the employee can safely perform the work.
COVID-19 Facts

How is COVID-19 transmitted?

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin.

It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That’s why we recommend you cough or sneeze into your arm and wash your hands regularly.

To summarize, COVID-19 is spread from an infected person through:

- Droplets spread when a person coughs or sneezes
- Close personal contact such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Risk Identification

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet and droplet transmission in the air after a cough or sneeze.

Contact Transmission

Direct contact involves skin-to-skin contact. Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth.

Droplet Transmission

Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth. Health experts recommend keeping two meters (6 feet) between people wherever possible to mitigate this risk.

Airborne Transmission

Currently, health experts believe that COVID-19 is not transmitted through airborne transmission. However, there is the risk of transmission through droplets expelled into the air when a person has coughed or sneezed.

Due to the nature of the classroom setting all District staff can be at risk of contracting COVID-19. We tend to work in a closed environment filled with a large congregation of people Those who are considered at high risk if they contract COVID-19 include:

- Individuals with pre-existing or underlying health conditions.
- Individuals with a compromised immune system.
Signs and Symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear **2-14 days after exposure***.

- Fever
- Cough
- Shortness of breath
- Fatigue

Other less common symptoms may include:

- Achiness
- Nasal congestion
- Sore throat
- Runny nose

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

COVID-19 has more respiratory symptoms than a cold, which usually causes a runny nose, congestion, and sneezing. Also, a fever isn’t too common with a cold. The flu has similar symptoms to COVID-19. However, COVID-19 is more likely to cause shortness of breath and other respiratory symptoms. At this time, the available information suggests the incubation period is up to 14 days. The incubation period is the time from when a person is first exposed until symptoms appear.

If individuals show any of the above symptoms they should not go to work or school. If individuals begin to experience symptoms while attending a school, it is recommended that schools promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home. People showing symptoms should follow the advice of health authorities.

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**Do I have COVID-19, the flu or a cold?**

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Coronavirus</th>
<th>Cold</th>
<th>Flu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sore throat</td>
<td>Sometimes</td>
<td>Common</td>
<td>Common</td>
</tr>
<tr>
<td>Cough</td>
<td>Common</td>
<td>Common</td>
<td>Common</td>
</tr>
<tr>
<td>Sneezing</td>
<td>—</td>
<td>Common</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Fever</td>
<td>Common</td>
<td>—</td>
<td>Common</td>
</tr>
<tr>
<td>Body aches</td>
<td>Sometimes</td>
<td>Mild</td>
<td>Common</td>
</tr>
<tr>
<td>Tiredness</td>
<td>Sometimes</td>
<td>Mild</td>
<td>Common</td>
</tr>
<tr>
<td>Headache</td>
<td>—</td>
<td>—</td>
<td>Common</td>
</tr>
<tr>
<td>Runny/stuffy nose</td>
<td>—</td>
<td>Common</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Nausea</td>
<td>—</td>
<td>—</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>In severe cases</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

Source: World Health Organization and U.S. Centers for Disease Control and Prevention, via Cleveland Clinic
Prevention Control

1. Hand Washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched. Wash your hands immediately:

- Upon arrival at work or school
- After using the toilet
- Before eating, drinking, food preparation, handling contact lenses, or applying makeup
- Before leaving school

Proper hand washing includes using soap and a running water. Wash for a minimum of 20 seconds. If water is unavailable, you must use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer’s instructions on how to use the cleanser.
2. Respiratory Etiquette

Cough/sneeze etiquette includes the following components:
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

3. Proximity Recommendation

Practice social distancing and attempt to keep a minimum two-meter (6 ft) distance between yourself and others whenever possible. Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth.

Physical Distancing

It is important that we do what we can to try to assist children and staff to understand the importance of minimizing the frequency of physical contact with one another and try to maintain a distance of at least two meters from others, as much as possible. Physical distancing can be challenging in a K-12 educational setting, particularly with younger children. From a public health perspective, there are no set ratios that prescribe the number of adults to children that can be present in the same space, at any given time. Physical distancing involves making changes in everyday routines, in order to minimize contact with others.

Other strategies and recommendations include:
- Avoiding close greetings like hugs or handshakes; remind children to keep hands to themselves.
- Students and staff should not touch their faces.
- Students and staff will be spread out as much as is practical to do so:
  - Different classroom and learning environment configurations will be considered to allow distance between students and adults (e.g., different desk and table formations).
    - For secondary schools, consider arranging desks/tables so students are not facing each other and using consistent seating arrangements.
- Strategies will be implemented that prevent crowding at pick-up and drop-off times.
- Plans will be implemented to stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Outside time will be utilized wherever possible.
  - Organized learning activities outside including snack time, place-based learning and unstructured time will take place.
  - Playgrounds will remain open and are a safe environment. Appropriate hand hygiene practices will take place before and after outdoor play.
- Individual activities or activities that encourage greater space between students and staff will be organized.
  - For elementary students, group activities will be adapted to minimize physical contact and reduce shared items.
For secondary students, group activities will be minimized and activities that require physical contact will be avoided.

• Manage flow of people in common areas, including hallways.
• Parents, caregivers, health-care providers, volunteers and other non-staff adults (e.g. visitors) entering the school will follow our visitor sign-in protocol when entering district buildings.
  o All visitors will confirm they have completed the requirements of a daily health check before entering.
  o All schools will keep a list of the date, names and contact information for all visitors who enter the school.

Staff Members:

• Greet with a wave instead of a handshake.
• Follow task specific safe work procedures outlined in this plan.
• Practice regular hand washing and physical distancing.
• Separate yourselves from others and go home as soon as you have any symptoms.

Students Requiring Assistance with Personal Care:

During the school day, staff members working with students who require assistance with personal care should follow all of the steps above for students for whom maintaining physical distance is possible, in addition to the following steps:

• Follow all health and safety measures in place prior to the COVID-19 situation for provision of personal care assistance.
• Do not have other students in the room with the student.
• Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
• If required to work within close proximity to a student such as assisting the student with toileting PPE shall be worn.

Summary of Controls

1. Stay at home if you have symptoms such as, fever, chills, sneezing, running nose, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Do not enter the building.
2. Wash hands, as outlined in this plan.
3. Do not touch your face.
4. Use respiratory etiquette.
5. Clean and disinfect frequently touched surfaces.
6. Use physical distancing where possible. It is understood this might be difficult and in certain situations, other controls may need to be put in place. It also makes other controls listed (1-5) essential.

Students for Whom Maintaining Physical Distance is NOT Possible

Maintaining physical distance is not possible for all students. This may include young students, students with intellectual disabilities, students whose functioning is impacted by specific neurological or health issue. In this case, additional controls may be required.
4. Cleaning and Disinfecting

Regular cleaning and disinfecting of objects and high-touch surfaces (e.g. door handles, railings, washrooms, shared spaces, light switches, etc.) will help prevent the transmission of viruses. This can be done using existing school setting cleaning and disinfection protocols, if the disinfectant step is with a product active against COVID-19 (see “table” below).

**Cleaning** is the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloths. Cleaning for COVID-19 virus is the same as for other common viruses. In general, cleaning should be done whenever surfaces are visibly soiled. An alternate cleaning schedule may be determined by management if needed.

**Disinfection** is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice/day. The following is a list of disinfecting agents and concentrations known to be effective against coronaviruses.

<table>
<thead>
<tr>
<th>Agent and Concentration</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chlorine: Household bleach – sodium hypochlorite (5.25%)</td>
<td>Used for disinfecting general surfaces, e.g., hand railings, grab handles, door knobs, cupboard handles.</td>
</tr>
<tr>
<td>1:100 (500 ppm solution)</td>
<td></td>
</tr>
<tr>
<td>10 ml bleach to 990 ml water</td>
<td></td>
</tr>
<tr>
<td>2. Chlorine: Household bleach - sodium hypochlorite (5.25%)</td>
<td>Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Allow surface to air dry naturally.</td>
</tr>
<tr>
<td>1:50 (1,000ppm solution)</td>
<td></td>
</tr>
<tr>
<td>20 ml bleach to 980 ml water</td>
<td></td>
</tr>
<tr>
<td>3. Accelerated Hydrogen Peroxide 0.5%</td>
<td>Used for disinfecting general surfaces (e.g. counters, hand rails, door knobs).</td>
</tr>
<tr>
<td>4. Quaternary Ammonium Compounds (QUATs)</td>
<td>Used for disinfecting of general surfaces (e.g., floors, walls, furnishings).</td>
</tr>
</tbody>
</table>

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19.
General Cleaning Guidelines

- **General cleaning and disinfecting of the premises at least once every 24 hours.**
- Clean and disinfect shared high touch surfaces **at least twice every 24 hours.**
  - Door handles and edges.
  - Bathroom faucets.
  - Front desk counter.
  - Shared tables.
  - Shared spaces such as kitchens and bathrooms should also be cleaned more often.
  - Clean areas where students and staff are/were present.
  - Clean high-touch electronic devices (e.g. keyboards, tablets, smartboards) by spraying cloth or paper towel with provided spray bottle of disinfectant and wiping device.
  - Use damp cleaning methods such as damp clean cloths and/or a wet mop for dusting and sweeping. Do not dust or sweep, as this can distribute virus droplets into the air.
  - Cleaning to remove debris/soil (e.g. floor care and dusting will be done as time permits).

Cleaning Equipment

- Ensure adequate hand washing supplies at all times (e.g. soap, paper towels and alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available).
- Read and follow the manufacturer’s instructions for safe use of cleaning and disinfecting products (e.g. wear gloves, use in well ventilated areas, allow enough contact time for disinfectant to kill germs based on the product being used).
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90 degrees Celsius).
- Clean and disinfect surfaces that people touch often.

Cleaning Responsibilities

- Regular, enhanced, and as needed cleaning will be performed by custodial staff:
  - Daytime custodians will disinfect contact surfaces and high contact areas.
  - Custodial staff will ensure ongoing inspection and filling of hand washing supplies, including alcohol-based sanitizer dispensers in portables.
  - Custodial staff will monitor supplies to ensure cleaning all necessary supplies are available.
  - Evening custodial staff will thoroughly clean all areas.
  - The Manager of Operations will provide cleaning supplies for each school. Supplies will include spray bottles with approved and properly mixed disinfectant, cleaning wipes or paper towels, gloves and safety data sheets.
- Custodial staff will check the sign-in/out sheet at the main entry at every shift to monitor people who have been in the building, if applicable. All areas in the school that have been accessed must be cleaned.
- Classroom and workspace doors should be left open to signal required cleaning.
- Other staff (management, teachers, support staff etc.) may also clean areas as needed in order to maintain a clean environment:
  - Cleaning supplies are provided.
  - Do not bring cleaners from home.
  - Do not take school materials home to clean.
- If cleaning is required, staff should notify the principal or school office.
- The principal or school office will request cleaning, per their protocol with custodial staff.
- Employees using district vehicles must clean and sanitize vehicles after use.
Cleaning Tools/Equipment and Desk/Workstations

Staff who must clean equipment will use gloves and a spray bottle, provided by the school district with disinfectant solution:

- To clean, spray surface and let disinfectant solution sit for 5-10 seconds, wipe off and dispose of towel.
- When cleaning the vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.

Staff are responsible for cleaning their tools/equipment and desk/workstation throughout the workday. This will ensure limiting the risk of infection from staff to staff:

- Cleaning shall be conducted at a minimum in the morning (prior to commencement of work), afternoon (after lunch) and at the end of the day. Additional cleaning throughout the day shall be repeated whenever possible.
- Allocate enough time to do a thorough cleaning of surfaces of tools/equipment touched during the workday.
- All sets of keys that are used by operations staff and keys loaned out to other staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.
- If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.
- Limit sharing of any tools/equipment with other staff while on shift.

Cleaning of High Touch Surfaces

- School district operations staff continue to clean and disinfect all high touch surfaces at least twice every 24 hours.
- If school-based staff or other school district site staff require cleaning for their personal desk/workstation/areas, they may request a spray bottle of the disinfectant solution and paper towel from their custodian in charge.

The Use of Personal Protective Equipment (PPE)

BC Centre for Disease Control (BCCDC) guidance for K-12 school setting is that personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when preforming these tasks.

**Masks**

- Students and staff WILL wear a mask anytime they are outside of their learning cohort, including in common spaces and high traffic areas like hallways and school buses.
- Even if wearing masks, students and staff in different learning groups should not crowd in large groups or gather together.
- Secondary students should wear non-medical masks or face coverings while on the bus. These should be put on before loading and taken off after unloading.
• Students who don't tolerate face masks for various reasons will not have to wear them
• Everyone must treat each other and those wearing masks with respect

If a student or staff member gets sick at school, they will be asked to wear a mask while they are being assessed by a school nurse or preparing to go home. Review COVID-19 mask use information from the British Columbia Centre for Disease Control (BCCDC).

Any use of personal protective equipment that impacts the employee’s work must be reviewed by the Manager of Operations in consultation with the Health and Safety Officer.

5. If Individuals Show Symptoms

If individuals show symptoms as outlined above, they should not go to school or work.

Any staff member who develops the symptoms of influenza or COVID-19 during the workday while at school must immediately put on a mask, distance themselves from others, report the concern to their supervisor, and remove themselves from the facility without delay. They will follow guidelines as laid out by the PHO and stay home as advised.

When someone is symptomatic, they shall self-isolate and follow direction provided by their health care provider. Self-isolation is also required for those who are considered to be a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

Staff and students will be assessed by their health care provider and tested for COVID-19. Staff and caregivers will maintain regular communication with their direct supervisor/administrator and follow the direction of Public Health.

If a person is found to be confirmed case of COVID-19, Public Health staff will ensure there is robust contact tracing and management of any cluster outbreaks. Public Health will ensure that students, staff and parents have access to health care providers and that appropriate supports are in place.

The BC COVID-19 Self-Assessment Tool is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

For more information on what to do if you have COVID-19, if you think you may have it, or believe you may require medical care, visit the BC Centre for Disease Control If you are sick page.

COVID-19 and Children and Youth

• COVID-19 virus has a very low infection rate in children and youth (ages 0 to 19). In BC, less than 1% of children and youth tested have been COVID-19 positive. Most children and youth are not at high risk for COVID-19 infection.
• Children under 1 year of age and those who are immunocompromised or have pre-existing pulmonary conditions are at a higher risk of severe disease (visit the BCCDC Priority Populations page for further details).
• Children who are considered more vulnerable can receive in-person instruction. Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend in-person instruction if they are uncertain.
• Children and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. Gastrointestinal symptoms are more common over the course of disease,
while skin changes and lesions, are less common.

- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Clusters and outbreaks involving children and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Children are not the primary drivers of COVID-19 spread in schools or in community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children and youth.
- Prevention measures and mitigation strategies involving children and youth must be commensurate with risk.
- Adolescent children should physically distance themselves where possible when outside the family unit or household.
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

**COVID-19 Standard Precautions and Controls**

- No staff or student who have symptoms of the common cold, influenza, COVID-19, or other infectious respiratory disease are allowed to enter district building.
- Staff and students who are ill need to stay home.
- Staff, students and parents should complete a health screening before going to work or school.
## What to Do if a Student or Staff Member Develops Symptoms at School COVID-19
Guidance for K-12 Schools July 29, 2020

<table>
<thead>
<tr>
<th>If a Student Develops Any Symptoms of Illness</th>
<th>If a Staff Member Develops Any Symptoms of Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents or caregivers must keep the student at home</td>
<td>Staff must stay home</td>
</tr>
<tr>
<td><strong>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</strong></td>
<td></td>
</tr>
<tr>
<td>Staff must take the following steps:</td>
<td></td>
</tr>
<tr>
<td>1. Immediately separate the symptomatic student from others in a supervised area.</td>
<td></td>
</tr>
<tr>
<td>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</td>
<td></td>
</tr>
<tr>
<td>3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.</td>
<td></td>
</tr>
<tr>
<td>4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</td>
<td></td>
</tr>
<tr>
<td>5. Avoid touching the student’s body fluids (e.g., mucus, saliva). If you do, practice diligent hand hygiene.</td>
<td></td>
</tr>
<tr>
<td>6. Once the student is picked up, practice diligent hand hygiene.</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>IF STAFF DEVELOPS SYMPTOMS AT WORK:</strong></td>
<td></td>
</tr>
<tr>
<td>Staff should go home as soon as possible.</td>
<td></td>
</tr>
<tr>
<td>If unable to leave immediately:</td>
<td></td>
</tr>
<tr>
<td>1. Symptomatic staff should separate themselves into an area away from others.</td>
<td></td>
</tr>
<tr>
<td>2. Maintain a distance of 2 metres from others.</td>
<td></td>
</tr>
<tr>
<td>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</td>
<td></td>
</tr>
<tr>
<td>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).</td>
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<tr>
<td>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</td>
<td></td>
</tr>
</tbody>
</table>

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.
School Site Procedures

The following protocols will ensure controlled access and movement for all school sites and district buildings. Please also review the COVID-19 Exposure Control Plan School Site Procedures document (Appendix 4).

Arrival and Movement Procedures

Entering and Exiting

- Access to the school by non-school district personnel, is limited and will require case by case consideration by principal or designate.
- Parents are not permitted in school buildings at this time unless otherwise approved by the principal or designate.
- Designated entrance(s) and exit(s) will be utilized and will reduce contact when passing.
- Signage on designated entrances and exits to provide instructions and public health information.
- A safety orientation will be provided for all personnel and guests entering district buildings.
- Sign-in is required for all outside personnel, contractors and other individuals being provided access.
- Access times for staff or students to be in the building will be limited.
- Hand washing/sanitizer at point of entry for use on arrival.

Movement by Staff in Schools

To accommodate staff members being in schools and worksites and to ensure physical distancing, the following guidelines must be followed:

- All staff are required to limit physical contact within their cohort and practice physical distancing outside of their cohort.
- All staff entering or exiting schools or buildings must complete a self health assessment daily.
- Any staff demonstrating any symptoms of cold, flu, or COVID-19 must remain at home under self-isolation. Staff are asked to use the online self-assessment tool BC COVID-19 Self-Assessment Tool to determine if their symptoms pose a risk to public health.
- If a staff member has been in a building and subsequently develops symptoms, a mask must be worn, and this must be reported to the principal/supervisor immediately. The staff member must then follow the protocol for developing symptoms.
- All staff must wear a mask in communal areas, such as the hallways and places where interaction outside of learning cohorts is taking place.
- No part of the school or facility may be used for personal business, including self-isolation.

Movement by Staff and Students in Schools

- School teams will create a plan for entrance and exit with physical distancing during lunch, recess, and the beginning and end of school. Outside classroom doors will be used.
- Limit contact of students and staff from different learning cohorts by staggering time outdoors (e.g. schedule shifts), break/recess time, lunch time in classrooms, and staggering entry times.
- Playgrounds will remain open and be used by students on a staggered schedule.

Use of Water Dispensers and Water Fountains

- Students and staff should bring their own water bottles.
Fill stations (water dispensers) can be used to fill individual water bottles. Do NOT use fountain or mouthpiece features of the water dispensers. Do NOT use water fountains.

**Use of Washrooms by Students in Schools**

- Student access to the washrooms should be staggered to avoid congregation.
- Custodians will clean washroom faucets, surfaces, and doors handles at least twice every 24 hours.

**Classrooms**

- As a precautionary measure, classrooms should limit the number of students entering at the same time to ensure physical distancing of two meters.
- Furniture should be spread out to reduce close contact when students are sitting.
- Students should practice physical distancing where possible.
- Students should wash their hands when they enter and leave the classroom/school.

**Fire and Emergencies**

- In the event of a fire alarm or other emergency, physical distancing may not be possible.
- Follow all regular emergency procedures outlined in the school emergency management plan.

**Administrative Measures**

Reducing the number in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: cohorts and physical distancing.

- A cohort is a group of students and staff who remain together throughout a school term.
- Physical distancing is maintaining a distance of two metres between two or more people.

**Cohorts**

Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

- In elementary and middle schools, a cohort can be composed of up to 60 people.
- In secondary schools, a cohort can be composed of up to 120 people.
- Cohorts can be composed of students and staff.

Cohorts are smaller in elementary and middle schools due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness.

Cohorts are larger in secondary schools due to the increased ability of children in that setting to be able to consistently minimize physical contact, practice hand hygiene, ensure physical distance where necessary and recognize and articulate symptoms of illness.

School administrators will determine the composition of the cohorts. They will also keep up-to-date lists of all
members of a cohort to share with public health should contact tracing need to occur.

Within the cohort minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.

**Interacting with Cohorts**

Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment.

Those outside of a cohort must practice physical distance when interacting with the cohort. During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts.

- In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
  - Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower-risk environment than indoors.
- In secondary schools, students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts.
  - Secondary-school students are expected to be capable of consistently maintaining physical distance when it is required. If a student is unable to physically distance, the student should socialize within their cohort or where they can be supported to physically distance.

Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

**Staff Meetings, Assemblies and Large Gatherings**

School gatherings should occur within the cohort.

- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering’s purpose and intended outcome.
  - Additional people will be minimized.
- These gatherings should happen minimally.
- Schools should seek virtual alternatives for larger gatherings and assemblies.

**School Based Requirements**

**Isolation/Recovery Room**

- Students that present symptoms of illness must use the isolation/recovery room until they can be picked up by a parent/guardian.
- A mask should be worn, if tolerated.
• Principals will select a room with a door that can be used for isolating a sick student and/or staff member while waiting for a parent/caregiver or transportation to arrive.
• The selected area will ideally have a sink with running water and hand washing supplies. Hand sanitizer should be available if no running water is available.
• The room must have an isolation sign posted while this room is in use.
• The selected isolation room must not impede the timely provision of school first aid services.

De-Cluttering of Classrooms

• Classrooms must be decluttered to minimize the number of surface contacts and items that will need to be cleaned and disinfected.
• Attempts should be made to minimize the number of learning resources made available to students. This includes toys and manipulatives.
• Unnecessary or unused items should be removed from the classroom.
• Desktops and counter surfaces must be kept clear to facilitate ongoing cleaning and disinfection.
• Teaching staff will direct students to take home any unnecessary personal items and keep their desks empty.
• Staff will clearly label toys, manipulative and resources that were used and need to be disinfected. These items will be placed in plastic bins or agreed upon containers to clearly identify the need for cleaning.
• No soft toys, furniture or items should remain in the classroom (e.g. teddy bears).

Handwashing and Sanitizers

• When available, students and staff members should use classroom sinks to wash hands regularly with soap.
• Classrooms without sinks must have hand sanitizers available for staff and student use.

Desk/Workstation Placement

• Classrooms should be organized in a manner that promotes physical distancing.
• Workspaces and desks must be separated from each other by a minimum of two meters, where possible.

Keyboards and Electronic Devices

• Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice, Chromebooks and gaming consoles can carry germs.
• The BC Centre for Disease Control advises:
  • First, remove visible dirt, grease, etc.
  • Check the manufacturer’s instructions for cleaning and disinfecting.
  • If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 70% alcohol.
  • Dry surfaces thoroughly to avoid pooling of liquids.
  • Do not immerse devices in liquids. Hydrogen peroxide and vinegar do not work and may damage screens.
  • Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
  • Keyboards, mice, controllers and electronic devices will be disinfected using hand sanitizer and paper towels/tissues or antiseptic wipes before use.
  • Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
  • Disinfecting wipes and/or a 70% isopropyl alcohol solution will work for cleaning most devices.
• Ensure the cloth is damp and lint-free. Do not soak the cloth.
• Avoid using aerosol sprays and window cleaners, as well as cleaning products with abrasives, hydrogen peroxide, chlorine, acetone, ammonia or bleach. These products may discolor or otherwise harm your devices.
• Ensure your cloth is soft. Avoid paper towels and other abrasive items.
• Gently wipe all hard, nonporous surfaces (displays, keyboards, frames, etc.) on devices.
• Do not spray cleaner on devices or submerge devices in cleaners. Spray cleaner onto a cloth to avoid getting unwanted moisture in any places where it should not be. Consider testing this cleaner on fabric, leather or other porous surfaces to ensure the product will not damage the device.
• Do not clean inside any ports or openings. Use a dry cloth to remove debris from ports or openings.

**Student Transportation on Buses**

Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the [BCCDC’s Cleaning and Disinfectants for Public Settings](https://www.bccdc.ca/health-infotopics/schools) document. Additional guidance is available from Transport Canada.

Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering when they cannot physically distance or be behind a physical barrier in the course of their duties.

Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.

To reduce the number of close, in-person interactions, the following strategies are recommended:

- Use consistent and assigned seating arrangements.
  - Consider the order students typically onload and offload to support buses being loaded from back to front and offloaded from front to back.
  - Prioritize students sharing a seat with a member of their household or cohort.
  - The seating arrangement can be altered whenever necessary to support student health and safety (e.g. accommodating children with a physical disability, responding to behavioural issues, etc.).
- If space is available, students will have their own seat.
  - They should be seated beside the window.
- Secondary students must wear non-medical masks or face coverings.
  - These should be put on before loading and taken off after unloading.

No student is required to wear a non-medical mask if they do not tolerate it.

**Staff or Students Who Become Symptomatic at School**

**Staff who Become Symptomatic While at Work**

Any staff member who develops the symptoms of influenza or COVID-19 during the workday while at school will immediately put on a mask, distance themselves from others, report the concern to their supervisor, and remove themselves from the facility without delay. They will call 8-1-1 and a medical practitioner and stay home as advised.
**Students who Become Symptomatic While at School**

If a child starts to show signs and symptoms of what could be influenza or COVID-19, isolation and pick-up by the child’s parent or guardian without delay will occur.

**Isolation or Private Waiting Room Set-Up**

- Designate a sufficiently large room, preferably close to the childcare pick-up doorway entrance. Put signage up on doorway (e.g. isolation or treatment room).
- Select a room with a sink in it.
- Designate a washroom nearby for use by symptomatic students only (if available). Put signage up on the washroom door.
- Ensure several tables and chairs are set up for use by symptomatic students so that social/physical distances (2m or 6ft) are maintained.
- If possible, have available a box of tissue and dedicated waste basket nearby for students to access if the student requires one.

**Parent Contact**

- Immediately report to the administrator when a student has become symptomatic.
- The administrator or office staff will contact the student's parent/guardian to come and pick them up immediately at the designated door/entrance.

**Other Protective Actions**

- Separate and accompany the student to the isolation/treatment room, while maintaining social/physical distances (two meters) as best as possible.
- Staff will direct students to wash hands immediately upon arrival at the isolation/treatment room at the internal sink or at the designated washroom.
- Staff should direct a student to a chair and table/desk and direct them to sit and remain seated and wait.
- Staff will supervise the student from the doorway as much as possible and maintain social/physical distances (two meters) when this is not possible when they must enter the room. However, if the child requires care, support or first aid, then this should be provided and may require closer proximity.
- Remind the student to try not to touch their face and other surfaces nearby as they are waiting.
- Continue to remind student to practice good respiratory hygiene such as coughing into elbows, instead of hands and if tissues are used, that they immediately be thrown out into the waste basket.
- Once the student has been picked up, inform the administrator that the isolation/treatment room requires cleaning/disinfecting of surfaces such as the chair/tables, removal of waste and they will advise the custodian.
- Remind parent/guardian the need for their symptomatic child to stay home and follow Public Health’s advisory.
- Staff will wash their own hands as often as possible during this period and avoid touching their face.

**Continuity Planning**

The District is planning a range of responses aligned with the possible continuum of outbreak severity. The district will be following all national or provincial requirements.

Staff and students who have travelled abroad (including USA) are required to self-isolate for 14 days prior to returning to district facilities.
Staffing Continuity Planning
The Board Office has developed a plan to deal with staffing shortages during a pandemic. The District will continue to work closely with the Provincial Government, the Ministry of Education, British Columbia Public School Employers' Association, and to the Public Sector Employers' Council in advising staff on work and requirements that are instituted for specific groups, such as self-isolation. Employment Benefits available for members of the British Columbia Teachers Federation and Canadian Union of Public Employees, Local 847 continue to be outlined as per our local collective agreements.

Finance and Payroll Continuity Planning
The Finance Department has developed plans to ensure continuity of the finance and payroll process. Plans are in place if payroll is required to be processed remotely.

Operations Continuity Planning
The Operations Department has developed plans to ensure facility maintenance and cleaning, as well as transportation (busing) processes are addressed. Disinfection strategies of high touch points in facilities and school buses have been developed.

At Risk Population
Staff will identify at-risk students at their site. Principals should encourage the family of a medically fragile student to contact their physician and discuss plans for their student's safe engagement in the school learning community. The Principals and parents/guardians will develop a Safety Plan for the student.

School Closure Continuity Planning
In the event of an extended closure of schools, School District No. 58 has a plan, if required to provide limited education program services to all students K -12 using a variety of online technologies. The plan will be implemented in stages and will include support for classroom teachers, students and parents. A plan is in place to address graduating students, as well. Details of the education program support plan at each school will be communicated to all students and parents by the school Principal.

Training and Education
All school district personnel are required to:

1. Attend their scheduled Safety Orientations.
2. Review this document.
3. Report concerns to your supervisor immediately.
4. Support site safety committee.
5. Follow the guidelines outlined in this plan.
WHMIS

- Employees working with or using disinfectants, detergents or hand sanitizers must review safety data sheets and ensure products are stored out of the reach of children.
- Safety Data Sheets for all cleaning products are available through MSDS Online. These sheets and instructions can be accessed through the icon on your school laptop. School health and safety committees should have these sheets available for staff members.
- All chemicals must be properly labelled, in accordance with WHMIS requirements.
Additional Resources

For the latest resource materials, please reference the following:

BC Centre for Disease Control

Orders, Notices & Guidance – Provincial health Officer

COVID-19: Public Health Guidance for K-12 School Settings

Childcare and Schools (BC CDC)

Cleaning and Disinfectants for Public Settings (BC CDC)

W.H.O. Hand Washing Video

BC Assessment Tool

WorkSafeBC Protocols for returning to operation: Education (K-12)

WorkSafeBC COVID-19 and returning to safe operation - Phase 2

POSTERS

Hand Hygiene BC Centre for Disease Control

Prevention BC Centre for Disease Control

WorkSafeBC Occupancy Poster
APPENDIX 1

ADMINISTRATOR’S CHECKLISTS
Familiarize yourself with the Ministry of Education Fact Sheets and Ministry of Education– Updates and Resources

Discuss with your staff the alternate learning strategies which could be provided for students in the event of the student’s absence from school for an extended period of time.

Identify a room which may be used as an isolation room. This room does not need to be on a separate air handling system. Keep in mind the access to washrooms, sinks, etc.

Identify a person who will monitor the isolation room.

Identify a list of clubs or extracurricular activities, and their contact information, who are using your school after hours.

Ensure the school has up to date emergency contacts for all students, staff members, parents and guardians.

Ensure all administrators and clerical staff are knowledgeable about the telephone contact numbers for the communication of information:

Stephen McNiven, Superintendent
(250) 378-5161 (office)

Jameel Aziz, Assistant Superintendent
(250) 378-5161 (office)

Lindsey Henderson, Manager of Human Resources
(250) 378-5161 (office)
APPENDIX 2

MATRIX SCHOOL

CLOSURE

& REOPENING
Absenteeism >10 percent in addition to background absenteeism rate

Assess reason(s) for absenteeism:
1. Respiratory/influenza like illness;
2. Gastrointestinal – diarrhea/vomiting
3. Other medical;
4. Other

Predominant reason respiratory/influenza like illness

Discuss with school if there are operational reasons for closing school(s) (pedagogical/staff absenteeism)

1. Send letter home reminding parents to keep children home if they are ill.
2. Conduct further assessments:
   a. Further description of clinical presentation
   b. Obtain specimens (ex. Nasal swab) and submit for appropriate testing

Based on assessment, determine if school closure is warranted.
Considerations include:
- Severe illnesses occurring
- Pathogen of concern
- Continued high absenteeism
- Other public heath concerns

School Closure

School re-opened:
- See re-opening considerations
- Operational issues are resolved

School Open
APPENDIX 3

BEST

PRACTICE

MODIFIED

TERMINAL

CLEAN
Modified Terminal Cleaning
OPERATIONS BEST PRACTICE

Personal Protection:     - Disposable latex or vinyl gloves

Regular equipment needed:  - An ample supply of green micro fibre cloths
- Bucket
- Small garbage can liner plastic bags
- General Disinfectant Cleaner
- Wet mop, mop bucket and wringer

Hand hygiene is strongly urged, which would include thorough washing of hands after cleaning.

When terminal cleaning a room, it is critical that you have a method that you follow so as not to lose track of surfaces that you have and have not cleaned.

Work clockwise around the room, cleaning the outer perimeter first and working to the center of the room. (If working with partner(s) good communication is essential.)

Using your green micro fibre cloths and percept solution, liberally wash down all touchable surfaces, paying particular attention to commonly utilized items such as doorknobs, light switches, pencil sharpeners, desktops and such.

Other areas not to be missed are as follows:
- Loose books (books in shelf units, spine only.), pencils, pens, crayons, markers etc., chairs, desk and chair legs (Include teachers’ desk and chair also).
- All vertical surfaces as far as you can reach and all horizontal surfaces that would normally be touched on a daily basis.
- Clean the exterior of the doors, locker fronts and combination locks in near proximity to the room (including near-by exit doors and water fountains).
- Change the percept solution in the bucket and use a fresh micro fibre cloth every 15 min of active cleaning time.
- The floor should be dust mopped and then wet mopped with percept solution.
- The used dust mop should be bagged separately and tagged to be laundered appropriately.
- The used micro fibre cloths should also be bagged separately and tagged to be laundered appropriately.

If you take a coffee or lunch break during cleaning time, be sure to discard your used gloves and thoroughly wash your hands, using new gloves upon resuming cleaning.

HEAVILY SOILED SURFACES REQUIRE CLEANING PRIOR TO DISINFECTION (e.g.: fecal matter)

Cleaning and disinfecting surfaces of blood and body fluids: gloves should be worn.
Remove excess blood and fluid with absorbent materials (paper towel).

Bag and discard soiled paper towel separately.

Personal protection: disposable latex or vinyl gloves, face masks, or eye coverings as appropriate, **must be worn during all cleaning of body fluids, and blood.**

Disposal of infectious material: products contaminated with blood or body fluids should be bagged separately and disposed of.

**Special instructions** for cleaning and decontamination of HIV (human immunodeficiency virus) on objects and surfaces soiled with blood/body fluids.

This product is intended for use against HIV only in those settings where the virus would be expected to be encountered, such as settings where contamination by blood or body fluids is likely.

Solutions, mop-heads and cloths used to clean a room must not be taken into any another room for cleaning purposes until properly sanitized.

Cleaning solutions prepared in buckets must be disposed of in the custodial closet only (Not down classroom or kitchen sinks etc.)

Your head custodian or supervisor will advise you on where the used cloths and dry mop head should go.

Clean and rinse your equipment and return to the custodial closet.

Discard your gloves and wash your hands well.
APPENDIX 4

COVID-19

SCHOOL

SITE

PROCEDURES
On March 17, 2020, the British Columbia government declared a provincial state of emergency to support the province wide response to the novel coronavirus (COVID-19) pandemic.

The British Columbia government has now transitioned into Phase 3 of the Restart Plan for our province. School district No. 58 will be following all Health and Safety Protocols related to Stage 2 guidelines as provided by the Ministry of Education, WorkSafeBC, and the Provincial Health Officer.

We have shared a responsibility in preventing the spread of the virus. We must continue to do our part by washing our hands, practicing safe physical distancing, and staying home if we feel sick.

School District No. 58 is directing staff to follow these administrative protocols.

COVID-19 Preventative Measures

- Practice social distancing by staying at least six feet/two metres away from any other individual while working.
- 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.
- 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.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- 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.

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.
- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building.
- Social distancing lines will be painted onto the ground to ensure proper distancing upon entering/exiting.
- Do not enter or leave the building in groups.

Building Access

- All staff will be required to enter/exit through the designated entrance.
- Designated doors will remain locked during the day to limit public access.
- All staff are required to complete a self-assessment before entering a district building.
- Supervision will be in place at the front door.
- Follow sanitizer and entry protocols listed in the entrance.
- If you leave the school at any time during the day, follow the same guidelines as when you arrived.
- There is no access to schools after the hours designated by your administration.
Pandemic Planning – SD58 (Nicola-Similkameen)   Revised: August 18, 2020

Daily Sanitizing Routines

- Wash or sanitize your hands when you arrive at school.
- Disinfect your work area as needed.
- 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.
- Do not share food or drinks.

Hallways

- Sanitizer stations will be available in hallways.
  - **Staff must** wear a mask anytime they are outside of their learning cohort, including in common spaces and high traffic areas like hallways.
- 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.
- No gathering or grouping is permitted.
- Proceed directly to your classroom or workspace.

Daily Communication or Meeting Routines

- Utilize technology whenever possible to meet using virtual means.
- Any on-site meetings must follow all social distancing and learning cohort protocols.
- Any group meetings to be approved by administrator (follow WorkSafeBC guidelines) to utilize large indoor spaces and outdoor areas, being mindful of numbers.

Washrooms

- Follow the plan for washroom use established by your administration. This plan will include which staff will use which washrooms.
- Proper distancing to take place for those waiting.
- Follow proper hand washing guidelines as posted.

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**REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.**

1. Wet hands with warm water
2. Apply soap
3. Far at least 20 seconds, make sure to wash:
   - palm and back of each hand
   - between fingers
4. Rinse well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

1-833-784-4397  canada.ca/coronavirus
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 photocopier area/room such as staplers, hole punches, etc. that you have used.
- Only one (1) person allowed at the photocopier, in the photocopy room and in the supply room at a time.
- 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.

Classrooms

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

Other Shared or Speciality Spaces

- Administration will develop protocols/processes for use of other shared spaces within their individual buildings (libraries, learning commons, gyms, shops, etc.).
- Protocols for these spaces must align with district and provincial protocols.
- For shared resources such as books, learning materials and toys, please review BCCDC guidelines.

Staffrooms and Breaks

- Administration will develop and post protocols for use of staffrooms. Maximum occupancy based on social distancing will be strictly adhered to at each site.
- The staff room may be used for food storage and heating purposes.
- If possible, bring lunches that do not require refrigeration/heating.
- Bring your own mugs and beverages. Coffee and tea stations will not be available for use.
- Water fountains will be closed but bottle stations will be open.
- Coats and bags are to be kept in your classroom/workspace.
- Do not share food or drinks.
**Front Office or Office Spaces**

- Administration will develop protocol around accessing front office/office spaces.
- Staff mail will be distributed to classrooms rather than through mailboxes.
- Protocols for these spaces must align with district and provincial protocols.

**Lunch Hour/End of Day**

- Only the front/designated doors may be used to exit the building.
- Maintain proper distancing (6 ft/2 metres) while utilizing the Stop/Look/Go procedure.

**Illness**

- If you are sick, stay home and follow sick leave procedures.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home after ensuring that students are supervised.
- If you are not sure whether you should stay home, use the self-assessment tool at: [bc.thrive.health/covid19](bc.thrive.health/covid19) or call 811.

**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](https://covid-19.bccdc.ca)
- [Health Link BC](https://www.healthlinkbc.ca/health-feature/coronavirusdisease-covid-19)

**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](www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/mental-health-addictions)
School District No. 58 COVID-19
Mandatory Protocol and On-site Etiquette
ELEMENTARY

The British Columbia government has now transitioned into Phase 3 of the Restart Plan for our province. School District No. 58 will be following all Health and Safety Protocols related to Stage 2 guidelines as provided by the Ministry of Education, WorkSafeBC, and the Provincial Health Officer.

School District No. 58 is committed to the safety and well being of all children and families through the development and implementation of mandatory protocols and on-site etiquette for returning to school.

Health and Safety Guiding Principles

No child should come to school if they are experiencing any symptoms or illness.

Children are to tell a staff member immediately if they begin to feel unwell during the day.

Children will be taught and supported in using correct coughing/sneezing procedures.

Children will be taught and supported in regularly washing or sanitizing their hands.

Children will be taught and supported in keeping a safe distance from one another and/or limiting touch.

Children will be taught and supported in practicing safe mask procedures should they choose to wear a mask.

Children will be taught and supported in moving in and around the school in a safe way.

Children will always be taught processes and supported in using them in a positive and reassuring way by caring adults in their school.

Children’s wellbeing and mental health are a priority; support and resources will be offered to all students.

Arrivals

• Parents to complete health assessment prior to arriving at school.
• Parents dropping off child(ren) must escort their child(ren) to their designated entrance as directed by principal.
• Parents and/or children will form a line using the distancing parameters of two (2) metres or six (6) feet between them and other children/families.
• Parents are to remain outside of the building.
• Children are not to be sent to school early.

Bus Students

• A health check must be completed by parents before children board the bus.
• Children need to be escorted to the bus by parent or designate and Bus Driver to confirm parent health screen.
• Upon boarding the bus, children will sit one per seat, if possible.

Entrances

• Principals will determine the doors being used for entering and exiting for each class.
• Hand washing/sanitizing protocol must be followed at every entrance.
• Doors will always remain locked.
• Supervision will be in place at all doors.
COVID-19 MANDATORY PROTOCOL AND ON-SITE ETIQUETTE

Hallways

- Children and staff will walk on the right-hand side of the hallway.
- Everyone will follow the directions found on floor stickers, arrows, and posters in the school.
- No one is allowed to stop and meet in the hallway.
- Everyone is to go directly to where he or she is supposed to be going.
- Children are to follow the directions of hallway supervisors.
- Everyone in the hallway with others will use the “Stop, Look, and Go” rule to move safely.

Classrooms

- There will be sinks or hand sanitizer available for use in every classroom.
- Students are to remain and work at their own desks unless otherwise directed.
- Materials and technology are not to be shared.
- Coats and bags are to be kept on the backs of students’ chairs.
- Safety protocols and practices will be clearly posted, taught, and regularly reviewed with all children at a developmentally appropriate and supportive way.

Lunch Hours

- Lunchrooms will be closed; children will eat in classrooms or outside with supervision.
- Bring bag lunches that do not require refrigeration, heating or assistance opening.
- Water fountains will be closed but bottle stations will be open. Children are encouraged to bring their own refillable water bottle.
- Lunch hours may be staggered to ensure social distancing and safety.
COVID-19 MANDATORY PROTOCOL AND ON-SITE ETIQUETTE

Washrooms

- **Student access to the washrooms will be staggered to avoid grouping situations.**
- Children will be supported in using safe distancing while waiting their turn.
- Children will be supported in follow proper hand washing guidelines after using the washroom and returning to class.
- Children will be supported by supervisors in maintaining safe behaviors before and after using the washroom.

Other Spaces

- Principals will develop protocols/processes for children when using other spaces in their schools (libraries, learning commons, gyms, shops, etc.).
- Children will always be supervised and supported in staying safe.

Front Office

- Parents and caregivers can phone or email the front office at any time should they require any assistance.
- Messages will be regularly monitored in order to support families.

End of Day

- Children will only use their designated door at the end of the day.
- If parents need to pick up their child(ren) early, contact the front office and arrangements will be made.
- Children are to immediately go home after school.
- Children who wait for bus pick up will be supervised and supported in staying safe.
School District No. 58
COVID-19
Mandatory Protocol and On-site Etiquette
SECONDARY

The British Columbia government has now transitioned into Phase 3 of the Restart Plan for our province. School District No. 58 will be following all Health and Safety Protocols related to Stage 2 guidelines as provided by the Ministry of Education, WorkSafeBC, and the Provincial Health Officer.

School District No. 58 is committed to the safety and well being of all students and families through the development and implementation of mandatory protocols and on-site etiquette for returning to school.

Health and Safety Guiding Principles

1. No student should come to school if they are experiencing any symptoms or illness.
2. Students are to tell a staff member immediately if they begin to feel unwell during the day.
3. Students will be taught and supported in using correct coughing/sneezing procedures.
4. Students will be taught and supported in regularly washing or sanitizing their hands.
5. Students will be taught and supported in keeping a safe distance from one another.
6. Students will be taught and supported in practicing safe mask procedures.
7. Students will be taught and supported in moving in and around the school in a safe way.
8. Students will always be taught processes and supported in using them in a positive and respectful way by caring adults in their school.
9. Student wellbeing and mental health are a priority; support and resources will be offered to all students.

Arrivals and Entrances

- Students are to follow all instructions on which door to use as directed by the Principal.
- Students are to form a line using the distancing parameters of two (2) metres or six (6) feet.
- Hand washing protocols must be followed at each entrance.
- Doors will remain locked at all times.
- Supervision will be in place at all doors.
- Only staff and students are to enter the building.

Bus Students

- A Health Screen or self-assessment must be completed before students board the bus.
- All students will wear a mask while on board the bus.
- While on the bus, one student will be on each seat if possible.

Hallways

- Students and staff will walk on the right-hand side of the hallway.
- Everyone will follow the directions found on floor stickers, arrows, and posters in the school.
- No one is allowed to stop and meet with others in the hallway.
- All students must wear a mask while in high traffic areas, such as hallways or common areas.
- Everyone is to go directly to where he or she is supposed to be going.
- Students are to follow the directions of hallway supervisors.
- Everyone in the hallway with others will use the “Stop, Look, and Go” rule to move safely.

![STOP, LOOK, GO Poster](image)
Lunch Hours

- The principal will designate specific areas that can be used by students to eat lunch in the school with supervision, or students may eat outside.
- Students will need to bring bag lunches that do not require refrigeration or heating.
- Water fountains will be closed but bottle stations will be open. Students are encouraged to bring their own refillable water bottle.
- Lunch hours may be staggered to promote social distancing and safety.

Washrooms

- **Student access to the washrooms will be staggered to avoid grouping situations.**
- Proper distancing to take place for students waiting.
- Follow proper hand washing guidelines will be followed after using the washroom and before returning to class.
- Students are always to follow the direction of hallway supervisors.

Classrooms

- There will be sinks or hand sanitizer available for use in each classroom.
- Students are to remain and work at their individual workstation or desk unless otherwise directed.
- Materials and technology are not to be shared.
- Coats and bags are to be kept on the backs of students’ chairs; lockers will **not** be available.
- Safety protocols and practices will be clearly posted, taught, and reviewed by adults with all students.

Other Spaces

- Principals will develop protocols/processes for students when using other spaces in their schools (libraries, learning commons, gyms, shops, etc.).
- Students will always be supervised and supported in staying safe.
Front Office or Office Spaces

• Parents can phone or email the front office should they require assistance at any time.
• Messages and emails will be regularly monitored.

End of Day

• Students may only use the designated doors to exit the building.
• Students will maintain social distancing of 6 feet/2 metres when exiting the building.
• If a parent needs to pick up their student(s) early, contact the front office and arrangements will be made.
• Students are to immediately go home after school.
The British Columbia government has now transitioned into Phase 3 of the Restart Plan for our province. School District No. 58 will be following all Health and Safety Protocols related to Stage 2 guidelines as provided by the Ministry of Education, WorkSafeBC, and the Provincial Health Officer.

School District No. 58 is committed to the safety and well being of all staff through the development and implementation of mandatory protocols regarding Bus Drivers and bussing.

**ESSENTIAL INFORMATION**

- Ventilation of the bus while cleaning and disinfecting is key. Open those doors and windows!
- Wear the proper personal protective equipment (PPE) as specified by the product safety data sheet (SDS) while cleaning and disinfecting and wash hands thoroughly after each work session.
- All drivers will wear a face shield during onboard boarding and offboarding.
- All high school students (Grade 8 – 12) will wear a mask while on the bus.
- Upon boarding the bus, all students will sit one per seat if possible.
- All drivers will board the bus, directing students to assigned seating arrangements.
- If students are not adhering to the safety protocol outlined, bus drivers must report to the principal of that student.
- Drivers should open windows when able to create air flow through the bus. Clean high-contact surfaces first and most frequently, including buttons, handholds, seats, walls, glass, and any other touch points.
- Refill and utilize sanitizer stations frequently.

**Cleaning Protocols**

1. After the morning run and after the afternoon run, all high touch areas, including the seats, handles, walls, glass, etc. must be cleaned with sanitizing solution.
2. Sweep and wet-mop floors once per day.
3. Remove all garbage.
4. Dusting all horizontal surfaces and vents.
5. Sanitizer should be refilled at the end of each day.
6. Thorough cleaning must take place each morning and evening to ensure safety protocols.
7. Buses used for transporting students should be cleaned and disinfected according the guidance provided in the BCCDC’s Cleaning and Disinfectants for Public Settings document.
School District No. 58 COVID-19
Mandatory Protocol
Buses – Students

The British Columbia government has now transitioned into Phase 3 of the Restart Plan for our province. School District No. 58 will be following all Health and Safety Protocols related to Stage 2 guidelines as provided by the Ministry of Education, WorkSafeBC, and the Provincial Health Officer.

School District No. 58 is committed to the safety and well being of all children and families through the development and implementation of mandatory protocols regarding those students who require bussing.

**Morning Drop-off**

- **All students (K-12) must have a health check completed by a parent or guardian prior to leaving home.**
- **Kindergarten to Grade 5** students must be accompanied by a parent or guardian.
- All students must do their best to social distance and not be in physical contact with other students.
- All students must sanitize their hands before boarding the bus (hand sanitizer will be provided).
- **All high school students (8-12) must wear a mask while on the bus.**

**Onboard**

- All students will sit one per seat if possible.
- All students are to remain respectful and calm while on the bus. No horseplay will be tolerated.
- All students will stay seated in their seat until directed by the bus driver to exit the bus.
- No food or drink to be consumed on the bus. at any time.

**Afternoon Pick-up**

- Follow the direction of the bus driver regarding seating placement.
- **Kindergarten to Grade 5** students must have a parent or guardian waiting at the bus stop.
- **All high school students (8-12) must wear a mask while on the bus.**
- All students must do their best to social distance while exiting the bus. Refrain from multiple touch points.

**Health and Safety Guiding Principles**

No child should come to school if they are experiencing any symptoms or illness.

Children are to tell a staff member immediately if they begin to feel unwell during the day.

Children will be taught and supported in using correct coughing/sneezing procedures.

Children will be taught and supported in regularly washing or sanitizing their hands.

**Children will be taught and supported in practicing safe mask procedures should they be required to wear a mask.**

Children will be taught and supported in keeping a safe distance from one another and/or limiting touch.

Children will be taught and supported in moving in and around the school in a safe way.

Children will always be taught processes and supported in using them in a positive and reassuring way by caring adults in their school and on the bus.
A self health assessment **must** be completed by all staff each day before entering a district building.

1. Determine if you are currently experiencing any of the following symptoms (it doesn’t matter whether they are mild or severe). **This includes allergy symptoms as they can be similar to COVID-19 symptoms**
   
   a. Fever
   b. Chills
   c. Cough
   d. Shortness of breath
   e. Sore throat and painful swallowing
   f. Stuffy or runny nose
   g. Loss of sense of smell
   h. Headache
   i. Muscle aches
   j. Fatigue
   k. Loss of appetite

2. If you have answered yes to any of the above symptoms, you should stay/go home and follow the necessary procedures.

3. Our school district requires that you do the BC Center for Disease Control (BCCDC) self-assessment (https://bc.thrive.health/covid19/en) and follow the recommendations provided.

4. Once a self assessment is complete, contact your family physician to discuss next steps such as, getting tested for COVID-19, isolating at home, or returning to work once the symptoms have resolved. **Request a note from your doctor outlining the process they are suggesting**

5. While away from work due to symptoms, simply follow the normal process for sick leave. This includes contacting Dispatch and entering a leave into eServe.

6. Return to work only when you have been cleared to do so by your family physician. Please request a note clearing this return.
<table>
<thead>
<tr>
<th>Full Name</th>
<th>Phone Number</th>
<th>Time</th>
<th>Workspace/Room</th>
<th>Visitor Badge Number</th>
<th>Signature</th>
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Outside personnel and contractors may be entering our buildings, where approved, during the pandemic. When this occurs, certain protocol and procedures must be strictly adhered to.

Please utilize the following procedures when allowing anyone to enter district buildings.

1. Upon entry, the individual must follow entry protocol and maintain safe social distancing of six feet/two meters when entering.
2. The visitor must be directed to sanitize their hands upon entry.
3. All visitors will be required confirm they have completed the requirements of a daily health check before entering.
4. The visitor must sign-in into the building they are entering, providing their full name, phone number, and the time.
5. The staff member assisting with the sign-in procedure will fill in the workspace or room and visitor badge number provided.
6. A visitor badge must always be provided and worn if the visitor is from outside of the school district. If they are an employee of the district but working within a building that is not their base, they do not need a visitor badge but must sign in.
7. A safety orientation with review of school site procedures must be completed and signed.
8. The visitor will be escorted to their meeting space or work area.
9. Any specific details (staff or student names) must be confidentially recorded for tracking purposes.
10. All sign-in sheets are to be filed each day into a binder for tracking purposes.
Please help keep our district and community healthy.

Please do not enter this school building if you are experiencing any of the following:

- Fever
- Cough
- Shortness of breath
- Other cold or flu-like symptoms

All individuals, please immediately proceed to the hand sanitizer stations just inside the doors upon entering this building.

We all have a role to play in protecting our community from contagious illnesses, including potentially COVID-19. Please follow the steps of frequently handwashing, avoiding touching your face, and staying home when you are sick in order to help stop the spread of illness.

Please visit [https://www.sd58.bc.ca/](https://www.sd58.bc.ca/) for School District No. 58 updates on COVID-19 and any district updates or changes.
PLEASE ENTER THIS BUILDING USING DESIGNATED DOOR ONLY
KEY ACTIONS AND RESPONSIBILITIES WHEN ENTERING THIS BUILDING

STEP 1. UPON ENTERING YOUR DESIGNATED DOOR, PROCEED DIRECTLY TO THE SANITIZATION STATION LOCATED JUST INSIDE YOUR DESIGNATED ENTRANCE.

**DO NOT ENTER THROUGH AN ALTERNATE/SIDE ENTRANCE**

STEP 2. SANITIZE HANDS FOLLOWING THE PROCEDURE LISTED BY THE STATION.

STEP 3. CONTINUE ONTO YOUR DESIGNATED WORK AREA. TAKE THE SHORTEST ROUTE, TAKING CARE TO TOUCH AS LITTLE AS POSSIBLE ALONG THE WAY.

**PLEASE DO NOT STOP TO VISIT OR ENTER ANOTHER SPACE**

STEP 4. STAY WITHIN YOUR LEARNING COHORT DESIGNATED AREAS. TAKE CARE TO ONLY ENTER ANOTHER SPACE WHEN ABSOLUTELY NECESSARY.

**NO GATHERINGS ARE PERMITTED UNLESS WITHIN YOUR COHORT**

STEP 5. AVOID PHYSICAL CONTACT WITHIN YOUR COHORT. REMAIN TWO (2) METRES OR SIX (6) FEET AWAY FROM ANY OTHER INDIVIDUAL YOU MAY COME INTO CONTACT WITH. PLEASE DO NOT STOP TO VISIT.

STEP 6. WHEN YOUR DAY IS COMPLETE, EXIT THE BUILDING USING THE SHORTEST ROUTE TAKING CARE NOT TO TOUCH SURFACES ALONG THE WAY.

**PLEASE DO NOT STOP TO VISIT OR ENTER ANOTHER SPACE**

**DO NOT:** GATHER IN PAIRS OR GROUPS.

**DO NOT:** UNNECESSARILY TOUCH SURFACES.

**DO:** BE VIGILANT OF SPACE AND SOCIAL DISTANCING (6 FT).

**DO:** WASH AND SANITIZE YOUR HANDS FREQUENTLY.

**DO:** COUGH OR SNEEZE INTO YOUR BENT ELBOW.
How to Wear a Face Mask

1. Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.

2. Check the new mask to make sure it's not damaged.

3. Ensure colour side of the mask faces outwards.

4. Locate the metallic strip. Place it over and mold it to the nose bridge.

5. Place an ear loop around each ear or tie the top and bottom straps.

6. Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.

7. Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.

8. Do not touch the mask while using it, if you do, perform hand hygiene.

9. Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask

1. Perform hand hygiene.

2. Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.

3. Discard the mask in a waste container.

4. Perform hand hygiene.

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.
FACE MASKS MUST BE WORN IN ALL HIGH TRAFFIC AND COMMON AREAS OUTSIDE OF LEARNING COHORTS
FACE MASKS MUST BE WORN IN THIS AREA
ADULTS MUST WEAR FACE MASKS MUST IN ALL HIGH TRAFFIC AND COMMON AREAS OUTSIDE OF LEARNING COHORTS
A health assessment **must** be completed by all parents and caregivers before sending their child to school.

<table>
<thead>
<tr>
<th>Daily Health Check</th>
<th>Does your child have any of the following symptoms?</th>
<th>CIRCLE ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Symptoms of Illness*</td>
<td>[Fever, Chills, Cough or worsening of chronic cough, Shortness of breath, Sore throat, Runny nose / stuffy nose, Loss of sense of smell or taste, Headache, Fatigue, Diarrhea, Loss of appetite, Nausea and vomiting, Muscle aches, Conjunctivitis (pink eye), Dizziness, confusion, Abdominal pain, Skin rashes or discoloration of fingers or toes]</td>
<td>YES NO</td>
</tr>
<tr>
<td>2. International Travel</td>
<td>Have you or anyone in your household returned from travel outside Canada in the last 14 days?</td>
<td>YES NO</td>
</tr>
<tr>
<td>3. Confirmed Contact</td>
<td>Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

1. If you have answered “Yes” to any of the above questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

2. If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

3. If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](https://example.com) to determine if you should be tested for COVID-19.

4. Your child should return to school only when their symptoms have subsided or they have been cleared to do so by your family physician.