



November 20, 2020 V. 3

# **School District #58(Nicola- Similkameen) COVID-19: Return to School Staff Handbook**

**\*Please note this document is subject to change. Please view most current version on your school-based Teams website or the School District No. 58 website.**



## Return to School Handbook

### Purpose

The intent of this handbook is to inform School District #58 (Nicola-Similkameen) (SD58) staff on the Operations and Health & Safety processes for SD 58 sites during COVID-19 to ensure worker health and safety.

### Background

The BC Center for Disease Control has published the following information in its **September 11, 2020** COVID-19: Public Health Guidance for K-12 School Settings,

- In BC, less than 1% of children and youth have been COVID-19 positive.
- **Approximately 5% of all confirmed cases of COVID-19 are among children and youth 0-19 years old, despite making up approximately 20% of the general population.**
- 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.
- Most cases in children have been linked to a symptomatic household member.
- Children are not the primary drivers of COVID-19 spread in schools or community settings.
- 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.

### Safe Work Procedures

All SD 58 staff must follow the applicable COVID-19 Safe Work Procedures (SWP) listed in the appendix and posted on district and Teams sites and in schools.

In addition, SD 58 staff must ensure:

- If a teacher or principal suspect a student or students are suffering from a communicable disease they must report this to Interior Health by contacting 8-1-1, as per the Order of the Provincial Health Officer ([Provincial COVID-19 Health and Safety guidelines for K-12 Settings](#)).

### Training and Education

All SD 58 staff must:

- Review this document and complete any and all orientation/training related to this document.
- Review all applicable COVID-19 SWPs.
- Complete staff orientation checklist on first day of return to work. See Appendix F.
- Review all updates/notices provided to staff.
- Review the District Pandemic Plan.
- Participate in any additional training and or education sessions, as required (e.g. WHMIS).

### Site-Based Joint Occupational Health and Safety Committee

Joint Occupational Health and Safety (JOHS) Committee members are required to,

- Follow applicable WorkSafeBC legislation as laid out in the Site-Based Terms of Reference (TOR),
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers,
- Participate in the COVID-19 JOHS training and
- Complete the JOHS Site-Based Checklist COVID-19. See Appendix G.
- Assist in staff safety orientation training.



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### Work Environment

The following are considerations for classrooms and other SD 58 work environments,

- All staff will wear a mask when in staffrooms and other common areas and high traffic areas such as, hallways. They will also socially distance from other staff outside of their cohort and wear a mask.
- Sufficient ventilation in classrooms that meets WorkSafeBC legislative requirements and building standards.
- All ventilation has been increased and filters have been changed.
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Ensure the waste receptacle in the classroom is located in an area where it can be used and not inhibit physical distancing or limit contact.
- Have a tissue box strategically located in the room to provide easy access and not prevent physical distancing or limit contact.
- General cleaning and disinfecting is to take place at **least once every 24 hours** by custodial staff.
- Cleaning and disinfecting of frequently touched surfaces will take place at **least twice every 24 hours, including at least once during regular school hours** by custodial staff.
- Grabbers (pickers) will be available for teachers to use in classrooms for picking up refuse that may fall onto the ground (e.g. masks, gloves, etc.)
- Classrooms must be decluttered with non-essential items and furniture removed so as to allow for efficient and effective ongoing and nightly custodial cleaning and disinfecting. This includes any items with fabric or not easily disinfected surfaces.
- Workspace and desk set up will depend on student ages,
  - At the secondary level workspaces and desks will have consistent seating arrangements where practical and provide social distancing where possible.
  - For elementary, desks within learning cohorts shall be as far apart as possible to avoid physical contact.
  - Ideally desks to be set up around the perimeter of the classroom leaving the central area open for adequate physical distancing during entry/exit of the classroom.
- As per WorkSafeBC legislative requirements (OHSR 4.79) if air quality concerns are brought forward, they will be investigated accordingly.
- Ideally, the classroom will have a hand washing sink with soap (NO bar soap) and paper towel.
  - If no handwashing sink is located in the classroom, students and staff will have access to a designated washroom and hand sanitizer within the classroom.
- Desktops and counter surfaces must be kept clear to facilitate ongoing disinfection throughout the day and allow for nightly custodial cleaning/disinfection.
- If assistance is needed with moving heavy items, please notify administration for support and they can submit a work order, as required.
- Science (labs and prep-rooms), Shops, and Foods. All rooms will be open to students for instruction in these areas.
- Access to gyms, music rooms and library will be permitted for classroom space if needed.
  - Use of shared items such as instruments will not be allowed.
  - Gym equipment use will be limited to items staff can clean easily.
  - Administration in collaboration with the JOHS Committee recommendations can determine any additional access limitations.
- Handouts for students can be placed on student's desks before the start of class or during breaks to maintain physical distancing.

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- Learning cohorts are to be strictly adhered to. Elementary school cohorts are not to exceed 60 persons including staff and Secondary cohorts are not to exceed 120 persons including staff.
- The composition of the cohort should remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc. This includes both staff and students.
- Schools will minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical.
- Certain employee groups will remain outside of Learning Cohorts. This will be determined by administrators at each site. For example: The following employee groups could remain outside of a cohort in schools: Board Office Staff, Counsellors, TTOC's, First Nations Support Workers, Maintenance Department Staff, Custodians, Bus Drivers, Relief CUPE Staff, Speech Pathologists and School Supervisors.
- Within the cohort minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.
- School gatherings should occur withing a learning cohort.
  - Gatherings will not exceed the maximum learning group size in the setting, plus the minimum number of additional people.
- Staff meetings involving staff from different learning cohorts should preferably occur through virtual means. Where a virtual alternative is not possible, staff meetings can happen in person if participants maintain physical distance.
- There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper-based products therefore there is no need to limit these items.
- Re-filling water stations can be used to re-fill personal containers. (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
  - Water fountains will remain closed, however, if there is no other means of water access is available then they may be opened after discussion. Hand hygiene should be practiced before and after use.
- Personal items between students and staff should not be shared (e.g. electronic devices, pens, etc.) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
  - Students will bring school supplies needed for the day and take them home or place into a personal bin at the end of each day.
  - If needed, supplies can remain at the site for the student as long as,
    - Supplies for students are not shared and
    - They do not inhibit the custodian's ability to clean and disinfect.
  - All shared electronics must be cleaned at least twice every 24 hours.

### Interacting with Learning Cohorts

Schools will minimize the number of adults (staff and others) who interact with learning cohorts (groups) they are not a part of as much as possible while continuing to support learning and a positive, healthy and safe environment.

Those outside of learning cohorts must practice physical distancing when interacting with the learning cohort as much as possible.

Elementary students interacting outside of their learning cohort must be directed to:

- Minimize physical contact when outdoors;
- Maintain physical distance when indoors. If a student is unable to physically distance, the student

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should socialize within their learning group or where they can be supported to physically distance.

Secondary students:

- When interacting with peers outside of their learning group, students should maintain physical distance.
- Students capable of consistently maintaining physical distance, when it is required, should be expected to do so. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

### Office, Staff Room and Shared Space Access

Administrators will develop access protocols for their site in conjunction with the Site-Based JOHS (Joint Occupational Health and Safety) Committee. These protocols must be in line with current SD 58 protocol

- Access to the school office will be limited.
- Signs will be posted regarding maximum occupancy requirements in all common spaces.
- Office doors will remain closed.
- Staff will bring your own lunch with a cooler pack, if needed.
- Staff room will be available to a maximum capacity with social distancing measures in place. This will be determined by administration and with support from the JOHS Committee.
- Staff may use the microwave, refrigerator, and beverage stations (coffee and tea). However, all touch points must be disinfected between each use. Use of these areas will be determined by your administrator(s). Maximum occupancy and social distancing in these areas must be strictly adhered to.
- Weight rooms will remain closed.
- Photocopier rooms will be limited access
  - Staff are asked to limit printing and use email or other platforms instead.
  - Handouts for educational purposes are allowed but should be limited as able.
  - Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) before leaving.
- Access to staff mailboxes will be allowed as long as physical distancing is maintained. Your administrator will determine and post the procedures involved.
- Maximum Occupancy signs should be posted on all common areas as determined by administration. This includes staff rooms, front office areas, meeting spaces, libraries/learning commons, gyms, etc.

### Handwashing Facilities

- Where multiple sinks are installed at one hand washing station, counters will be designed to allow for a minimum of 2 metres between sinks to allow for appropriate Physical Distancing.
  - Where necessary, some sinks will be temporarily taken out of service to ensure physical distancing while washing hands. Please note, this will not be necessary for Elementary student washrooms.
- Use of paper towel rather than hand dryers is recommended (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
- Signage will be posted at the entrance of required washrooms to limit number of occupants based on size and ability to physical distance.
- Hand hygiene stations at each school entrance, with hand sanitizer (on a table or stand) for students upon arrival (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
- Staff should assist younger students with hand hygiene as needed.

### Handwashing

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Soap (NOT bar soap) and water are the preferred method for cleaning hands.

### **Handwashing is required for students,**

- Before leaving home, on arrival at school and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- After sneezing or coughing
- After handling common recourses
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty

### **Handwashing is required for SD 58 staff,**

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- Before touching face (nose, eyes or mouth)
- Before administering medications
- After contact with bodily fluids
- After cleaning or handling garbage
- Before donning and after removing masks.
- Before donning and after removing gloves
- Before food preparation, handling, or serving
- Before and after assisting student with eating
- After sneezing or coughing
- Whenever hands are visibly dirty
- ☐ After contact with body fluids (i.e., runny noses, spit, vomit, blood)

## **Respiratory Etiquette**

### **Students and staff should:**

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene.

## **Temporary Storage Area**

Classrooms must be decluttered, excess desks, chairs, equipment, supplies and materials must be reduced to provide a 'minimalist' type environment in the classroom. If the SD 58 property cannot be stored safely in the room Administration can select a room, or area, for temporary storage during COVID-19. Boiler, electrical and mechanical rooms **MUST NOT** be used for storage.

## **Isolation Room**

Administration in consultation with the JOHS Committee will select a room with a door that can be used for isolating a sick student while awaiting parental/caregiver pick-up.

- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain a hand sanitization dispenser.
- The room must have an "Isolation" sign that can be posted while the room is in use.

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- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning and disinfecting.
- The first aid room **MUST** be different from the isolation room. First aid may be moved to support this.
- If isolation room is used custodial staff will be notified and conduct enhanced cleaning as per the Enhanced Cleaning SWP COVID-19. See Appendix C.

### Illness

Any student, staff or other person within the school who has symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak **must stay home and self-isolate**, including children of essential workers. (BC CDC September 11, 2020).

Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to a pre-existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms they should seek assessment by a health-care provider.

### Staff

If ill, staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases. If you are unsure of your status or have symptoms contact 811 for guidance or use the BC COVID-19 Self-Assessment Tool. **Staff must notify their administrator if they are ill and unable to attend work due to illness and log the absence accordingly in eServe and through Central Dispatch.**

### Students

If a student is ill, with any common cold, influenza or COVID-19 like symptoms, parents/guardians 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.

If staff or students become ill while on site,

- Staff must notify administrator and go home.
- As per the First Aid SWP COVID-19 (Appendix B) document any child exhibiting COVID-19 symptoms must move to the isolation room.
- Parents / caregivers must be notified and advised to pick-up the child immediately.
- Staff supervising symptomatic children must use strict hand washing techniques, maintain 2-meters of distance (if possible) and wear a mask.
- Except for the designated Supervisor, there must be no access to the isolation room during isolation.
- There must be no access to the room after child is picked-up until cleaning and disinfecting has been performed by custodial staff as per the Enhanced Cleaning SWP COVID-19.
- Custodians should be notified of the areas where the ill staff or student occupied for cleaning and disinfecting as per the Enhanced Cleaning SWP COVID-19. See Appendix C.
- Contact 811 or local public health to notify them of potential case and seek further input.

Students or staff may still attend school or work if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. As per public health guidance, it is expected the symptomatic household member is seeking assessment by a health-care provider.

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### Protocol in the event of a Confirmed COVID-19 Case in a School

If a student, staff or other individual who has been in a school is a confirmed case of COVID-19 through testing or investigation, the local health authority will initiate contact tracing to determine how they were infected and who else may have been at risk of infection.

If there was a potential exposure at a school (i.e. the confirmed case attended school when they may have been potentially infectious), the health authority will work with the school administrator to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick or have been exposed and should monitor for symptoms or self-isolate.

If there was no potential exposure at the school, the health authority will not notify the school administrator.

If it is determined that there are close contact within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.

Students and staff are only required to self-isolate if directed to do so by health authority staff – this includes members of the learning group of the confirmed case.

School administrators will ensure the necessary plans are in place to support continuity of learning for students who are required to self-isolate.

Other people who are not identified as close contact of a confirmed case, but who may have interacted with the confirmed case while they were infectious, may be advised by health authority staff to self-monitor for symptoms but can still attend school.

### Daily Self-Assessment for Illness

Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. **If a child has any symptoms, they must not go to school.** (See Appendix J - COVID Student Daily Health Assessment)

Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. If ill, staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved. (See Appendix K – COVID Daily Health Assessment Protocol)

Administrators must ensure school staff and parents/guardians of students are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. As per BCCDC recommendations, staff or students are not required to stay home if experiencing seasonal allergies. If staff, parents or guardians are unsure, they can call 811 for advice or use the BC COVID-19 Self-Assessment Tool.

There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals (BC CDC, September 11, 2020).

### Arrival procedures

Parents/guardians must remain outside of the school to drop off their children. They must not enter the school.

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Administration with the support of the JOHS Committee will determine student entry points and if the drop-off and pick-up schedule needs to be staggered based on student attendance. Physical distancing of 2 metres between adults and Secondary Students must be maintained while students are being dropped off or picked up.

In addition to the Daily Health Check, parents/guardians of **Learners with Diverse Needs**, as required, will communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with case manager and administration if support is needed.

Site-Specific Building Access Protocol will be completed by Administration or Manager in consultation with Site-Based JOHS, template located in Appendix H. Staff must review the Site-Specific Building Access Protocol for their site. Outside or relief staff, contractors or visitors must check-in as per the Sign-in Procedures at each school. If an approved visitor is granted access to an SD 58 site, the site-based manager or administrator must ensure the visit is logged and a visitor badge worn. The site-based manager or administrator must provide this information to custodial staff daily so they are aware of areas to clean.

If staff are working alone or from home they must follow the Working alone or in isolation and/or the Working Remotely protocols.

### **Access Control**

**Parent/guardians and visitors must not enter the school/site building. Only SD 58 staff may enter.**

Access to SD 58 sites by non-school district personnel is not permitted unless deemed necessary by administration or site-manger. Communication should occur via the phone, virtual meeting or email. If access is required, it must be by pre-approval from administration or site-manger and by appointment only.

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment is not effective as a stand-alone preventive measure. It should be suited to the task and must be worn and disposed of properly. Use of PPE, such as non-medical masks, is not sufficient on its own to reduce the risk of COVID-19 transmission (BC CDC, September 11, 2020).

### **Masks**

Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household. This includes, but is not limited to:

- Hallways
- Staffrooms
- Meeting rooms with more than four people
- Multipurpose rooms
- Busses
- Any common shared space area

All staff and students will be provided two (2) non-medical masks for use.

Secondary 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.

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- Students and staff will not be required to wear a mask in the classroom.
- Staff may not request that students wear a mask within the classroom or their cohort.
- Everyone must treat those wearing and not 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 first aid attendant or preparing to go home. [Review COVID-19 mask use information](#) from the British Columbia Centre for Disease Control (BCCDC).

Any concerns regarding PPE can be brought up with your administration directly.

### **Other PPE**

Other PPE available to staff will be face shields, gloves, plexiglass partitions and movable plexiglass barriers. These items will be available through your administration team by request.

### **Lockdown or Hold and Secure**

Each site review current lockdown processes to determine if changes need to occur due to COVID-19. The site based JOHS Committee should be involved in consultation with the Health and Safety Manager and District OHS, as required. On-site staff must be made aware of any changes to lockdown locations as per the Staff Orientation Checklist. See Appendix F.

### **Cleaning and Disinfecting**

#### **WHMIS Requirements**

- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
- Safety Data Sheets for all cleaning products are available through MSDS online and paper copies via site-based administrator.
- Only those with WHMIS training can use cleaning products or any hazardous product.
- SD 58 Staff who are WHMIS trained must,
  - Review the SDS for the product before they use it, for the following information, but not limited to,
    - What to do in case of exposure and
    - What PPE is required for use?
  - **No outside products are allowed**
- All chemicals must be properly labelled in accordance with WHMIS requirements.

### **Custodial**

Following the Enhanced Cleaning SWP COVID-19, custodial staff must clean the school thoroughly every evening after the school is closed. Custodians must also clean high touch points twice daily and check supplies (paper towel and soap) in the school daily, when the classroom or area is unoccupied. If supplies are low email head custodian for supplies. Garbage must be emptied daily.

Building access protocols will be followed to ensure custodial staff are aware of areas that have been occupied and cleaning and disinfecting is required. See Appendix H.

Custodial staff will keep spray bottles with cleaner and microfiber cloths or paper towels readily accessible for WHMIS trained SD 58 staff to use to clean their work area and IT equipment. If required, staff may request a disinfectant spray from their administration for disinfecting toys or other items. This must then be returned to the front office as there are not enough spray bottles for all staff.

### **Facilities and Transportation**

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Maintenance and operations staff must keep their vehicles clean as per the Facilities and Transportation SWP. See Appendix E.

### **Cleaning and Disinfecting by Staff Supporting Learners with Diverse Needs**

Staff working with Learners with Diverse Needs must implement ongoing cleaning and disinfection of high touch areas throughout the day both as a routine practice and on an as needed basis. Staff working with Learners with Diverse Needs will have access to disinfectant sprays and cloths. Learners with Diverse Needs spaces need to be left, neat and uncluttered and in as near as possible, to 'as found' condition at the end of the day.

### **Keyboards and Electronic devices**

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles should be cleaned and disinfected at least twice daily.

When cleaning and disinfecting devices please consider the following,

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning and disinfecting (remove batteries from anything with a removable battery).
- For screen, use a soft cloth and do not press hard.
- **Do not spray cleaner on the device or submerge** it in cleaner.
- Spray cleaner onto a cloth and wipe the device.
- Do not clean inside any ports or openings.

### **Toys and Sports Equipment**

SD 58 staff will select the minimum number of toys and sports related equipment required. Selected items must be easily cleaned. No stuffed toys or porous items.

### **Outdoor playgrounds and equipment will be available for use.**

Students will bring school supplies needed for the day and follow directions for storage at the end of each day. This may include taking supplies home each day.

### **Food**

No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food unless otherwise prepared through a hot lunch or cafeteria program.

Parent/guardian provided food items only, unless otherwise prepared through a cafeteria or hot lunch program. Parents will be asked to have food provided in clean containers.

Have student store food under chair or on the back of their chair and wash hands before eating.

### **Learners with Diverse Needs, if students need support for eating.**

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods.

Place all Learners with Diverse Needs and client provided food items in sanitized designated area upon arrival.



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Parents will be asked to have food provided in clean containers.

### **Behaviour Support Plans, Personal Care Plans and Worker Safety Plans**

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any support plans will be provided to the site-based Administrator. Staff working with children that have Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans in place must review these plans prior to working with the child.

Please see Appendix D for recommendations for Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans based on student need.

### **Need Assistance?**

If you are having difficulty implementing any of the recommended strategies, please contact the District Principal of Student Support Services, Student Support Teacher or your site-based administrator.

### **References**

*Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. Ministry of Education.*

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

*COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, September 11, 2020.*

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

*WorkSafeBC. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>*

*Order of the Provincial Health Officer, Workplace COVID-19 Safety Plans.*



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## Appendix A - SWP COVID-19

### COVID-19 Facts

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

COVID-19 was first identified in late 2019. It was declared a global pandemic by the World Health Organization in March 2020.

### Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced when an infected person coughs or sneezes.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper products.
- In BC, less than 1% of children and youth have been COVID-19 positive.
- 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.
- Children are not the primary drivers of COVID-19 spread in schools or community settings.
- Adolescent children should physically distance themselves where possible when outside the family unit or household.
  - For younger childcare maintaining physical distance is less practical and the focus should be on minimizing physical contact instead (BC CDC, September 11, 2020).

### Signs and Symptoms

- Respiratory symptoms (shortness of breath and breathing difficulties)
- Cough
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Headache
- Fatigue
- Diarrhea
- Dizziness, confusion
- Abdominal pain
- A rash on skin or discolouration of fingers or toes

Symptoms may appear **2-14 days after exposure**.

### How to avoid spread

- If ill, staff must be excluded from work and stay home until they have been assessed by a health care

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provider to exclude COVID-19 or other infectious diseases.

- If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, physical distancing (2 meters) and hand hygiene.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
  - Contact 811 for guidance or
  - Complete the BC COVID-19 Self-Assessment Tool
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- No skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize physical distancing
- Always follow the guidelines and recommendations of the public health officer
- Avoid close greetings (e.g. hugs or handshakes). Regularly remind students to keep 'hands to themselves' (BC CDC, September 11, 2020).

### Respiratory Etiquette

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and dispose of used tissues in a plastic-lined waste container.
- Followed by hand hygiene.

### Handwashing is required

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- After contact with bodily fluids
- After cleaning or handling garbage
- Before donning and after removing gloves
- Before food preparation, handling, or serving
- Before and after assisting student with eating

### How to wash hands

Follow video from World Health Organization <https://www.youtube.com/watch?v=3PmVJQUcm4E> and,

- remove jewelry
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
  1. Rub palm to palm
  2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
  3. Rub palm to palm with fingers interlaced
  4. Back of fingers on opposing palms
  5. Rub thumb rotationally, clasped in opposing hand
  6. Rub tips of fingers rotationally on opposing palm
  7. Rinse hands thoroughly

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8. Dry hands with paper towel
9. Use paper towel to shut off water

### If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a 60% alcohol agent is required.
  - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.
- If hands are soiled with gross (visible) contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.

**Please note:** If you are unable to perform hand washing as above due to injury or medical skin conditions, please contact District OHS for consultation.

### References

*Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. Ministry of Education, September 3, 2020.*

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

*COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, September 11, 2020.*

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

*WorkSafeBC. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>*





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### Appendix B - Administering First Aid Safe Work Procedure - COVID-19

#### Purpose

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or staff at schools/sites during COVID 19 to ensure worker safety.

#### PPE

Gloves and masks. Safety eyewear or other PPE is task dependent. Follow Universal Precautions.

Before performing administering first aid OFA designate must read and understand the COVID 19 SWP and watch the associated hand washing video (<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

#### Procedure - Flu like Symptoms

- OFA designates are **not** to assess or approach patients with suspected flu like symptoms. Should a staff or a child begin to show flu like symptoms:
  1. Ensure safe distance of 2 meters and reassure the patient
  2. Alert the Principal or Manager
  3. Direct staff to move everyone to another room.
  4. If patient is a child, have them wait in the isolation room for pick from a parent or guardian.
  5. Advise custodial staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

#### Procedure - Non -Flu like Symptoms- Standard First Aid

- First Aid rooms / dressing rooms are to be kept as a clean staging area; **patients are NOT to enter.** Have patient sit in chair outside room or other designated area.
- Perform hand washing as per COVID 19 SWP regarding Hand Washing.
- **Wear gloves.**
- Gather appropriate first aid supplies and leave first aid kit in staging area (First aid room / dressing area).
- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial of areas used/touched for disinfecting purposes.
- **Remove Gloves:**
  - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
  - Wash hands as per Hand Washing SWP.
- Complete -First Aid Record (Form 55B23) as per WorkSafeBC (you can use the same form for students).

N 95 masks are not required PPE for performing first aid on patients who are not presenting flu like symptoms. For additional information please contact District JOHS.



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### Appendix C - Enhanced Cleaning SWP COVID-19

#### Purpose

The purpose of this document is to provide a procedure for custodial staff to follow while performing enhanced cleaning and disinfecting of schools/sites due to COVID 19 to ensure worker safety and effective disinfecting.

#### Enhanced Cleaning

Regular cleaning and disinfecting as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points twice daily such as: door handles, light switches, computer equipment, handrails, toilet handles, tables, desks, chairs and water fountains. Please follow the process below to ensure cleaning and disinfecting is sufficient for COVID 19.

If cleaning up and disinfecting after an ill staff member or student, we must only use wet clean-up methods, NO dry mopping.

#### Personal Protective Equipment (PPE)

Gloves, splash goggles.

Goggles and gloves for concentrated cleaners. No PPE required for use of 1:10 dilution of disinfectant.

#### Procedure

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Don required PPE.

**DO NOT** sweep with a bristle type broom.

3. When dry mopping,
  - Do not shake the mop head,
  - Keep mop head on the floor surface when dry mopping,
  - Use HEPA rated vacuum to collect the debris, being careful not to shake the mop to create dust to be created.

**If cleaning up and disinfecting after an ill staff member or student, we must only use wet clean-up methods, NO dry mopping.**

4. Use HEPA Vacuum for removing debris on the floors.
5. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
  - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into room.
  - Use bucket to bring in essential supplies only to the room.
  - Bucket along with all of its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
  - A waste bag will be placed on the floor by the doorway.
  - A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
6. Using SD 58 approved disinfectant begin cleaning and disinfecting at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
  - Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including,
    - phone, chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches and doorknobs, desktops and spot wash walls.
7. Ensure Contact Time for the product is sufficient to disinfect, see table 1 below.
8. Inspect window coverings and remove dirt if visibly soiled.
9. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.

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- Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and spot wipe walls.
  - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
10. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
    - **DO NOT** leave additional liners in the bottom of the garbage container or hanging over the side.
  11. Wipe down vacuum after use.
  12. Take garbage/soiled items to exterior dumpsters.
  13. Replace all mop bucket solutions and gloves every 2 to 3 rooms.
  14. Removing personal protective equipment and dispose,
    - Goggles or safety glasses – Do NOT touch the front of them. Place in container for disinfection.
  15. Wash hands as per Hand Washing SWP.
  16. This procedure should be repeated twice daily for areas in use (e.g. school office, entrance doors, etc.).
  17. For very high-risk areas, follow up with further disinfection procedures, if required.

**Table 1:** Shows the contact time required for the cleaning product to ensure effective disinfection.

Product	Contact Time
Buckeye Quat (concentrate, RTU and Wipes)	5 minutes





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### Appendix D - Diverse Learners Support Considerations COVID-19

#### **Purpose**

Learners with diverse, complex needs are considered vulnerable students whose specialized supports and continuity of learning plans are challenging to deliver remotely. These students require personal care and communication systems that require staff to be in closer proximity. As a result, this document has been created to aid in creating Worker Safety Plan, Behaviour Support Plans and Personal Care Plans for students due to COVID-19.

#### **Personal Protective Equipment (PPE)**

Managing students with complex behaviours, on a care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. No additional personal protective equipment beyond normal universal precautions are required (BC CDC, September 11, 2020). PPE is dependent on Personal Care Plan or Safe Work Procedure.

Non-surgical masks are required for staff when working 2 to 1 with a student where physical distancing is not possible, to protect the student. No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis by IHA. For particularly complex cases, example feeding tubes, direct any inquiries to the Inclusive Education.

#### **Personal Care Plans**

Students with complex health needs may have Personal Care Plans developed in conjunction with OT and PT staff. The same personal protective equipment (PPE) needed prior to COVID-19, such as masks, gloves, and gowns, for implementing a student's Personal Care Plan, continues to be required during this time of concern due to COVID-19.

#### **Food/Eating**

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing SWP
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in container it was brought in
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP

#### **Toileting**

- Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
- Wash hands as per Hand Washing SWP
- Staff wear gloves
- Staff support student in areas required

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- Staff to remain at student's side ask student not to speak and to turn head away from worker, if student is able to comply with this request and the request is appropriate given the student profile.
- If second person is required to assist, second staff member will wear gloves while supporting,
  - Two staff members to distance as much as possible
- Bathroom door ajar (if appropriate) to support physical distancing
- Staff support student in washing hands, if required
- Remove Gloves
  - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

### **Self-injurious Behaviours**

- Wash hands as per Hand Washing SWP, if able
- Staff to employ a verbal prompt to student
- Staff request assistance
- Staff approach employing CPI supportive stance
- Staff to assist if safe:
  - Pushing into the bite
  - For head banging – place soft object between head and floor/wall/etc.
- Wash hands as per Hand Washing SWP.

### **Hand over Hand Support**

#### **Handwashing**

- Staff support student to wash hands as required on page 4 of the handbook “Handwashing is required”
  - In addition, if student touches face, mouth or nose, whenever possible staff support student to wash hands
- Staff to provide verbal cues for hand washing
- If student requires hands on support, staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able.
  - Staff support to wash hands with soap and water, dry hands with papertowel
- Wash hands as per Hand Washing SWP

#### **Communication:**

- Wash hands as per Hand Washing SWP
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe
  - Support student to wash hands, as above
- Wash hands as per Hand Washing SWP
- Ensure PECS or assistive communication devices are wiped down with disinfectant twice daily

#### **Programming**

- Self-regulation: student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required.
- Items eg: cozy swing, SafeSpace for a designated student only (single use).



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- Activities: include tasks in student's clearly marked bin. If using edible reinforcers, follow eating protocol above.

### Medication Administration

- Wash hands as per Hand Washing SWP
- Staff wear gloves, if required as per health care provider's recommendations
- Administer medication
- Remove gloves
  - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

### Specialized Equipment (eg: Helmet, stander, stroller/wheelchair, lift)

- If staff need to support students with specialized equipment
- Wash hands as per Hand Washing SWP
- Staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and turn head away from worker, if able
  - Staff to support student, as needed
- Wash hands as per Hand Washing SWP

### Recommendations for Worker Safety when student exhibits any of the following behaviour

<b>Although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with handwashing and cleaning.</b>	
<b>Review student's updated Worker Safety Plan and follow staff response accordingly</b>	
1.	<b>Spitting</b> <ul style="list-style-type: none"> <li>• Wipe down any area with saliva with disinfectant</li> <li>• If in contact with saliva, wash hands and/or affected areas</li> <li>• Wear a face shield and a face mask for protection.</li> </ul>
2.	<b>Biting</b> <ul style="list-style-type: none"> <li>• If in contact with saliva, wash hands and/or affected areas</li> <li>• If skin is broken seek first aid and follow universal precautions</li> <li>• Wear Kevlar sleeves or other Kevlar products, as necessary</li> </ul>
3.	<b>Lunging</b> <ul style="list-style-type: none"> <li>• Move self out of way</li> </ul>
4.	<b>Grabbing</b> <ul style="list-style-type: none"> <li>• If in contact with saliva, wash hands and/or affected areas</li> </ul>
5.	<b>Assisted movement</b> <ul style="list-style-type: none"> <li>• If in contact with saliva, wash hands and/or affected areas</li> <li>• If staff are supporting a student 2:1 within 2 meters, staff should wear a non-medical grade mask.</li> </ul>



## Return to School Handbook

### Appendix E - Facilities/ Transportation Guidelines COVID-19

#### Purpose

The purpose of this document is to provide a guidance for Operations/Transportation staff while working during the COVID- 19 pandemic to ensure worker safety.

#### PPE

Job/task dependent. See job/task specific procedures or SD for product being used.

**DO NOT share vehicles, do not enter or touch any other vehicle and park in alternating spots, leaving an empty spot between vehicles at the yard. If you are using a vehicle after another worker it must be re-sanitized before use.**

**DO NOT ride in a vehicle with a co-worker.**

**If co-workers must share a vehicle, they **must** be masked for the duration of the transport.**

- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- All maintenance and operations staff will be required to follow sign in procedures at district buildings outside of their base. They must enter the building through the designated door closest to sign-in.
- Staff will need to check into Operations/Transportation as per the Working Alone or in Isolation Procedure COVID-19 to ensure they are safe and to get any information they may have missed.
- Lunchroom at Operations/Maintenance building will remain closed, please use other non-common areas for breaks and lunches.
- Do not share tools without disinfecting first.
- When arriving to work, do not congregate in common areas, move directly to vehicle or work area when possible.
- Contact your Manager or clerical staff by email or phone rather than in person.
- Check emails daily for new information and additional guidance.
- If two people are required for a task, maintain two (2) meter distance (if not practicable, contact District OHS for guidance).
- Stagger breaks to reduce congregation.
- Notify your manager and custodial at the site of the areas worked during a shift (room numbers, common areas) via email.

#### Procedure – District Vehicle Cleaning

#### PPE

None required for 1:10 quat ratio. Additional PPE may be required depending on chemical used or applicable safe work procedure.

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using SD 58 approved disinfectant begin cleaning and disinfecting at the door and work your way into the vehicle.
  - Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
    - o Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
    - o To clean the microfiber cloth, please hand wash and hang to dry before next use.

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3. Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
4. Take garbage/soiled items to exterior dumpsters.
5. Wash hands as per Hand Washing WSP.
6. This procedure should be performed at end of every shift.

**Please note:** If a co-worker is assigned to use the vehicle after you they must also perform this procedure before they use the vehicle at the start of their shift.

**Table 1:** Shows the contact time required for the cleaning product to ensure effective disinfection

Product	Contact Time
Buckeye Quat (concentrate, RTU and Wipes)	5 minutes



## Return to School Handbook

### Appendix F - Staff Orientation Checklist

School: \_\_\_\_\_ Worker Name: \_\_\_\_\_

Person Conducting Orientation: \_\_\_\_\_ Date: \_\_\_\_\_

Items reviewed	Site Specific Information	Reviewed (X)
Site Based Admin/Contact		
Staff Check-in/out process		
Muster Station Location		
Lockdown Process/Location		
JOHS Representative	CUPE: NVPD U: P/VP:	
Isolation Room Location		
First Aid Designate		
First Aid Location -DO NOT enter first aid room		
How to Summon First Aid Designate	Phone number:	
Daily Self-Assessment for Illness requirement reviewed		
Staffroom Protocols		
Staff Washroom Location		
Student Washroom(s) Location		
All Common Space Protocols for the Site		
Confirm Staff have reviewed the following SWP's: -if not applicable please put NA	1. SWP COVID-19 (hand washing) 2. Administering First Aid Safe 3. Enhanced Cleaning 4. Diverse Learners Support Considerations 5. Facilities/ Transportation Guidelines 6. Building Access Protocol 7. Return to School Handbook	1. 2. 3. 4. 5. 6. 7.

To be completed with staff upon return to the school/site. Please note, this can be done via email ahead of their scheduled time in the building.

**Additional comments/information:**

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### JOHS Site-Based Checklist COVID-19

Date: \_\_\_\_\_

School Site: \_\_\_\_\_

Employee Group	JOHS Participant(s)
CUPE	
NVPDTU	
P/VP	

CONSIDERATION	Action Needed	No Action Needed
<b>Staff room</b>		
Maximum occupancy		
Signs/markings posted		
<b>Photocopier/supply room</b>		
Maximum occupancy		
Signs/markings posted		
<b>Office</b>		
Access protocol		
Signs/markings posted		
Sign-in process implemented		
Site-based safety orientation		
<b>Classrooms</b>		
Sink for handwashing		
Layout		
If no sink, sanitizer/alternate site?		
<b>Staff mailbox access</b>		
Delivery implemented		
Schedule for access, if required		
<b>Isolation Room</b>		
Location		
Capacity		
Signs (occupied)		

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<b>First Aid Room</b>		
First aid station/dressing area		

CONSIDERATION	Action Needed	No Action Needed
<b>Washroom considerations</b>		
Maximum Occupancy		
Signs posted		
Student and staff		
Sink spacing, where applicable		
<b>Hand washing locations</b>		
Classrooms		
Washrooms		
<b>Lockdown considerations</b>		
Current lockdown processes sufficient		
Current hold and secure processes sufficient		
<b>Student Attendance</b>		
Stagger drop-off, pick-up & breaks		
Access points/entrance		
<b>Access to Disinfectant for staff</b>		
Quat access & sign-out, if necessary		
<b>Site Specific Considerations</b>		
Library, gym, music room, etc. access		
Building access/entrances		
Hallway flow		

**Additional comments or concerns:** \_\_\_\_\_

\_\_\_\_\_

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## Return to School Handbook

### Appendix H – Guidance for School Meal Programs

This guidance is adapted from the [WorkSafe BC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#) to support the delivery of school meal programs, breakfast clubs and other food access initiatives that are not regulated under the *Food Premises Regulation*.

#### General Considerations

- Students from different cohorts can access school meal programs at the same time if necessary (e.g. a morning breakfast program offered only to students who may need it). Physical distance between students from different cohorts should be maintained as much as is practical to do so while ensuring the program can be offered.

#### Food Delivery and Preparation

- Limit the number of staff/volunteers in a food preparation or eating area at any one time to those necessary to ensure the program can be delivered.
- Inform delivery agents and other volunteers of how to adhere to the school's visitor policy, where food should be delivered to, and what hours food can be accepted at.
- Follow all hand hygiene procedures for all staff/volunteers. This includes before and after leaving the food preparation area and using equipment.
- Donated food, including Traditional foods, can continue to be accepted in line with regular food safety precautions for accepting food donations.

#### Cleaning & Disinfecting

- Regular cleaning and disinfecting practices must continue to take place for food services.
- All high-touch surfaces to ensure they are cleaned and disinfected in line with the guidance in this document and existing food safety practices.
  - High-touch surfaces may include ingredients and containers, equipment such as switches, dials and handles and shared serving utensils if they are used by multiple people.

#### Food Distribution to Students

- Students should practice hand hygiene before accessing food. Hand washing facilities or hand sanitizer should be made available for use.
- Pre-plating or serving food directly should continue where students are unable to consistently implement personal measures (e.g. practice regular hand hygiene, not touch their face, etc.) or to prevent gathering or crowding.
- Signs must be posted to remind students to practice hand hygiene and to maintain space from one another.
- If food is served to students, re-usable plates, utensils and containers can be used, with normal cleaning and disinfecting methods for dishwashing implemented.
- Provided food safety precautions are followed, leftover food can be sent home with students.



## Return to School Handbook

### **Appendix I – Procedure for refusal of unsafe work**

District staff have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

#### ***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.

## Appendix J – COVID Student Daily Health Assessment



### COVID-19 Daily Health Assessment for Parents, Caregivers and Students



August 19, 2020

A health assessment must be completed by all parents and caregivers before sending their child to school.

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

- 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.
- 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.
- If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.
- Your child should return to school only when their symptoms have subsided or they have been cleared to do so by your family physician.



## Return to School Handbook

### Appendix K – COVID Daily Health Assessment Protocol (Staff)

#### COVID-19 Self-Health Assessment for District Staff



September 6, 2020



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).
  - 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 8-1-1 or 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, if possible\*\**
5. Should you receive a negative COVID test and clearance from a health care professional to return to work, you will **NOT** be required to follow-up with your family physician for a note.
6. While away from work due to symptoms or illness, simply follow the normal process for sick leave. This includes contacting Dispatch and entering a leave into eServe.
7. Return to work only when you have been cleared to do so by public health professionals or your family physician AND when your symptoms have resolved.

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Appendix L – Handwashing Sign




# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## Hand Hygiene

**SOAP OR ALCOHOL-BASED  
HAND RUB: Which is best?**




Remove hand and wrist jewellery

**Either will clean your hands:  
use soap and water if hands  
are visibly soiled.**


### HOW TO HAND WASH

**1**




Wet hands with warm (not hot or cold) running water

**2**




Apply liquid or foam soap

**3**




Lather soap covering all surfaces of hands for 20-30 seconds

**4**




Rinse thoroughly under running water

**5**



Pat hands dry thoroughly with paper towel


**6**



Use papertowel to turn off the tap


### HOW TO USE HAND RUB

**1**




Ensure hands are visibly clean (if soiled, follow hand washing steps)

**2**




Apply about a loonie-sized amount to your hands


**3**



Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**



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