



**SCHOOL DISTRICT NO. 58  
(Nicola-Similkameen)**

# 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.

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## **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.

The School District No. 58 (Nicola-Similkameen) Pandemic Plan has been modelled with permission from School District No. 23 (Central Okanagan), School District No. 22 (Vernon) and School District No 73 (Kamloops/Thompson) whose plans are the product of extensive research and development.

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

**Revised: April 1, 2021**

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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 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:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

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 31<sup>st</sup>, 2019, and confirmation of the coronavirus identification occurred on January 7<sup>th</sup>, 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 its work practices are aligned with the expectations and recommendations of the Provincial Health Officer.

**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

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Melinda Mohos, Merritt Interior Health

Nicole Schulte, Merritt Interior Health

Tara Sowpal, Merritt Interior Health

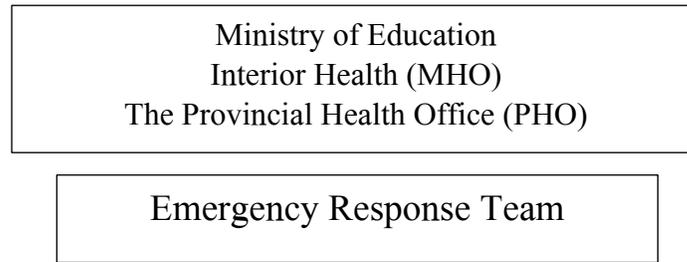
Jacqueline Cimbaro, Princeton Interior Health

Dr. Carol Fenton, District Regional Health Officer (Merritt)

Dr. Silvina Mema, District Regional Health Officer (Merritt)

Dr. Sue Pollock, District Regional Health Officer (Princeton)

## Communication Network



PANDEMIC RESPONSE PLAN	Pre-Pandemic Period	Pandemic Period	Post-Pandemic Period	Responsibilities
<b>Planning/Actions</b>				
SD No 58 Plan Activation	✓			Superintendent
Post relevant information to SD No.58 website	✓			Assistant Superintendent/ Executive Assistant
Direct staff, student and families to information on SD No.58 website	✓	✓	✓	Assistant Superintendent/Principal
Plan for an isolation room for staff and students that become ill while at work/school	✓			Principal
Educate and equip person(s) to care for ill students until parent arrives	✓			Principal
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	✓			Assistant Superintendent
Plan for transporting ill students	✓			Principal
Remind parents/guardians to provide up to date contact information to the school	✓			Principal
Review and update students who are identified as potentially being at higher risk	✓	✓		Principal
Review and update TOC list	✓			Assistant Superintendent
Review and update EA Relief List	✓			Manager of Human Resources
Review and update Custodial Relief List	✓			Manager of Human Resources/Operations Manager
Review and update Bus Driver Relief List	✓			Manager of Human Resources/Operations Manager
Cross Training of Essential Services	✓			Manager of Human Resources

Consider and develop alternative procedures to ensure continuity of education	✓			Assistant Superintendent
If school trips are planned, determine how children will be isolated and sent home should they become ill with flu like symptoms		✓		Principal
School trips and school evening user groups may be cancelled		✓		Superintendent
Depending on staffing shortages classes may need to be combined		✓	✓	Assistant Superintendent/Principal
Bus routes may need to be combined due to driver shortages		✓	✓	Operations Manager
At risk students may be asked to stay home		✓		Superintendent/Principal
Provide alternate methods of instruction for students		✓		Assistant Superintendent/Principal
Closing of schools may be required		✓		Superintendent
Re-opening of schools			✓	Superintendent
Prepare for Critical Incident Response if there have been deaths among students and staff			✓	District Principal Student Support Services
<b>COMMUNICATION</b>				
Develop and maintain contacts with Ministry of Education and Ministry of Health Services	✓	✓	✓	Superintendent/Assistant Superintendent
Advise Board of Education, Senior Administration and School Administration on pandemic planning and preventative measures	✓	✓		Superintendent/Assistant Superintendent
Maintain and evaluate SD 58 Website for information on pandemic planning		✓	✓	Assistant Superintendent/ Executive Assistant
Advise staff, students and families of SD 58 website, paystub messages and Synervoice	✓	✓	✓	Assistant Superintendent/Principal
Contact person for WorkSafeBC	✓	✓	✓	Manager of Human Resources
Contact person for staff regarding health & safety	✓	✓	✓	Manager of Human Resources
Use school newsletter to provide information to students and families	✓	✓	✓	Principal
Provide monthly topic at Education Meetings	✓	✓	✓	Assistant Superintendent
Advise the school public health nurse and District office when >10% of school population is away	✓	✓	✓	Principal

Develop and maintain contact with Aboriginal community	✓	✓	✓	District Principal of Aboriginal Education
Media communications	✓	✓	✓	Superintendent/ Assistant Superintendent
<b>INFECTION CONTROL</b>				
Educate children and staff on preventative measures	✓	✓	✓	Principal/ Health Promoting Schools Coordinator
Advise staff and students that are sick with Pandemic like symptoms to stay home	✓	✓	✓	Assistant Superintendent/Principal
Order appropriate cleaning supplies and ensure custodial staff are performing correct cleaning procedures	✓	✓	✓	Operations Manager
Restriction of community, volunteer and visitors to schools and facilities		✓	✓	Superintendent
Stock schools and facilities with an adequate amount of preventative supplies	✓	✓	✓	Operations Manager
Stock school medical rooms with appropriate preventative supplies (eg. Surgical masks, paper sheets/pillow covers and hand sanitizer)	✓	✓	✓	Principal
Cleaning of schools as per Exposure Control Plan	✓	✓	✓	Operations Manager
Separation of ill students and staff until they can be sent home	✓	✓	✓	Principal
Ongoing education for children and staff on proper preventative measures	✓	✓	✓	Principal
Advise the school public health nurse when >10% of school population is away	✓	✓	✓	Principal

## **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.
2. Activate School District No. 58 Pandemic/Epidemic Plan.
3. Liaise with local Public Health Officials.
4. Follow the direction of the Ministry of Education, BCPSEA and Interior Health.
5. As per WorkSafeBC guidelines, assess whether employees need to be present in the workplace or if they can work remotely during the COVID-19 pandemic.
6. Provides effective and timely communication with parents, students, employees and the community.
7. 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. As per WorkSafeBC guidelines, employers should ensure that the following workers do not come to work:
  - i. Workers who are ill, whether or not the illness has been confirmed as COVID-19;
  - ii. Workers who have travelled internationally must remain away from the workplace for at least 14 days;
  - iii. Workers who have been directed by a health authority to isolate due to exposure of a positive COVID-19 case.
2. Educate all staff and students about proper hand-washing practices.
3. Educate all students and staff about proper sneezing, coughing and social distancing etiquette.

4. Identify a room which could be utilized for isolating a potential confirmed case(s).
5. Send sick students and staff, who have COVID-19 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 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 COVID-19, including website communications and personal preparedness.
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.

### **Operations Manager**

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 – District Health and Safety Manager**

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 every effort will be made during the normal school cleaning routine to clean desks, taps, handrails, and doorknobs.
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 follow the directions provided by the Health Authority.

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.
4. Buses will be cleaned and disinfected according to the guidance provided in the BCCDC's [Cleaning and Disinfectants for Public Settings](#) document. Additional guidance is available from [Transport Canada](#).
5. Consistent seating arrangements will be created and assigned for all District bussing. These arrangements will be updated, altered and tracked according to District requirements.

### **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.

### **Site-Based Joint Occupational Health and Safety Committees:**

1. 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.
2. Committee members participate in a walk-through assessment of the work process(es) to identify any potential areas of concern.
3. Committee members will be involved in the Safety Orientation and Training for their building.
4. Ensure that all the joint committee members or worker representatives are involved in the development of control plans for different job tasks.
5. Support and assist with implementation of site-based COVID-19 safety procedures.
6. Committee members will be tasked with updated any necessary messaging to staff within their building.
7. Promote approved physical distancing measures.
8. Provide feedback on the effectiveness of control measures implemented.
9. Meet regularly at least once each month but may require additional meetings to take place to ensure consultation of safety processes and pandemic updates. This will include updates to the Safety Plan, when changes in site safety operations occur or when safety procedures are developed or adjusted.

## ***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

\*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.

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

Symptoms	Coronavirus	Cold	Flu
Sore throat	Sometimes	Common	Common
Cough	Common	Common	Common
Sneezing	—	Common	Sometimes
Fever	Common	—	Common
Body aches	Sometimes	Mild	Common
Tiredness	Sometimes	Mild	Common
Headache	—	—	Common
Runny/stuffy nose	—	Common	Sometimes
Nausea	—	—	Sometimes
Shortness of breath	In severe cases	—	—

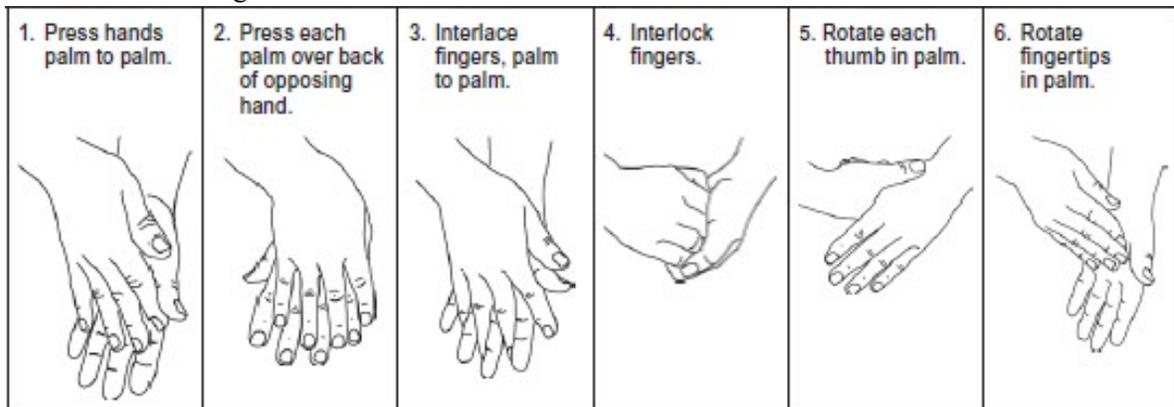
Source: World Health Organization and U.S. Centers for Disease Control and Prevention, via Cleveland Clinic

# 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.

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> <li>• When they arrive at school.</li> <li>• Before and after any breaks (e.g., recess, lunch).</li> <li>• Before and after eating and drinking (excluding drinks kept at a student’s desk or locker).</li> <li>• Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li> <li>• After using the toilet.</li> <li>• After sneezing or coughing into hands.</li> <li>• Whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>• When they arrive at school.</li> <li>• Before and after any breaks (e.g. recess, lunch).</li> <li>• Before and after eating and drinking.</li> <li>• Before and after handling food or assisting students with eating.</li> <li>• Before and after giving medication to a student or self.</li> <li>• After using the toilet.</li> <li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li> <li>• After cleaning tasks.</li> <li>• After removing gloves.</li> <li>• After handling garbage.</li> <li>• Whenever hands are visibly dirty.</li> </ul>

## 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

### 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 scheduling process and sign-in protocol when entering district buildings.

- All visitors should complete a daily health assessment before entering any district buildings.
- 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 as outlined through the [BC COVID-19 Self-Assessment Tool](#) or for students the [K-12 Health Check](#). Do not enter the building as directed by these health assessment tools or 8-1-1.
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 cloth. *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.

	Agent and Concentration	Uses
1.	<b>Chlorine: Household bleach – sodium hypochlorite (5.25%)</b> <b>1:100 (500 ppm solution)</b> 10 ml bleach to 990 ml water	Used for disinfecting general surfaces, e.g., hand railings, grab handles, door knobs, cupboard handles.
2.	<b>Chlorine: Household bleach - sodium hypochlorite (5.25%)</b> <b>1:50 (1,000ppm solution)</b> 20 ml bleach to 980 ml water	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.
3.	<b>Accelerated Hydrogen Peroxide 0.5%</b>	Used for disinfecting general surfaces (e.g. counters, hand rails, door knobs).
4.	<b>Quaternary Ammonium Compounds (QUATs)</b>	Used for disinfecting of general surfaces (e.g., floors, walls, furnishings).

**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**.
- **Frequently touched** surfaces should be cleaned and disinfected an additional time every 24 hours (i.e. twice total). At least one of these cleanings should occur during the school day.
  - Door handles and edges.
  - Bathroom faucets.
  - Front desk counter.
  - Shared tables.
  - Sports equipment.
  - Manipulatives.
  - Toys being used by multiple students.
  - Music equipment
  - 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 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**

- **Frequently touched** surfaces should be cleaned and disinfected an additional time every 24 hours (i.e. twice total). At least one of these cleanings should occur during the school day.
- 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.
- Limit frequently touched items that are not easily cleaned to those that support learning, health and development.
  - Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used, if hand hygiene is practiced before and after use.

### **Traffic Flow**

Floor markings and posters will be used to direct traffic flow throughout the schools and district buildings. This may include one-way hallways and designated entrances and exit doors.

### **Physical Barriers**

Barriers will be installed in places where physical distancing cannot regularly be practiced and where a person may be interacting with numerous individuals outside of a learning group (cohort).

## 5. If Individuals Show Symptoms

### Signs and Symptoms

Key symptoms of COVID-19 include:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

If staff or students show symptoms as outlined above, they should follow the symptom development at school protocol. All students and staff must then complete the self-assessment ([BC COVID-19 Self-Assessment Tool](#) for staff members or [K to 12 Health Check](#) for students) and follow recommendations as required.

Staff will maintain regular communication with their direct supervisor/administrator and follow the direction of Public Health.

For more information on what to do if you have COVID-19, you may require medical care, visit the BC Centre for Disease Control [If you have COVID-19 page](#).

## Case Management and Exposures

### Public Health Case Management

Public health teams actively monitor and trace cases of COVID-19 in schools.

### Case Finding and Contact Tracing

If a District staff member or student is a confirmed case of COVID-19 through testing or investigation (i.e. case finding), public health will determine who that person has been in close contact with recently (i.e. contact tracing) to determine how they were infected and who else may have be at risk of infection. The District will provide all necessary details and information to aide in this investigation.

### Exposures and Exposure Notifications

An exposure occurs when a person attends school when they may have been potentially infectious with COVID-19 and there is a risk of transmission to others. If there was a potential exposure at one of our schools, public health will work with the school to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed.

Public health will notify by phone or letter everyone who they determine may have been exposed, including if any follow-up actions are recommended. Those who public health determines are [close contacts](#) will be advised to self-isolate. Those who public health determines are not close contacts but may still have been exposed may be advised to self-monitor for symptoms.

Once those who may have been exposed have been directly notified, health authorities post a notification on their website that details the school and dates a person attended when they may have been infectious. In some regions, this exposure notification is also provided by letter to the school community; this is determined at a regional level.

School administrators or staff should not provide notifications to staff or students' families about potential or confirmed COVID-19 cases unless the school administrator is directed to do so by the school medical health officer. School Administrators are to follow processes outlined in [COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases](#).

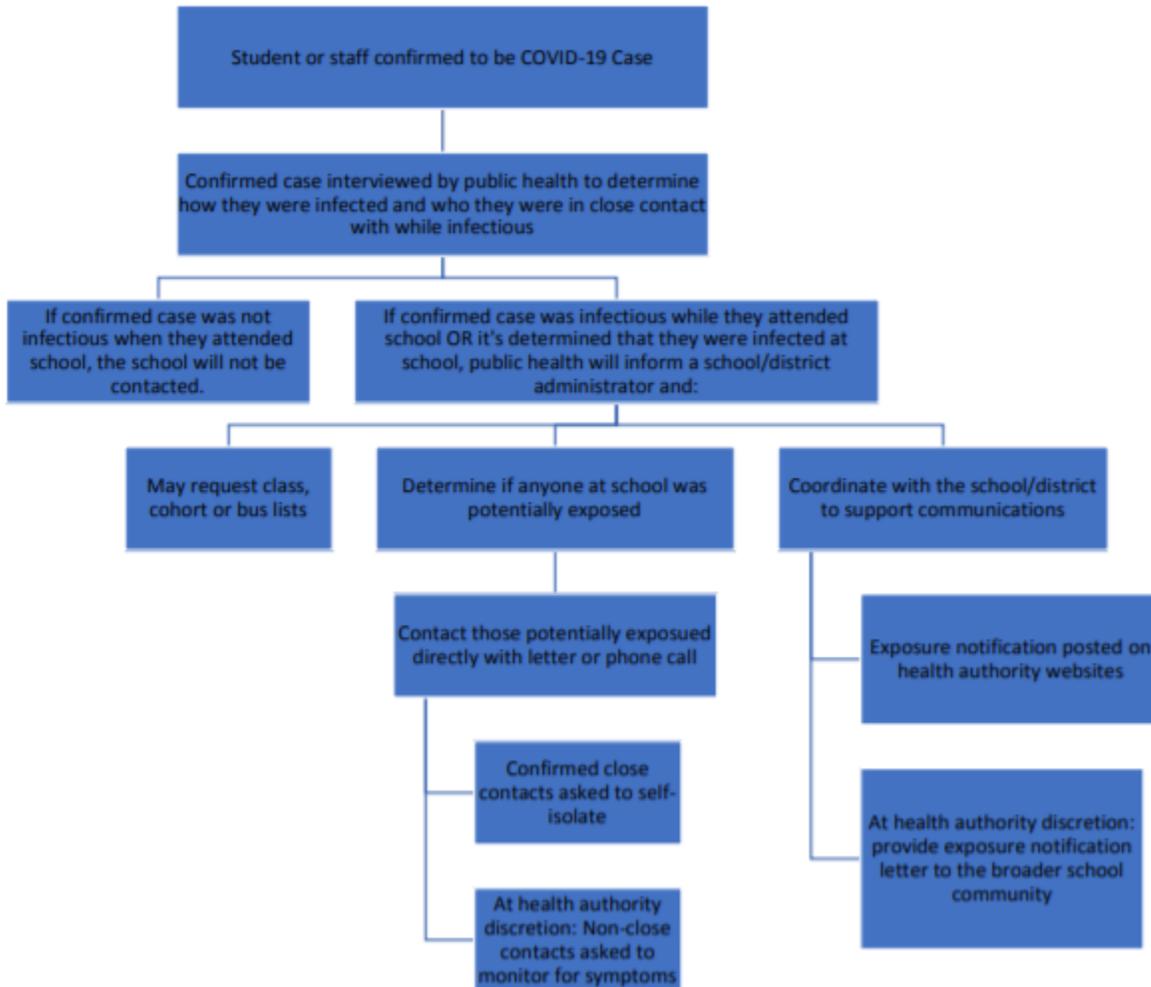
### Clusters

A cluster refers to two or more confirmed cases of COVID-19 that occur among students and/or staff within a 14-day period, and isolated transmission is suspected or confirmed to have occurred within the school. When this occurs, School District No. 58 (Nicola-Similkameen) will follow all direction provided by public health.

### COVID-19 Outbreaks in Schools

An outbreak is when there is sustained, uncontrolled, widespread transmission of COVID-19 within a school, and a Medical Health Officer determines extraordinary public health measures are necessary to stop further transmission in the school or school community. Extraordinary public health measures are at the discretion of the Medical Health Officer and may include ordering the school to close for a certain amount of time or requiring testing of all potentially exposed individuals regardless of symptoms. All necessary directions will be adhered to by the School District should an outbreak occur in our schools.

A process map for how contact tracing and public health notifications occur in schools is included below.



### School Health and Safety Checklist

Schools can use the School Health and Safety Checklist Tool included as Appendix F to ensure implementation of recommended measures.

### Self-isolation and Quarantine

School District personnel will follow guidelines and recommendation from the BCCDC regarding international travel. Information on self-isolation and quarantine, including for international travelers returning to BC, is available from [BCCDC](http://BCCDC).

## The Use of Personal Protective Equipment (PPE)

BC Centre for Disease Control ( BCCDC) guidance for K-12 school setting states that personal protective equipment, including masks, is low on the Hierarchy of Infection Prevention and Exposure Control Measures. These measures can provide an additional layer of protection when more effective measures are not feasible.

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

### Masks

The term ‘mask’ in this document means a non-medical mask or face covering. Medical grade masks are not recommended within school settings for general use.

Masks do not prevent the spread of COVID-19 on their own. They should not be used in place of physical distancing or any other measures noted in this response plan. Masks can be safely worn by school-aged children.

School District No. 58 staff and students will follow all applicable orders for mask and PPE use as outlined in the [BCCDC K-12 Guidelines](#) and the [Ministry of Education K-12 Guidelines](#). Those wearing masks must still maintain physical distancing whenever possible.

### **EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS:**

The guidance outlined in the [BCCDC K-12 Guidelines](#) and the [Ministry of Education K-12 Guidelines](#) regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is unable to put on or remove a mask without the assistance of another person;
- if the mask is removed temporarily for the purposes of identifying the person wearing it;
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier; or
- while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

Schools will not require a health-care provider note to confirm if staff, students or visitors cannot wear a mask.

No students will be prevented from attending or fully participating at school if they do not wear a mask.

## School Closures Decision-Making Process

*(from the BC Ministry of Education Pandemic Response Framework)*

The legal authority to close a school for public health reasons falls under the purview of the local Medical Health Officer and the Provincial Health Officer. 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, NVTU, PDTU, PVPA, and DPAC.

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
- the School Planning 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)

## School Site Procedures

The following protocols will ensure controlled access and movement for all school sites and district buildings. Please also review the Site Specific COVID-19 Exposure Control Plans (Appendix E).

### Site-Specific Risk Assessment

Site Administrators will assess their workplaces in order to identify places where there is risk of transmission. This process must involve consultation with the site safety committee and/or worker representatives. To understand the risk at your workplace, consider the following:

- Where do people congregate, such as break rooms, or meeting rooms (if applicable)?
- What job tasks or processes require workers to come into close proximity with others and where physical distancing is not possible?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched often, such as doorknobs, light switches, equipment, and shared tools?
- What emergency procedures need to be revised (evacuation, lockdown, etc.), if at all?

Continually assess the workplace after operations resume to ensure risks are identified and managed.

### Site Entry and Building Movement Protocols

#### 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.
- Crowding should be avoided at all times, with students and staff distancing appropriately.
- 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.
- An active daily health assessment is required for all staff, outside personnel and visitors following site-based procedures as established by site Administrators.
- Access times for staff or students to be in the building will be limited.
- Hand washing/sanitizer must be used at point of entry 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 an active self-health assessment daily.
- Any staff demonstrating any symptoms of COVID-19, as outlined in the District Self-Health Assessment Protocol, must follow the protocols outlined on the Daily Self-Health Assessment. 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 high traffic, shared spaces, and in classrooms, with the exception of their workspace (desk).
- No part of the school or facility may be used for personal business, including self-isolation.
- Access to staff mailboxes will be allowed if physical distancing is maintained. The school Principal 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.

### **Movement by 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.
- Within and outside of learning groups, there must be no crowding.
- All secondary students must wear a mask while indoors in high traffic, shared spaces, and in classrooms, with the exception of their desk.
- 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. Hand hygiene will be enforced before and after use of this equipment.

### **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.
- Water fountains will remain closed, however, if there is no other means of water access available then they may be opened after discussion. Hand hygiene should be practiced before and after use.

### **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 will 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

Lowering the number of close, prolonged, face-to-face interactions an individual has in a day with different people helps to reduce the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: cohorts (to reduce the number of potential interactions) and physical distancing (to change the nature of interactions).

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

### Cohorts (Learning Groups)

Cohorts are a recommended public health measure to help reduce the risk of transmission of COVID-19 and supports better contact tracing if there is a confirmed case in a school community.

The composition of the learning groups will remain consistent for all activities that occur in our schools (i.e. students and staff cannot be part of more than one learning group at the same time).

- In elementary and middle schools, a cohort can currently be composed of up to 60 people per quarter, semester or term.
- In secondary schools, a cohort can currently be composed of up to 120 people per quarter, semester or term.
- 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 learning groups they are not a part of as much as possible while continuing to support learning and a positive, healthy and safe environment. Staff outside of a learning group must practice physical distancing (2m) when interacting with the learning group.

Unless staff members belong to the same learning group, they will maintain physical distance (2m) from one another **at all times**. Masks are not a replacement for physical distancing between staff from different learning groups.

There are different considerations for elementary and secondary students when socializing outside of their learning group. Schools will make sure these considerations are clearly communicated and explained to students.

- 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.

Students from different learning groups 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 must be maintained while still ensuring the support, program or service continues.

### **Itinerant Staff and Specialists**

Schools will minimize the number of staff who interact with learning groups they are not a part of as much as possible while supporting learning and a positive environment. Our Dispatch personnel will seek to assign staff to a specific learning group wherever possible. Any staff members not assigned to a cohort must practice physical distance when interacting with the cohort.

### **Students with Disabilities/Diverse Abilities**

Staff providing indoor support to students with disabilities or diverse abilities, and the service cannot be provided from behind a barrier, staff will wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield).

When working with students where seeing facial expressions and/or lip movement is important, and the service cannot be provided from behind a barrier, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth.

- Students in Grades 4 to 12 are also required to wear a non-medical mask or face covering when receiving services indoors and a barrier is not present.
- For students in Grades K to 3, the student or parent/caregiver should determine whether or not the student should also be wearing any PPE when receiving services in close physical proximity.

### **Physical Distancing**

Physical distancing refers to a range of measures aimed at reducing close contact with others.

Within cohorts, physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.

Outside of learning groups, physical distancing will include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people from different learning groups.

In situations where members of different cohorts interact:

- If people will be in the same space for an extended period of time (>15 minutes), the space must be sufficiently large, and/or will have limits on the number of people so that 2 meters of space is available between people from different learning groups. These limits will be established by the schools Administrator and JOHS Committee.
- If people will be in the same space for transition purposes (e.g. changing between classes), and other measures are in place (e.g. markings on the floor, staggered transition times), there should be enough space to ensure no physical contact but 2 meter physical distancing is not required.

Within and outside of learning groups, there must be no crowding. Staff and other adults will seek to reduce the number of close, face-to-face interactions with each other at all times, even **while** wearing a non-medical mask. This includes during break times and in meetings.

### **Curriculum Programs** (i.e.: shop, science, music, foods programs, physical education etc.)

All curriculum, programs and activities should operate in alignment with [BCCDC K-12 Guidelines and the Ministry of Education K-12 Guidelines](#). Electives (e.g. Fine Arts education, etc.) are important to student health and well-being and staff in these programs will be:

- reassured these programs will continue throughout each stage; and
- be supported in finding creative ways to redesign/deliver courses, if needed.

Shared equipment must be cleaned and disinfected as per Cleaning and Disinfecting guidelines outlined in this document, and students will be encouraged to practice proper hand hygiene before and after participating in music classes and music equipment use.

In-person inter-school events including competitions, tournaments and festivals, should not occur at this time. Where possible, schools should seek virtual alternatives to continue to support these events in a different format.

For information and specific requirements for the following programs:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| • Arts Education                 | • Outdoor Programs                  |
| • Dual Credit                    | • Playgrounds                       |
| • Extended Day Classes           | • School Libraries/Learning Commons |
| • Field Trips                    | • School Sports                     |
| • Food/Culinary Programs         | • Stem Programs                     |
| • Food Services                  | • Science Labs                      |
| • Textile Programs               | • Technology Education              |
| • Kindergarten Program and Entry | • Theatre, Film, and Dance Programs |
| • Music Programs                 | • Work Experience                   |
| • Physical and Health Education  |                                     |

School District No. 58 will review and implement details and requirements listed in the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#).

## Staff Meetings, Assemblies and Large Gatherings

School gatherings should occur within the cohort and occur infrequently.

- Schools should seek virtual alternatives wherever possible when a group is gathered, including for assemblies, extracurricular practices, and other activities.
  - If a virtual alternative is not possible, the size of the gatherings should be minimized as much as possible.
  - Staff must practice physical distancing (6ft/2m) for face-to-face interactions.
  - If barriers between participants are not present, participants are required to wear masks.
  - The number of participants gathered, and the length of the gathering should be minimized as much as possible.
  - Limit attendees from outside of the cohort to the minimum number necessary (e.g. school staff, visitors, etc.) to meet its purpose.
- Examinations or assessments are not considered school gatherings. They should be implemented in accordance with the guidance for within-cohort and multi-cohort learning in this document.
- Gatherings or events at a school, including social gatherings of students and/or staff, must comply with the [PHO Order for Gatherings and Events](#).

## 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 or porous 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. These electronics should be cleaned and disinfected after use.
- 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](#) 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. Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses **except while driving**. Exceptions will also be made for bus drivers who cannot tolerate masks for health or behavioural reasons.

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 onboard 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.
- All K-12 staff and **Grade 4 to 12** students must wear non-medical masks or face coverings.
  - These should be put on before loading and taken off after offloading.
- **Students in Grades K to 3 are encouraged to wear a non-medical mask or face covering on school buses but are not required to do so – mask wearing remains a personal or family/caregiver choice for these students, and these choices must be respected.**

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

## Personal Measures

### Self-Isolation and Illness

Staff, students and other personnel must stay home and self-isolate as per public health direction if they are:

- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

Anyone required to self-isolate will be supported by public health.

Students, staff, and other persons in the school will stay home when they are sick.

## Daily Health Assessment

All district administrators and management will ensure:

- Staff and other adults entering the school/building are aware they should not come to school if they are sick or required to self-isolate.
- Parents and caregivers are aware that their child should not come to school if they are sick or required to self-isolate as per public health direction.

School administrators will support this practice by ensuring and communicating the requirement for all staff, students and outside visitors and personnel to complete a daily health assessment.

- School staff and any other adults will complete an active daily health assessment as outlined by the Provincial Health Officer.
- Communication will be sent out to parents regularly reminding them of the common symptoms and daily health assessment procedures required before sending their child to school each day.

Staff and students displaying symptoms as related to a previously diagnosed health condition may continue to attend school.

## Staff who Become Symptomatic While at Work

Any staff member who develops the symptoms of 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 or a medical practitioner and follow directions as advised.

## Students who Become Symptomatic While at School

If a student starts to show signs and symptoms of illness or COVID-19, isolation and pick-up by the child's parent or guardian without delay will occur. All site Administrators and staff members will refer to the Symptom Development Guidance as listed on the next page.

This should not include those symptoms as related to pre-existing conditions. School administrators will work with parents to determine whether students are experiencing new symptoms as outlined on the COVID-19 symptoms health assessment list.

## Returning to School After Sickness

Staff, students and parents must follow recommendations as outlined in the [When To Get Tested for COVID-19](#) resource.

If based on their symptoms a test was not recommended, they can return to school when their symptoms have improved and they feel well enough.

If based on their symptoms a test was recommended, the person must stay home until they receive their test result.

- If the test is negative, they can return to school when symptoms improve, and they feel well enough.
- If the test is positive, they must follow direction from public health on when they can return to school.

What to Do if a Student or Staff Member Develops Symptoms at School COVID-19  
Guidance for K-12 Schools February 4, 2021

<p><i>If a Student Develops Symptoms of Illness At School</i></p>	<p><i>If a Staff Member Develops Symptoms of Illness At School</i></p>
<p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>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).</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>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).</li> </ol>
<p><b>Students and staff should return to school according to the guidance under the <a href="#">Returning to School After Sickness</a> sections of this document.</b></p> <p><b>A health-care provider note should not be required for students or staff to return.</b></p>	

### **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.

## Working from Home

During the COVID-19 pandemic it may be necessary for some school district staff to work from home. The duties and responsibilities of working from home will vary from worker to worker but the process of working from home for all school district workers should include:

- Hazard self-assessment of the area in the home where the work will take place.
- Ergonomic self-assessment of the workstation.
- Protocol for evacuating the home in case of emergency.
- Reporting of work-related incidents or injuries.
- Process for working alone from home.

1. Hazard self-assessment of the home workspace.

Review the home workspace for obvious hazards. Ensure trip hazards are eliminated. Ensure there is adequate lighting for the tasks to be performed. Ensure the temperature is appropriate for the activities to be performed. Ensure extension cords are in good condition and properly positioned to prevent a trip hazard. Ensure circuits/power bars are not overloaded. Ensure your workstation ergonomics are adequate. No in-person work-related meetings will be held in the employee's remote workplace. On-site safety and suitability visits (arranged in advance) by the employer may be performed to ensure the location meets basic safety requirements as per WorkSafeBC.

2. Ergonomic self-assessment of the workstation.

If you will be working at a computer workstation for a significant amount of time review your workstation ergonomics. Review the WCB publication [How to Make Your Computer Workstation Fit You](#). Assess your workstation using the checklist in the WCB publication (page 26). Familiarize yourself on how to recognize the signs and symptoms of an ergonomic related injury listed on page 3 of the WCB publication.

3. Emergency Procedures

Protocols for evacuating from the home to a safe location if needed and how to contact the employer in case of emergency. Ensure:

- a means (phone, etc.) of summoning assistance in the event of an emergency
- a safe and unimpeded route of exit
- no trip hazards in walkways, aisles
- doorways are unobstructed.
- a designated safe location/assembly area
- you know how to report to your supervisor in the event of an emergency.

4. Reporting of work-related incidents or injuries to the supervisor.

Inform your supervisor if you are injured at home as a result of an accident arising out of and in the course of the worker's employment. Call your supervisor immediately following the injury and then follow this up with the completion of the WorkSafeBC Form 6A. Submit the completed Form 6A to your supervisor.

5. Working alone from home.

A worker is considered to be working alone or in isolation when he or she does not have assistance that is readily available in case of emergency, injury, or ill health. In order to determine whether or not assistance is readily available, the following conditions should be considered:

- Presence of others: Are other people in the vicinity?
- Awareness: Will other persons capable of providing assistance be aware of the worker's

- need?
- Willingness: Is it reasonable to expect those other persons will provide assistance?
- Timeliness: Will assistance be provided within a reasonable period of time?

While working alone from home workers must follow their usual working alone procedure. This includes staff working alone keeping records of required check-ins with their supervisor.

## **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 - Schools](#)

[COVID-19 BC Assessment Tool](#)

[When to get tested for COVID-19](#)

[K-12 Health Checker App](#)

[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](#)

[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](#)

[BCCDC Signage and Posters](#)

[WorkSafeBC Occupancy Poster](#)

[Ministry of Education Posters](#)

## APPENDIX A – ADMINISTRATOR’S CHECKLIST



## PANDEMIC PLANNING

### ADMINISTRATOR'S CHECKLIST #1

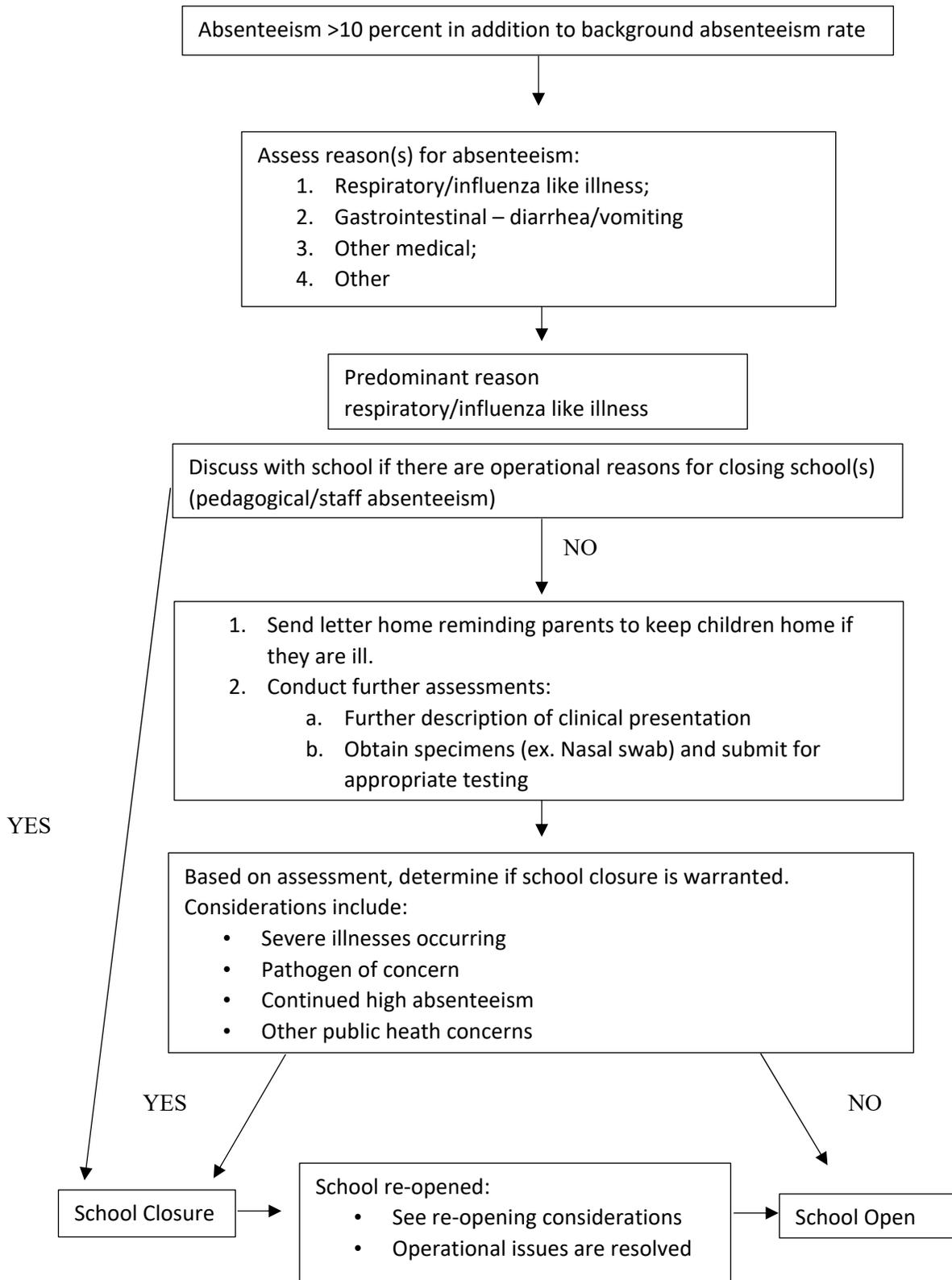
- Familiarize yourself with the Ministry of Education Guidelines and Ministry of Education– Updates and Resources
- Discuss with your staff the alternate learning strategies which could be provided for students in the event of the student's absence from school for an extended period of time.
- Identify 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) 315-1110 (office)  
(250) 378-7740 (cell)

Jameel Aziz, Assistant Superintendent  
(250) 315-1106 (office)  
(250) 819-0968 (cell)

Lindsey Henderson, Manager of Human Resources  
(250) 315-1115 (office)  
(250) 280-8448 (cell)

## APPENDIX B – SCHOOL CLOSURE FLOWCHART



## APPENDIX C – BEST PRACTICE MODIFIED TERMINAL CLEAN

## **Modified Terminal Cleaning Enhanced Cleaning SWP COVID-19**

Personal Protective Equipment:

Disposable latex or vinyl gloves, splash goggles.

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

### **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.

### **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,
    - o 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.
    - 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.

Hand hygiene is **mandatory** and will 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 cleaning 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 D – DAILY HEALTH ASSESSMENTS STAFF/STUDENTS

# COVID-19 Self-Health Assessment for District Staff



Revised: February 12, 2021



A self health assessment **must** be completed by all staff each day before entering a district building.

- Determine if you are currently experiencing any of the following symptoms (it doesn't matter whether they are mild or severe).

Daily Health Check			
1. Symptoms of Illness*	Do you have any of the following symptoms?	CIRCLE ONE	
		YES	NO
	Fever (above 38 degrees C)	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Loss of sense of smell or taste	YES	NO
	Difficulty breathing – shortness of breath	YES	NO
	Sore throat	YES	NO
	Extreme fatigue	YES	NO
	Headache	YES	NO
	Diarrhea	YES	NO
	Nausea or vomiting	YES	NO
	Body aches	YES	NO
	Loss of appetite	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

- If you answered “YES” to **one** of the **highlight** questions above included under ‘Key Symptoms of Illness’ you should get tested and stay home. Follow any directions provided by the Interior Health Authority or any other Health Authority.
- If you answered “YES” to **one** of the other symptoms and it is not related to a pre-existing condition (i.e. allergies) you should stay home until you feel better. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.
- If you answered “YES” to **two** or more of these symptoms you should stay home and wait 24 hours to see if you feel better. If you are **not** better after 24 hours **get tested** and follow instructions from the Interior Health Authority or any other Health Authority.
- When a COVID-19 test is recommended by the [COVID-19 Self-Assessment Tool](#) or [When to Get Tested for COVID-19 Guide](#):
  - If the COVID-19 test is **positive**, you should stay home until you are told by the Health Authority to end self-isolation. The local Health Authority will contact everyone with a positive test.
  - If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness. 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.
- If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve, and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).
- While away due to symptoms or illness, simply follow the normal process for sick leave. This includes contacting Central Dispatch and entering a leave into eServe.
- 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.

COVID-19 Self-Assessment - <https://bc.thrive.health/covid19/en>

When to Get Tested for COVID-19 - [http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/When\\_to\\_get\\_tested.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/When_to_get_tested.pdf)

Created: May 15, 2020

Last Revised: February 12, 2021

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



February 12, 2021

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 (above 38 degrees C)	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Loss of sense of smell or taste	YES	NO
	Difficulty breathing – shortness of breath	YES	NO
	Sore throat	YES	NO
	Extreme fatigue	YES	NO
	Headache	YES	NO
	Diarrhea	YES	NO
	Nausea or vomiting	YES	NO
	Body aches	YES	NO
	Loss of appetite	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

- If you have answered “Yes” to question 1 and the symptoms are not related to a pre-existing condition (e.g. allergies) you should complete an assessment through the [K-12 Health Checker App](#) or [COVID-19 Self-Assessment Tool](#) or contact 8-1-1 to determine whether your child should attend school.
- If you answered “YES” to questions 2 or 3, use the [K-12 Health Checker App](#) or [COVID-19 Self-Assessment Tool](#) to determine any further requirements or if your child should be tested for COVID-19. Always follow any directions you have been provided by the Interior Health Authority or any other Health Authority.
- Your child should return to school only when cleared to do so by 8-1-1 or your family physician. This may include being cleared to return to school with lingering symptoms.

K-12 Health Checker App - <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e2s1>

COVID-19 Self-Assessment - <https://bc.thrive.health/covid19/en>

## APPENDIX E - EXPOSURE CONTROL PLAN

# School District No. 58

## COVID-19 Exposure Control Plan

### SCHOOL SITE PROCEDURES



February 20, 2021

All school staff have shared a responsibility in preventing themselves and students from the spread of COVID-19. We must remain vigilant in practicing prevention measures and mitigation strategies that are balanced with the risks in our school buildings.

School District No. 58 is directing staff to follow these administrative protocols in conjunction with the BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 Settings. All employees are expected to read, know, and organize their work in accordance with the Exposure Control Plan and BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 Settings.

### COVID-19 Preventative Measures



1. **STAY HOME WHEN SICK** – All staff and students must complete a daily health assessment and follow the necessary protocols.
  - o 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](https://bc.thrive.health/covid19).
2. **SOCIAL DISTANCING AND MINIMIZING PHYSICAL CONTACT** - Practice social distancing by staying at least six feet/two metres away from any other individual. No sharing of food, drinks or personal items.
3. **HAND HYGIENE** - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, going to the bathroom; and before eating or preparing food.
4. **RESPIRATORY ETIQUETTE AND PERSONAL HYGIENE** - If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. **CLEANING AND DISINFECTION** - Clean and disinfect frequently touched objects and surfaces.

### Stay Home When Sick

- Parents and caregivers **must perform the Daily Health Assessment** and follow the directions as to when to stay home.
  - o If a child has any key symptoms of illness, they must not go to school.
- **Active Daily Health Checks for Employees:** The Provincial Health Officer now requires that daily health check processes be **“active”** in that staff must confirm with their administrator that they have reviewed the complete list of entry requirements and that none of the prohibited criteria apply to them.
  - o Schools can use a number of methods to confirm staff have completed a daily health check including in written or online format.

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

# COVID-19 Exposure Control Plan – SCHOOL SITE PROCEDURES

## What to Do If Symptoms Present:

SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"><li>• Fever (above 38° C)</li><li>• Chills</li><li>• Cough</li><li>• Loss of sense of smell or taste</li><li>• Difficulty breathing</li></ul>	<p><b>1 or more of these symptoms:</b> Get tested and stay home.</p>
<ul style="list-style-type: none"><li>• Sore throat</li><li>• Loss of appetite</li><li>• Headache</li><li>• Body aches</li><li>• Extreme fatigue or tiredness</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>	<p>If you have <b>1 symptom:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>
<p>If you are a <b>close contact*</b> of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</p>	

• You will be notified by Interior Health Authority or another Health Authority if you are a close contact. For more information on close contacts, go to: [www.bccdc.ca/covid19closecontacts](http://www.bccdc.ca/covid19closecontacts)

• Staff, students or other persons must stay home and self-isolate if they are:

- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

## School Hours/Access

- Only use designated entrances and exits.
- All staff, adults, and secondary students must be wearing a mask upon entry.
- Schools will be open to staff 7 a.m. to 7 p.m. (Monday – Friday) unless prior approval has been obtained.
- Rentals for community events in school spaces will not be taking place.
- Parents and guardians will be encouraged to use phone or email to meet with staff or make an appointment.
- Doors will remain locked during the day to limit access.
- School volunteers will be limited to essential educational support programs.
- All visitors must sign into district buildings providing necessary contact information.
- The school will keep a log of all visitors, including staff that are not based in the school building. This includes relief, TTOC's and Operations staff.

# COVID-19 Exposure Control Plan – SCHOOL SITE PROCEDURES

## 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.
- Sanitize your hands after you enter the building and disinfect your workspace as required.
- Do not enter or leave the building in groups.

## Hand Hygiene

### When Staff and Students Should Perform Hand Hygiene:

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

### Additional Staff Hand Hygiene:

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

## Cleaning

- General cleaning and disinfecting of the premises at least once every 24 hours.
  - This includes items that only a single student uses, like an individual desk or locker.
- Frequently touched surfaces should be cleaned and disinfected an additional time every 24 hours (i.e. twice total). At least one of these cleanings should occur during the school day.
  - This will include doorknobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- Clean and disinfect any surface that is visibly dirty.
- Administrators will work with the Operations Department staff to coordinate student transitions with cleaning schedules.



## 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, drinks, or other personal items.

# COVID-19 Exposure Control Plan – SCHOOL SITE PROCEDURES

## Physical Distancing Among Adults

- All adults must maintain social distancing by maintaining six feet or two metres distance between adults.
- Work in your classroom, office, or workspace as much as possible.
- Use virtual means to meet with staff whenever possible.
- Maintain strict social distancing when meeting in person.
- Ensure that you are in a space that allows for the six feet/two metre distance among adults.

## Physical Distancing and Minimizing Physical Contact with Students and Among Students

### School Gatherings and Events:

- School gatherings should seek virtual alternatives whenever possible when a group is gathered, including for assemblies, extracurricular practices, and other activities.
  - If a virtual alternative is not possible, the size of the gatherings should be minimized as much as possible and should not exceed the size of the cohort.
  - Limit attendees from outside of the cohort.
- In-person inter-school events will not occur at this time. This includes competitions, tournaments, and festivals.

### Cohorts (Learning Groups):

- Staff and students will be organized into learning groups to reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.
  - In elementary schools, a cohort will be composed of up to 60 people.
  - In secondary schools, a cohort will be composed of up to 120 people.
- The cohorts will remain consistent for all activities in the school including staggered drop-off and pick-up times, recess, lunch, and transitions within schools during the quarter, semester, or term.
- Within the cohort, physical distancing will include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, spreading out as much as possible within the space available and ensuring there is two (2) metres of space available between people.
- Within the cohort, consistent seating arrangements, limiting shared learning resources, and outdoor learning and physical health activities are encouraged.
- Students will be reminded to keep their hands to themselves and avoid hugs and handshakes.
- Administrators will keep up to date lists of all students and staff in the cohorts for public health contact tracing.
- The composition of cohorts may be changed at the start of a new quarter, semester, or term in the school year. Outside of these times, composition will be changed as minimally as possible, except where required to accommodate learning, operational or student health and safety considerations.

### Student Activities Outside Learning Groups:

- Outside of cohorts, practicing physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available and ensuring there is two (2) metres of space available between people.
- Student breaks and transitions will be staggered to minimize interactions between cohorts.
- Administrators will manage the flow of people in common areas to minimize crowding and clearly mark hallways and other common areas to reduce contact between students.
- Students in secondary schools and all staff are required to wear masks except when:
  - sitting or standing at their seat or workstation in the classroom,
  - there is a barrier in place; or
  - they are eating or drinking in a designated area.
- Administrators will work with school staff to set schedules that minimize the number of staff that interact with cohorts that they are not a part of as much as practical.
- School staff interacting with multiple cohorts will practice two-metre physical distancing and mask wearing. Plexiglass barriers may be used where practical.
- School staff interacting with multiple learning groups will keep a daily log of contacts with learning groups and individual students.

# COVID-19 Exposure Control Plan – SCHOOL SITE PROCEDURES

## Students with Disabilities and Diverse Abilities

- *Staff or other care providers providing education services to students with disabilities and diverse abilities who are part of the same cohort should continue with routine practices. No additional measures or PPE are required. Staff or other care providers working with students with disabilities and diverse abilities across cohorts should wear a nonmedical mask if physical distance cannot be maintained. A face shield can be used in place of a non-medical mask when working with students where seeing facial expressions and/or lip movement is important and physical distance cannot be maintained.*

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

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

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

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

# COVID-19 Exposure Control Plan – SCHOOL SITE PROCEDURES

## Non-Medical Masks and Other Personal Protective Equipment

- Non-medical masks **must** be worn by K-12 staff and secondary students indoors at school and on buses except when:
  - Sitting or standing at their seat or workstation in a classroom or learning space,
  - There is a barrier in place,
  - Eating or drinking in designated areas only.
- Non-medical masks are not recommended for elementary-aged students due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff).
- Elementary students' mask use should be based on their personal or family/caregiver's choice.
- No student should be required to wear a mask if they do not tolerate it.
- Those wearing non-medical masks must still seek to practice physical distancing. There must be no crowding or congregating of people, even when masks are worn.
- Additional PPE, such as gloves and eye goggles, are not needed for most staff beyond that used as part of routine practices for the hazards normally encountered in their regular course of work.

## Daily Communication or Meeting Routines

- When you arrive at school, follow sanitizing/washing procedures and head straight to your classroom, office, or work area.
- Check your email for any updates or plans for the day as set by your administrator or district staff members.
- Utilize technology whenever possible to meet using virtual means.
- Any 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.

## Hallways

- Sanitizer stations will be available in hallways.
- Staff **must** wear a mask anytime they are away from their desk or workspace, including in the classroom, common spaces and high traffic areas like hallways, busses, staffrooms, etc.
- 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.

## Photocopier or Supply Room

- If you need to use the photocopier, **wash** or sanitize your hands before you begin.
- When you are done, disinfect the photocopier.
- Disinfect any shared surfaces or equipment at the photocopy area/room such as staplers, hole punches, etc. that you have used.
- 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.

## General Ventilation and Air Circulation

At this time, there is no evidence that a building's ventilation system, in good operating condition, would contribute to the spread of COVID-19. School districts are required to ensure that heating, ventilation, and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers. In order to enhance school ventilation, schools should consider:

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

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

# COVID-19 Exposure Control Plan – SCHOOL SITE PROCEDURES

## 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.
- Sanitize or wash your hands before entering the staffroom.
- Maintain a distance of six feet/two metres between other staff members.
- The staff room may be used for food storage and accessing appliances.
- If possible, bring lunches that do not require a lot of preparation.
- Coffee and tea stations will be available for use as determined by your administrator. Please sanitize your hands before handling appliances or wipe down with disinfectant wipes after use.
- Water fountains will remain closed. All bottle stations will be open.
- Coats and bags are to be kept in your classroom/workspace.
- Do not share food or drinks.

## Washrooms

- Follow the plan for washroom use established by your administration. This plan will include washroom occupancy limits and which employees are assigned to which washroom.
- Proper distancing to take place for those waiting.
- Always wash your hands before you leave the washroom.
- Follow proper hand washing guidelines as posted.

## WorkSafeBC Requirements

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

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

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

## Front Office or Office Spaces

- Administration will develop protocol around accessing front office/office spaces.
- Access to staff mailboxes will be permitted if physical distancing is maintained. Your administrator will determine and post the procedures involved.
- Protocols for these spaces must align with district and provincial protocols.

## Classrooms

- Classroom doors are to remain open at the end of your day. This signals custodial staff to sanitize the room. 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.) and post signage.
- Protocols for these spaces must align with district and provincial protocols.
- All common spaces will have maximum occupancy signs posted for reference.
- Disinfect used surfaces, appliances, furniture, equipment, etc. before and after use.
- For shared resources such as books, learning materials and toys, please review BCCDC guidelines.

# COVID-19 Exposure Control Plan - RESPONSIBILITIES

## COVID-19 PROTOCOL RESPONSIBILITIES

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

### Employer (School District)

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

### Operations Manager

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

### Supervisors (Principals & Vice Principals)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Update, post, or relay informational or safety material in an accessible area for workers to review.
- Review and update workers regarding safety protocols and procedures through staff meetings and Joint Occupational Health and Safety Committees.
- Working with the JOHS Committee confirm signage is visible and undamaged, replacing when necessary, on a regular basis.

### Joint Occupational Health and Safety Committee

- Make recommendations to the employer for the improvement and implementation of the COVID-19 Exposure Control Plan.
- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consult with workers and the employer on issues related to the COVID-19 Exposure Control Plan.
- Make recommendations to the employer on orientation/ training on COVID-19 Exposure Control Plan and to monitor their effectiveness.
- Complete monthly COVID-19 discussion and review, providing necessary supports in the school when reposting signage, establishing, or maintaining protocols, and other necessary supports as required.

### Workers (Teachers, Education Assistants, Support Staff)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow the established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

# COVID-19 Exposure Control Plan

## Know the Facts

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

- [The BC Centre for Disease Control: covid-19.bccdc.ca](https://www.bccdc.ca)
- [The BC Centre for Disease Control – Schools](#)
- [COVID-19: Public Health Guidance for K-12 School Settings:](#)  
[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)
- [Health Link BC:](#)  
<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>
- [Health Canada:](#)  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- [The World Health Organization:](#)  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>



## 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](http://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/mental-health-addictions)

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

The website for our EFAP services is <https://www.workhealthlife.com/>. They have tools developed to help with:

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

**workhealthlife**

## APPENDIX F – HEALTH AND SAFETY CHECKLIST TOOL

# Health and Safety Checklist



Complete this checklist with your school's health and safety committee to assess your school's safety plan with the [Ministry of Education's Health and Safety Guidelines](#). Measures that are only sometimes or never in place represent areas where more attention and action may be needed.

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

Administrative Measures		
Entrance and Exits	Staff and students are not crowded when they enter and leave the school. This includes spaces like hallways, coat rooms and bus waiting areas.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Common Spaces	Staff and students can move through common spaces - hallways, washrooms, cafeteria, bus stops - without crowding or physical contact.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Physical Distancing Within Learning Groups	Physical contact and close, face-to-face interactions are minimized. People are spread out as much as possible.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Physical Distancing Outside of Learning Groups	There is 2 meters of space available between people from different learning groups when together for extended periods of time (when indoors for elementary, and at all times for middle and secondary).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Staff Only Spaces (e.g. Administrative Officers, Staff Rooms, Copy Rooms, etc.)	Physical distancing is practiced. Masks are not used in place of physical distancing.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Visual cues (floor markings, posters, etc.) are in place to promote physical distancing.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Masks are worn in accordance with the Health and Safety Guidelines.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Itinerant Staff, Temporary Teachers on Call and Other Visitors	Process in place to ensure itinerant staff, Teachers On-Call and visitors are aware of the school's health and safety measures and their responsibility to follow them at all times.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Gatherings	Student gatherings (e.g. events that bring staff and students together outside of regular learning activities) only occur within learning groups and as minimally as possible.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Staff gatherings (e.g. meetings, professional development activities, etc.) occur virtually whenever possible. If not possible, staff are able to be physically distanced during the meeting.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Extracurricular Activities	Activities are implemented in line with the guidance for within- and outside-of-learning group interactions, including 2 meters of space available between people from different learning groups (when indoors for elementary, and at all times for middle and secondary).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

# Health and Safety Checklist



Administrative Measures		
Hand Hygiene	Hand cleaning facilities available and accessible throughout the school and well maintained.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Signage to remind students staff to practice regular hand hygiene and good cough etiquette.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Environmental Measures		
Learning Space Configuration	Learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Increased Cleaning and Disinfecting	General cleaning and disinfecting is done every 24 hours, with frequently-touched surfaces cleaned an additional time (including once during the school day).	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Ventilation and Air Exchange	The school's ventilation system is serviced and operating to specifications.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Personal Measures		
Daily Health Checks	Staff complete an active Daily Health Check.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Parents and students are made aware of their responsibilities to complete a Daily Health Check.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Stay Home When Sick	Staff and students are reminded to stay home when they are sick.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Personal Protective Equipment		
Masks	Staff, itinerant staff, and visitors (who are able to), wear masks in accordance with the K-12 Health and Safety Guidelines.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Students (who are able to), wear non-medical masks in accordance with the Health and Safety Guidelines.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Masks are available for those who have forgotten theirs.	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never