



January 1, 2022 V. 8

Staff Handbook:

SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)

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

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Purpose

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

Definitions

For the purpose of this document the following terms are defined as:

Universal Precautions and Routine Precautions/Practice (used interchangeably)	Infection-control precautions and procedures, better known as best practices.
Practicable	When reasonably possible.
Safe Work Practices/Procedures (SWP)	Instructions referred to as SWPs.
Learning Group or Cohort (used interchangeably)	A group of students and adults who remain together throughout the defined learning period and primarily interact with each other. Cohorts can be comprised of students and staff.
Confirmed Case	A person with laboratory confirmation of infection with the virus that causes COVID-19 performed at a community, hospital, or reference laboratory.
Contact Tracing	A process led by local health authorities to identify people that have been in close contact with a confirmed case. Contact tracing helps people get diagnosed earlier and reduces the chance of spreading COVID-19. If you are a contact of a confirmed case, a member of the public health team will contact you to let you know you may have been exposed. If you have symptoms, you will be sent for testing. If you do not have symptoms, you will be asked to self-isolate so that if you develop COVID-19, you won't spread it to others in the community.
School Cluster	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. Multiple confirmed and linked cases of COVID-19 among students and/or staff within a 14-day period. The determination of clusters can only be made by Medical Health Officers (MHO).
Self-isolation	Staying home and avoiding situations where one could come in contact with others. Information on self-isolation and quarantine, including for international travellers returning to BC, is available from http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation .



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Background

The BC Center for Disease Control and the Ministry of Education have published the following information in its 2021, Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings,

- British Columbia schools will transition from a COVID-19 Safety Plan to a Communicable Disease Prevention Plan.
- This plan focuses on reducing the risk of workplace transmission of COVID-19 and other communicable diseases, and includes both ongoing measures (e.g. hand hygiene, cleaning) and additional measures to be implemented as advised by public health.
- WorkSafeBC outlines a four-step process to reduce the risk of communicable disease transmission in the workplace.
 - Understanding the level of risk
 - Implementing appropriate measures
 - Communication policies and protocols
 - Updating measures and safeguards as required
- Schools are considered low-risk sites for COVID-19 transmission.
- B.C. has a highly vaccinated population, with the majority of those aged 12 and older having received two doses of a COVID-19 vaccine.
 - Vaccinated individuals tend to have milder illness if they get infected and are also less likely to pass virus on than unvaccinated individuals. Severe outcomes in fully vaccinated individuals are infrequent.
 - Everyone eligible is encouraged to be fully vaccinated (i.e., receive two doses) against COVID-19 to protect themselves and those around them.
- Four COVID-19 Variants of Concern have been detected in B.C.: Alpha, Beta, Gamma, Delta, and Omicron. Currently, Omicron is the becoming the most common variant in BC.
 - Omicron spreads more easily and appears to cause less serious outcomes than other COVID-19 variants among people who have received at least two (2) doses of a COVID-19 vaccine.

COVID-19 and Schools

Based on national and international evidence collected between January – July 2021:

- There is little high-quality evidence to suggest that having schools open meaningfully contributes to community transmission.
- The likelihood of a person attending school while infectious with COVID-19 reflects local community prevalence.
- The consistent implementation of prevention measures, particularly in communities with higher transmission and/or lower vaccination uptake, is critically important to limiting the spread of COVID-19.
 - Within clusters and outbreaks, adult to adult transmission appears more common than child to adult or adult to child.
- Widespread asymptomatic transmission is not commonly occurring within schools.
- Evidence continues to be gathered about the impact of staff and student vaccinations on mitigating risk of COVID-19 transmission at school



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Safe Work Procedures

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

Training and Education

All SD 58 staff must:

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

Site-Based Joint Occupational Health and Safety Committee

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

- Follow applicable WorkSafeBC legislation as laid out in the Site-Based Terms of Reference (TOR),
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers,
- Participate in the COVID-19 JOHS training and
- Complete the JOHS Site-Based Checklist COVID-19. See Appendix G.
- Support and assist with implementation of site-based COVID-19 safety procedures.
- Update necessary messaging and signage within their building.
- Assist in staff safety orientation training.
- Meet regularly at least once per month. This may vary to ensure consultation around safety updates.



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Communicable Disease Preventative Measures and Key Messages

1. **STAY HOME WHEN SICK** – All staff and students must complete a **daily health assessment** and follow the necessary protocols.
 - If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at: bc.thrive.health/covid19. Follow all recommendations as provided through the health check app or by 8-1-1.
2. **PHYSICAL DISTANCING AND SPACE ARRANGEMENT** – Strict physical distancing is no longer required. School principals and staff will work to remind others about remaining aware of personal space by maximizing space between staff and students. Different common space, classroom, and environment configurations will be implemented. Face-to-face seating arrangements will be limited and avoided wherever possible.
3. **HAND HYGIENE** - Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, going to the bathroom; and before eating or preparing food. Use sanitizer in between and when hand washing stations are not available.
4. **RESPIRATORY ETIQUETTE AND PERSONAL HYGIENE** - If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. **CLEANING AND DISINFECTION** - Clean and disinfect frequently touched objects and surfaces. A thorough cleaning of all district buildings will take place once every 24 hours.
6. **STAFF DEMONSTRATION** – All staff will model and demonstrate how to practice personal prevention measures while at school (e.g., wearing a mask, hand hygiene, giving personal space, etc.).
7. **SUPPORTIVE SCHOOL ENVIRONMENTS** – All SD58 schools will continue to support personal prevention practices (including mask use) through positive and inclusive approaches, aligned with existing professional practices to address non-compliant behaviour. Approaches will not exclude students from participating in school.
8. **SCHOOL GATHERINGS AND EVENTS** – School gatherings and events (e.g., assemblies, parent-teacher interviews, etc.) will be held virtually whenever possible. If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions, etc.) attendance will not exceed 50% operating capacity and **no** spectators will be allowed.
9. **SCHOOL SPORTS** – Extracurricular sports tournaments will be paused. This includes single or multi-day gatherings of three or more sports teams, who come together outside regular league play for purpose of teams playing against multiple other teams, but does not include:
 - A gathering where team members compete on an individual basis against members of other teams, or
 - A gathering where the result will decide if a team will advance to play in a national or international competition.
10. **STAFF SPACES, GATHERINGS, AND MEETINGS** – All staff gatherings and meetings (e.g., staff meetings, in-service and professional development activities) will be held virtually.
11. **MASKS** – All staff, students and outside personnel must wear a mask while indoors in any district building. Everyone who is able to (i.e., does not have a mask exemption) must wear a mask. Reminders will be provided to staff, students, and parents/caregivers.
12. **VISITOR ACCESS** – Visitors will be limited to those that are supporting activities that are of direct benefit to student learning and wellbeing.
13. **GET VACCINATED** - Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated (i.e., receive 2 doses) against COVID-19. School exposures are more likely in communities with lower vaccination uptake/greater community risk.



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Work Environment

The following are a summary of key details for classrooms and other SD 58 work environments,

- Sufficient ventilation in classrooms that meets WorkSafeBC legislative requirements and building standards.
- All ventilation has been increased and filters have been changed.
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
 - As per WorkSafeBC legislative requirements (OHSR 4.79) if air quality concerns are brought forward, they will be investigated accordingly.
- **General cleaning, including frequently touched surfaces will take place at least once every 24 hours by custodial staff.**
 - This includes doorknobs, light switches, water fountains, toilet handles, tables, desks and chairs, keyboards, sports equipment, manipulatives, music equipment and toys used by multiple students.
- Desktops and counter surfaces must be kept clear and equipment be stored to allow for nightly custodial cleaning/disinfection.
- Grabbers (pickers) will be available for teachers to use in classrooms for picking up refuse that may fall onto the ground (e.g. masks, gloves, etc.)
- Classrooms may provide access to all learning materials including those harder to disinfect items as long as hand hygiene is practiced before and after use of each item.
- Empty garbage containers daily and when full.
- Classroom seating arrangements must remain as spaced apart as possible with direction to staff and students to be mindful of personal space and crowding while in the classroom.
- Hand washing stations will have liquid soap and paper towel.
 - If no handwashing station is located in the classroom, students and staff will have access to a designated washroom and hand sanitizer within the classroom.
- Science (labs and prep-rooms), Shops, and Foods. All rooms will be open to students for instruction in these areas.
- Access to gyms, music rooms and learning commons or libraries will reopen to all staff and students with maximum occupancy numbers posted for reference.
- Students taking part in music education must follow the guidelines as listed by the [British Columbia Music Educators' Association](#).
- School gatherings may occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders.
- **Staff meetings must occur through virtual means.**
- Examinations or assessments are not considered school gatherings and will be implemented following the guidance outlined in this document.
- Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines the Communicable Disease Prevention Plan and requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.
- There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper-based products therefore there is no need to limit these items.
 - Laminated or glossy paper-based products and items with plastic covers can be contaminated; however, the risk is low, and will remain available for use.
- Frequently touched items like toys or manipulatives that may not be cleaned often may be used, if hand hygiene is practiced before and after use. Carpets and rugs can also be used.
- Re-filling water stations can be used to re-fill personal containers.
- Water fountains will reopen and be available for use. Hand hygiene should be practiced before and after use.
- Personal items between students and staff may be shared provided hand hygiene is practiced before and after use.



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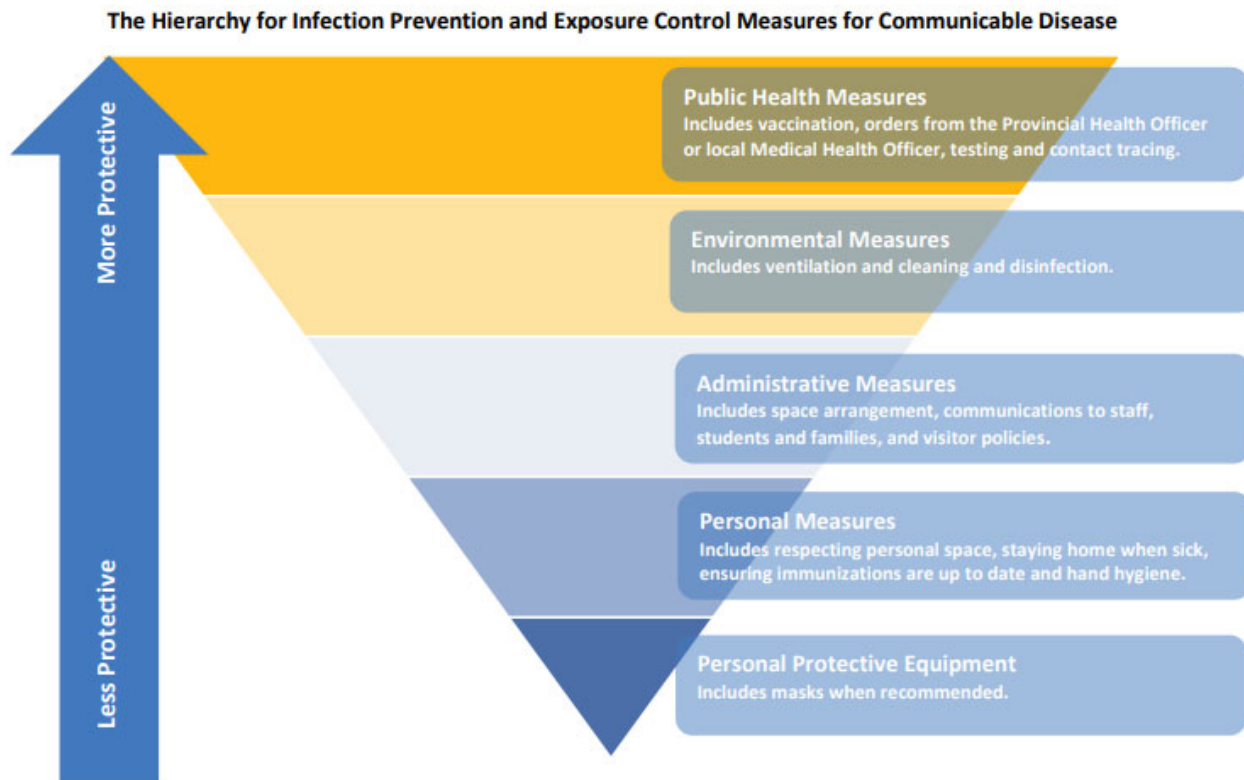
- If lockers or cubbies are to be used, they must not be shared.
 - If used and the lockers/cubbies are in the hallway, schools will manage flow of students to allow for minimal crowding.

Infection Prevention & Exposure Control Measures

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in settings such as schools where there is relatively consistent grouping of people and multiple measures of various effectiveness can be routinely implemented. In School District No. 58, this includes:

- Robust illness policies for students and staff.
- Reinforcement and adoption of effective personal practices (i.e. hand hygiene, respiratory etiquette).
- Various environmental measures (i.e. enhanced cleaning and disinfecting practices, ensuring HVAC systems are operating properly, etc.).

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.





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Supportive School Environments

Schools will support students to practice personal preventative measures by:

- Having staff model the expected behaviours.
- Sharing reliable information, including from the BC Centre for Disease Control and the Office of the Provincial Health Officer to parents, families, and caregivers.
- Promoting safety measures in the school through the use of visual aids like floor markings and signage.

All staff will be expected to utilize a positive and inclusive approach to engage students in preventive practices and should not employ measures that are punitive or stigmatizing in nature.

Staff should also utilize a trauma-informed lens when planning school activities and interacting with other staff and students, including considerations around respecting others personal space.

Students and staff may choose to wear masks, face shields or other personal protective equipment in schools beyond the required circumstances outlined in this document, and those choices must be respected.

Vaccines

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

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

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

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

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

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



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Physical Distancing and Space Arrangement

Public health no longer recommends Learning Groups (Cohorts) or physical distancing (2M/6FT) as communicable disease measures for the K-12 setting, there are a number of strategies SD58 will utilize to help create space between people and support students and staff in returning to school using a trauma-informed approach:

- Students and Staff will be reminded about respecting others personal space. This will include supports such as signage, prompts, modelling, etc., as necessary.
- All available space will be used to spread people out, both in learning environments and for gatherings and events, wherever possible.
- Strategies will be used to ease or prevent crowding at pick-up and drop-off times.
- Strategies will be implemented that prevent crowding during transition and break times.
- Staff will be encouraged to take students outside where and when possible.
- Flow will be managed in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
 - Floor markings and signage will be used to direct traffic flow throughout school buildings.

Staff Only Spaces

Staff rooms, front offices and other staff only areas are open and accessible but will have measures in place for access requirements. This will include the following strategies:

- Staff should avoid face-to-face contact whenever possible.
- All staff-only gatherings (e.g., staff meetings, in-service and professional development activities) will be held virtually.
- Signs will be posted regarding maximum occupancy requirements in all staff common spaces. This includes staff rooms, front offices, meeting rooms, supply/photocopier rooms, etc.
- Staff room will be available to a maximum capacity with an emphasis on being mindful of personal space and crowding. This will be determined by administration and with support from the site based JOHS Committee.
- Staff may use the appliances and beverage stations (coffee and tea) in the staffroom. However, all touch points must be disinfected between each use.
- Photocopier rooms will have limited access due to occupancy limitations.
- Staff must practice hand hygiene before and after use of office equipment (copier buttons, hole punch, stapler, etc.).
- Access to staff mailboxes is available.

School Gatherings and Events

School gatherings and events (including inter-school events) can occur in line with those permitted as per relevant local, regional, provincial and federal public health recommendations and Orders. School gatherings and events will be held virtually. This will include all assemblies, parent-teacher interview etc. Should there be an in-person event (e.g., inter-school sports game, theatre productions), organizers should apply a trauma-informed lens to their planning, including consideration of:

- respecting student and staff comfort levels regarding personal space;
- not exceed 50% operating capacity
- no spectators will be allowed
- using space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntarily physical contact between attendees (i.e. overcrowding); and



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Personal Items

Staff and students may bring personal items to school but should not share these items with others.

Students can continue to use lockers and personal cubbies to store items.

Student Transportation/Buses

- Buses used for transporting students will be cleaned and disinfected per the Bus Cleaning SWP and according to the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document.
- Bus drivers must practice hand hygiene often, including before and after completing trips.
- Bus drivers must wear a non-medical mask 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.
- All K-12 staff and Kindergarten to Grade 12 students must wear a non-medical mask while on the bus.
 - The mask will be donned before loading and taken off after offloading.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. (See Appendix K) If they are sick they must not board the bus to school.
- Students must clean their hands before and after taking the bus.
- Passengers should spread out if empty seats are available.
- Windows will be open should weather permit.
- Bus Drivers, staff, and students will practice respiratory etiquette while on the bus.

Carpooling

The following guidance is recommended for staff and families using carpooling arrangements.

- Spread out vehicle occupants as much as possible.
- Travel with the same people whenever possible.
- Set the vehicle's ventilation to bring in fresh outside air, and do not recirculate the air.
- Open windows when the weather allows.
- Clean hands before and after trips.
- Clean frequently touched surfaces regularly.

Handwashing Facilities

- All sinks and handwashing stations will be available for use.
- Use of paper towel rather than hand dryers is recommended.
- Hand hygiene stations at each school entrance, with hand sanitizer (on a table or stand) for students upon arrival (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
- Staff should assist younger students with hand hygiene as needed.

Handwashing

Liquid soap and water are the preferred method for cleaning hands.

Handwashing is required for students:

- Before leaving home, on arrival at school and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor



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transitions, etc.)

- After sneezing or coughing
- After handling common recourses
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty

Handwashing is required for SD 58 staff:

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

Respiratory Etiquette

Students and staff should:

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

Cleaning and Disinfecting

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces.

WHMIS Requirements

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



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Custodial and other staff

- Following the Enhanced Cleaning SWP COVID-19, custodial staff must clean the school thoroughly every evening after the school is closed.
- Custodians will clean frequently touched surfaces once in a 24-hour period and check supplies (paper towel and soap) in the school daily, when the classroom or area is unoccupied.
- All areas that require attention by custodians will be communicated to the principal who will then communicate it to the custodial staff.
- All visibly dirty surfaces will be cleaned as soon as practicable.
- If supplies are low an email will be sent to the head custodian for supplies.
- Garbage must be emptied daily.
- Custodial staff will keep spray bottles with cleaner and microfiber cloths or paper towels readily accessible for WHMIS trained SD 58 staff to use to clean their work area and IT equipment.
 - If required, staff may request a disinfectant spray from their administration for disinfecting toys or other items. This must then be returned to the front office as there are not enough spray bottles for all staff.
- Items and surfaces that students have placed in their mouths, or that have been in contact with bodily fluids, must be cleaned before being used by another student.
- Dishwasher-safe items may be cleaned and disinfected in a dishwasher with a hot rinse cycle.
- Those areas that are not being used regularly should have sign-in sheets posted next to the room entrance to help custodial staff identify when cleaning/disinfecting should take place in those spaces (i.e. gyms, weight rooms, meeting rooms, etc.).

Facilities and Transportation

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

Cleaning and Disinfecting by Staff Supporting Learners with Diverse Needs

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

Frequently Touched Surfaces

Frequently touched surfaces include:

- Items used by larger numbers of students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, etc.
- Access to water fountains will reopen. Students and staff should practice hand hygiene before and after use.
- Washrooms and other shared spaces will be open at full capacity. All schools will return to full operation of all spaces in alignment with the protocols in this document.
- Shared equipment (i.e. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, music equipment, etc.)
- Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces)
- Service counters (i.e. office service window, library/learning commons circulation desk)
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics)

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or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used.

- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products.
- Laminated or glossy paper-based products (e.g. children's books or magazines) and items with plastic covers (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

Cleaning and Disinfecting Bodily Fluids

Follow these procedures, in conjunction with school/district policies, when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, Kevlar sleeves) for blood and bodily fluids (e.g. toileting, spitting, biting).

Laundry

Follow these procedures when doing laundry (Home Economics, Physical and Health Education, Life Skills Programs, etc.):

- Laundry should be placed in a laundry basket with a plastic liner.
- Do not shake dirty items
- Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.
- Clean hands with soap and water immediately after removing gloves.
- Wash with regular laundry soap and hot water (60-90°C).

Visitor Access/Community Use

- Front entrances will remain unlocked for access, however, all visitors will be required to make appointments and will be limited to those that are supporting activities that are a direct benefit to student learning and wellbeing. School principals will determine which visitors need access to their buildings.
- Parents/guardians should remain outside of the school to drop off their children unless prior arrangements have been made.
- All visitors, parents and outside personnel must follow communicable disease protocols and requirements, including the daily health assessment prior to entering the building.
 - These protocols and requirements will be posted at the entrance of the school, on the school's website, and included in communication to families.
- All schools will continue to utilize a sign-in/sign-out process for all visitors and staff not based in that building.
- All visitors and staff must wear a non-medical mask when they are inside the school.
- Visitor access will be limited to areas required for the purpose of the visit.
- Administration with the support of the JOHS Committee will determine student entry points.
- In addition to the Daily Health Assessment, parents/guardians of **Learners with Diverse Needs**, as required, will communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with case manager and administration if support is needed.



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After hours community use of facilities is allowed in alignment with other health and safety measures. At this time, we will not be allowing community use of facilities. Should we allow use in the future, the following would apply.

- Use must occur in line with those activities permitted as per relevant local, regional, provincial and federal public health recommendations and Orders
- Diligent hand hygiene
- Respiratory etiquette
- Ensuring participants stay home if they are feeling ill
- Where possible, limiting building access to only those areas required for the purpose of the activity

Community users are responsible for collecting names and contact information of participants to support contact tracing activities by the local health authority.

Isolation Area

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

- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain a hand sanitization dispenser.
- The room must have an “Isolation” sign that can be posted while the room is in use.
- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning and disinfecting.
- The first aid room **may** be in the same room.
- If isolation room is used custodial staff will be notified and conduct enhanced cleaning as per the Enhanced Cleaning SWP COVID-19. See Appendix C.

Personal Measures

Self-Isolation and Illness

All students, staff or other persons must follow the directions from 8-1-1 or Public Health when 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 contacted and supported by the Health Authority.

Students, staff and other persons in the school must stay home when they are sick or required to self-isolate and follow the protocols as outlined on the Daily Health Assessment.

The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the [K-12 Health Check app](#).
- Staff and other adults can [When to get tested for COVID-19](#)
- Staff, students and parents/caregivers can also use the [BCCDC online Self-Assessment Tool](#), call 8-1-1 or their health care provider.

Staff must notify their administrator if they are ill and unable to attend work due to illness and log the absence accordingly in eServe and through Central Dispatch.

If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health

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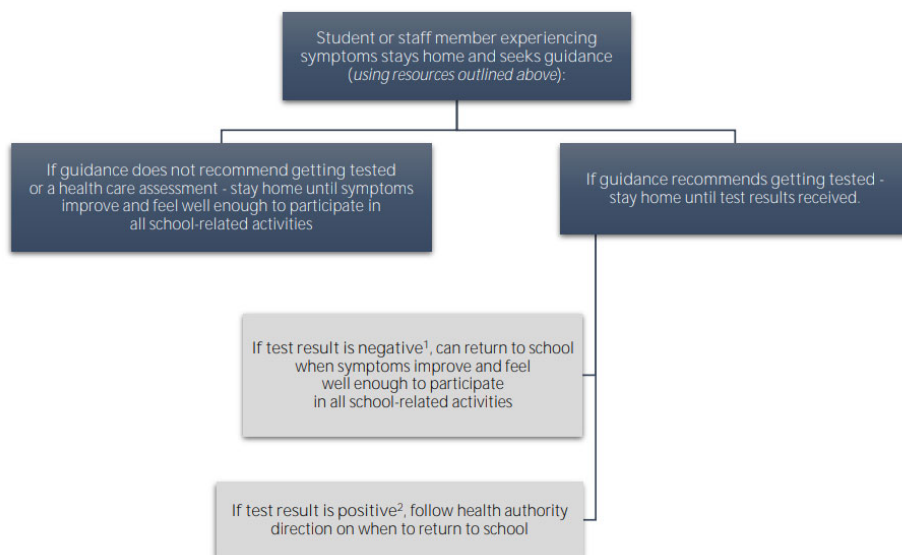


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condition and are not unusual for that individual, they can continue to attend school. No assessment or note should be required from a health care provider. Students and staff will **not** be sent home due to symptoms from pre-existing conditions.

Returning to School After Sickness

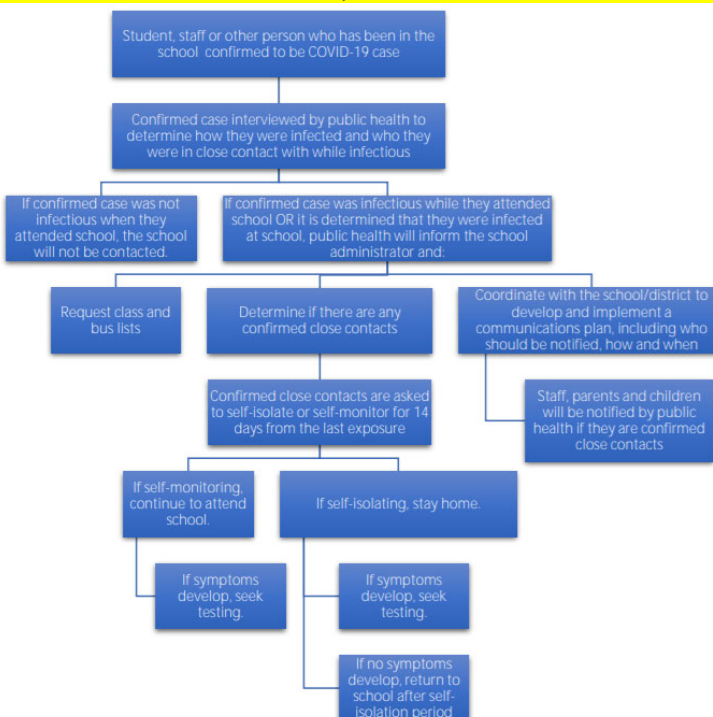
When a staff, student or other adult can return to school depends on the type of symptoms they experienced, if a COVID-19 test is recommended and the type of illness they had.



Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on quarantine or self-isolation and when they may return to school. Most illness experienced in BC is not COVID-19, even if the symptoms are similar.

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

The following outlines the approach public health generally takes when there has been a COVID-19 exposure at a school. The specific actions taken may differ from those outlined here, based on the discretion of the responsible Medical Health Officer.





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Confirmed close contacts are determined based on the length of time of exposure and nature of the interaction. Only public health can determine who is a close contact. See the Protocol in the Event of a Confirmed COVID-19 Case in a School section for more information.

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

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

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

Daily 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.

- Parents and caregivers must assess their children daily for illness before sending them to school.
- 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.
- School staff and any other adults will complete an active daily health assessment prior to entering the school.
- If a student, staff or other adult is sick, they must not enter the school.

School administrators have a protocol in place to ensure an active health assessment is completed and recorded for all staff members, visitors and other persons entering their buildings as per the Provincial Health Officer's order. (See Appendix I– Daily Health Assessment)

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

If staff, parents or guardians are unsure, they can call 811 for advice, use the [BC COVID-19 Self-Assessment Tool](#) or the [K-12 Health Checker App](#) or review the COVID-19 guide for when to get tested in Appendix I.

Personal Protective Equipment (PPE)

Personal protective equipment (including masks) can provide an additional layer of protection. Those wearing masks must still respect others personal space. Masks should not be used in place of the other safety measures detailed in this document.



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K-12 Staff

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools and on school buses.

Supporting students with complex behaviours, medical complexities or receiving delegated care may require staff providing health services or other health care providers to be in close physical proximity or in physical contact with a medically complex or immune suppressed student.

- People providing these services in schools must wear a mask (medical or non-medical) when providing services and the service cannot be provided from behind a physical barrier. Additional PPE over and above that needed for routine practices and the use of a medical or non-medical mask is not necessary.
- Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. Health service providers are encouraged to work with their employer to confirm what PPE is recommended for the services they provide in school settings.
- Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk.

K-12 Students

- All Kindergarten to Grade 12 students are required to wear a mask at all times in schools and on buses.
- Staff will utilize positive and inclusive approaches to engage students in the use of masks and will not employ measures that are punitive or stigmatizing in nature.
- Any concerns regarding PPE can be brought up with your administration directly.

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

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

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

Mask Exceptions

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

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

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

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



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Other PPE

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

General Ventilation and Air Circulation

At this time, there is no evidence that building's ventilation system, in good operating condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures.

SD58 will regularly maintain all HVAC systems and ensure that:

- Filters are checked regularly and updated accordingly.

All schools should attempt to:

- Move activities outdoors and consider moving classrooms outside when space and weather permit.
- Increasing air exchanges by adjusting the HVAC system.
- Managing air distribution through building automation control systems.
- Opening windows if weather permits and HVAC system function will not be negatively impacted.

Emergency and Evacuation Drills

Schools must continue to practice various emergency procedures, including six school fire evacuation drills, lockdown drills, etc.

- Each site will continue to practice emergency (e.g. fire, earthquake, lockdown) and evacuation drills, including six required annual fire drills, modifying current drill procedures to adhere to health and safety guidelines.
- The site based JOHS Committee should be involved in consultation with the Health and Safety Manager, as required. On-site staff must be made aware of any changes to lockdown locations as per the Staff Orientation Checklist. See Appendix F.
- In the event of an actual emergency, emergency procedures must take precedence over communicable disease preventive measures.
- Emergency procedures may require modification to adhere to communicable disease plans (e.g. designating additional muster locations to reduce crowding where required, make efforts to minimize involuntary physical contact between participants, etc.)

Communication and Training/Orientation

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



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WorkSafeBC recommends that employers ensure the following:

- Everyone entering the workplace, including workers from other employers, have received information about the workplace's measures, practices, and policies for managing communicable disease.
- All workers understand the measures in place at the workplace.
- Supervisors are knowledgeable about the measures, practices, and policies in place, and incorporate these into supervision practices at the workplace.
- Workers know how to raise health and safety concerns.

Curriculum, Programs and Activities

All curriculum, programs and activities will operation in alignment with provincial K-12 health and safety guidelines.

Equipment will be cleaned and disinfected per cleaning and disinfecting guidelines outlined in this document.

- Equipment that touches the mouth must not be shared unless cleaned and disinfected in between use.

Hand hygiene should be practiced before and after using equipment and whenever hands are dirty.

Field Trips

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

- For transportation, including school bus transportation, public transit and carpooling, see guidance in the transportation section in this document.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to required health and safety guidelines.
- Alignment with relevant local, regional, provincial and federal public health recommendations and Orders, including for international travel.
- Schools should consider guidance provided for overnight camps from [BCCDC](#) and the [BC Camps Association](#) when planning overnight trips that include group accommodation.

Food/Culinary Programs

Schools can continue to include food preparation as part of learning programs for students. The following guidelines will be applied:

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

School Meal Programs and Food Services

Schools will continue to provide food services, including food for sale.

- Food services (meal programs, cafeterias and fundraisers) will operate normally in the 2021/2022 school year.

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- School districts with existing meal programs will continue to work with community partners to provide meal support to families in need, in line with current public health guidelines.
- Students involved in food preparation and distribution should be taught and supported to practice relevant food safety practices, including hand hygiene.
- Personal food and beverages should not be shared.

Fundraisers

Schools may continue to offer fundraisers that can be implemented in line with the guidelines outlined in this document.

Kindergarten Program and Entry

- Information will be provided to parents prior to school starting.
- Parents and caregivers must follow guidelines for visitors.
- Support will be provided to all new students around personal space and crowding.
- Frequently touched items like toys or manipulatives can be used if hand hygiene is practiced before and after use.
- Carpets and rugs may be used.

Music Programs

- K-12 staff and students in Kindergarten to Grade 12 must wear masks when indoors and a barrier is not present.
- Masks may be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, but must be worn while singing).
- Shared equipment must be cleaned and disinfected, and students should be encouraged to practice proper hand hygiene before and after use.
 - Equipment that touches the mouth should not be shared unless cleaned and disinfected between each use.

Physical and Health Education / Outdoor Programs

- Spread out students and staff within available space and encourage outdoor activities and programs, as much as possible.
- K-12 staff and students, Kindergarten to Grade 12 are required to wear masks during PHE/outdoor program classes when they are indoors and a barrier is not present.
 - Students are not required to wear masks during high-intensity physical activities: mask use during these activities is the student's personal choice.
 - Staff should move high-intensity activities outdoors whenever possible.
- For low intensity activities, students are required to wear masks when they are indoors and a barrier is not present.
- Shared equipment can be used, provided it is cleaned and disinfected per the guidelines in this document.
 - Students must practice hand hygiene before and after use of shared equipment.
 - Equipment that touches the mouth should not be shared unless cleaned and disinfected between each use.

Playgrounds

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



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- Ensure appropriate hand hygiene practices before and after outdoor play
- Attempt to minimize unintentional physical contact between students
- Sand and water can be used for play if children wash their hands before and after play. COVID-19 does not survive well on surfaces, other than hard surfaces. There is no evidence showing that the virus survives on sand, in water or on playdough.

School Libraries / Learning Commons

At this time, there is no evidence that 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/return of books or paper-based educational resources to students because of COVID-19.

- Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.

School Sports

All sports tournaments and events will be paused. Sports tournaments are a single or multi-day gathering of three or more sports teams, who come together outside regular league play for the purpose of teams playing against multiple other teams, but does not include:

- A gathering where team members compete on an individual basis against members of other teams, or
- A gathering where the result will decide if a team will advance to play in a national or international competition.
- No spectators will be allowed at sporting or other events.

Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games), sports academies and events can continue as listed above with the following guidance:

- Requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.
- Masks are worn by K-12 staff, other adults and students in Kindergarten to Grade 12 when they are indoors and a barrier is not present.
 - Students are not required to wear masks during high-intensity sport activities⁷ (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to students personal choice. Staff are encouraged to move high-intensity sport activities outdoors whenever possible.
 - For low intensity sport activities (e.g. stretching, golf), students are required to wear masks when they are indoors and a barrier is not present.
- Use all available space to spread students and staff out as much as possible.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the cleaning and disinfecting section of this document.
- Students must practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette.
 - Equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses.
- Sport activities should be held outside whenever possible.

Theatre, Film, and Dance Programs

- Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.
- K-12 staff are required to wear masks during these programs when they are indoors, and a barrier is not present.
- Students in Kindergarten to Grade 12 are required to wear masks during these programs when they are indoors

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and a barrier is not present, except during high-intensity physical activity.

- No spectators will be allowed at these events.
- A maximum of 50% capacity will be adhered to for any common space used.
- Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected as per cleaning and disinfecting guidelines in this document and students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment.
- For more information and resources, visit the Association of [BC Drama Educators \(ABCDE\)](#) website.

Work Experience

Students may engage in work placements in accordance with the following guidance.

- Schools and school districts must ensure students are covered with the required, valid workplace insurance for placements at standard worksites and follow WorkSafeBC guidelines.
- For current and any new placements, standards in the ministry Work Experience Program Guide must be followed.
- Schools will assess and determine if it is safe for their students to continue with existing work placements or to begin new placements, considering Provincial Health Officer and WorkSafeBC guidance regarding COVID-19.
- Students and support workers who accompany special needs students to work sites, life skills course and locations, etc., will adhere to the communicable disease prevention plan of the workplace including wearing PPE if required.

Extracurricular Activities

Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document and requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.

Need Assistance?

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

References

Public Health Communicable Disease Guidance for K-12 Schools, August 24, 2021

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 24, 2021

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

WorkSafeBC, July 1, 2021

<https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>



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Appendix A - SWP COVID-19

COVID-19 Facts

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases. The disease caused by the new coronavirus has been named COVID-19 and has not been previously identified in humans.

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

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
- There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper products.
- COVID-19 virus has a relatively low infection rate among children (ages 0 to 18).
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Children are not the primary drivers of COVID-19 spread in schools or community settings.

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

Go to an urgent care clinic or emergency department if you:

- find it hard to breathe
- have chest pain
- can't drink anything
- feel very sick
- feel confused



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

Ways You Can Reduce Transmission

- Get immunized with a COVID-19 vaccine. You are considered fully immunized seven days after your second dose.
- Stay home if you are sick.
- Visit with people outside of your immediate household outdoors or in small groups.
- Avoid crowded areas.
- Wear a well-fitted 3-layer mask that covers your nose and mouth and goes under your chin in indoor public spaces.
- **All students K-12 and staff members are required to wear a mask in indoor public spaces regardless of their vaccination status.**
- Bring fresh air indoors by opening windows and doors, or using mechanical ventilation.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Cough and sneeze into the bend of your arm or a tissue, discard tissues safely, and clean your hands after.
- Avoid touching your face with unclean hands.
- Clean and disinfect surfaces and objects that are frequently touched by many people.

Respiratory Etiquette

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

Handwashing is required

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

How to wash hands

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

- remove jewelry
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced

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4. Back of fingers on opposing palms
5. Rub thumb rotationally, clasped in opposing hand
6. Rub tips of fingers rotationally on opposing palm
7. Rinse hands thoroughly
8. Dry hands with paper towel
9. Use paper towel to shut off water

If No Sink Is Available

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

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

References

Provincial COVID-19 Health and Safety Guidelines for K-12 Settings February 4, 2021. Ministry of Education.

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, February 4, 2021.

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

WorkSafeBC, August 11, 2020

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



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

Purpose

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

PPE

Gloves and a non-medical mask. Safety eyewear or other PPE is task dependent. Follow Universal Precautions.

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

Procedure - Flu like Symptoms

- OFA designates are **not** to assess or approach patients with suspected flu like symptoms. Should a staff or a child begin to show flu like symptoms:
 1. Ensure safe distance of two (2) meters and reassure the patient.
 2. Alert the Principal or Manager.
 3. Staff members would remove themselves from the premises immediately.
 4. Escort student to the isolation room.
 5. Have them wait in the isolation room for pick from a parent or guardian.
 6. Advise custodial staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

Procedure - Non -Flu like Symptoms- Standard First Aid

- First Aid rooms / dressing rooms are to be kept as a clean staging area; **patients are NOT to enter.** Have patient sit in chair outside room or other designated area.
- Perform hand washing as per COVID 19 SWP regarding Hand Washing.

Wear gloves and a non-medical mask.

- Gather appropriate first aid supplies and leave first aid kit in staging area (First aid room / dressing area).
- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial of areas used/touched for disinfecting purposes.

Remove Gloves:

- o Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- o Wash hands as per Hand Washing SWP.
- Complete -First Aid Record (Form 55B23) as per WorkSafeBC (you can use the same form for students).



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Appendix C - Enhanced Cleaning SWP COVID-19

Purpose

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

Enhanced Cleaning

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. These include door knobs, light switches, water fountains, toilet handles, tables, desks and chairs, keyboards, sports equipment, manipulatives and toys used by multiple students.

In addition, the responsibility to clean and disinfect surfaces in our schools is the responsibility of **all** staff. Frequently touched surfaces as described above will be the responsibility of custodial staff, however, disinfecting other shared items used within classrooms or common areas of the school, e.g. toys, manipulatives, photocopiers, microwaves, IT equipment, etc., will need to be cleaned after use by the staff using them.

There are no additional cleaning and disinfecting procedures necessary. This includes when different cohorts use the same space (e.g. a classroom, gym, arts room, home economics or science lab, etc.).

Personal Protective Equipment (PPE)

Gloves, splash goggles.

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

Procedure

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

DO NOT sweep with a bristle type broom.

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

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

4. Use HEPA Vacuum for removing debris on the floors.
5. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
 - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into room.
 - Use bucket to bring in essential supplies only to the room.
 - Bucket along with all of its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.



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- 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.
 - o Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and spot wipe walls.
 - o 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.
 - o 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 2-3 rooms.
 14. Remove personal protective equipment and dispose.
 15. Wash hands as per Hand Washing SWP.
 16. This procedure should be repeated twice daily for areas in use (e.g. school office, entrance doors, etc.).
 17. For very high-risk areas, follow up with further disinfection procedures, if required.

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

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



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Appendix D - Diverse Learners Support Considerations Communicable Disease Prevention Plan

Purpose

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

Personal Protective Equipment (PPE)

Supporting students with disabilities and diverse abilities may require those providing services to be in close physical proximity or in physical contact with a student for an extended period of time.

When staff are working with a student indoors, and the service cannot be provided from behind a barrier, staff 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). Additional personal protective equipment is not required beyond that used as part of the personal care routine normally encountered in their regular course of work (e.g., gloves for toileting).

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 Kindergarten to Grade 12 are also required to wear a non-medical mask or face covering when receiving services indoors and a barrier is not present.

In addition to a non-medical mask, those providing health or education services that require being in close proximity to a student should follow their standard risk assessment methods to determine what PPE is needed for general communicable disease prevention in accordance with routine practices.

Schools will have non-medical masks and face shields available for staff.

For more information, including exceptions to mask requirements for staff and students, see the Personal Protective Equipment section.

No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis by IHA. For particularly complex cases, example feeding tubes, direct any inquiries to the Inclusive Education.

Personal Care Plans

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



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Food/Eating

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

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

Toileting

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

Self-injurious Behaviours

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

Hand over Hand Support Handwashing

- Staff support student to wash hands as required on page 4 of the handbook "Handwashing is required"
 - In addition, if student touches face, mouth or nose, whenever possible staff support student to wash hands
- Staff to provide verbal cues for hand washing



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- If student requires hands on support, staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per Hand Washing SWP

Communication

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

Programming

- Self-regulation: student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required.
- Items eg: cozy swing, SafeSpace for a designated student only (single use).
- Activities: include tasks in student's clearly marked bin. If using edible reinforcers, follow eating protocol above.

Medication Administration

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

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

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



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Recommendations for Worker Safety when student exhibits any of the following behaviours

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



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Appendix E - Facilities/ Transportation Guidelines Communicable Disease Prevention Plan

Purpose

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

PPE

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

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

- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- All maintenance and operations staff will be required to follow sign-in procedures at district buildings outside of their base. They must enter the building through the designated door closest to sign-in. This will include a health assessment prior to entering the building.
- Staff will need to check into Operations/Transportation as per the Working Alone or in Isolation Procedure to ensure they are safe and to get any information they may have missed.
- Do not share tools without hand hygiene before and after use.
- Contact your Manager or clerical staff by email or phone rather than in person when possible.
- Check emails daily for new information and additional guidance.
- Stagger breaks to reduce congregation.

Procedure – District Vehicle Cleaning PPE

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

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using SD 58 approved disinfectant begin cleaning and disinfecting at the door and work your way into the vehicle.
 - Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
 - Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
 - To clean the microfiber cloth, please hand wash and hang to dry before next use.
3. Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
4. Take garbage/soiled items to exterior dumpsters.
5. Wash hands as per Hand Washing SWP.
6. This procedure should be performed at end of every shift.

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

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

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



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Appendix F - Staff Orientation Checklist

School: _____ Worker Name: _____

Person Conducting Orientation: _____ Date: _____

Items reviewed	Site Specific Information	Reviewed (X)
Site Based Admin/Contact		
Staff Check-in/out process		
Muster Station Location		
Lockdown Process/Location		
JOHS Representative	CUPE: NVPD U: P/VP:	
Isolation Room Location		
First Aid Designate		
First Aid Location -DO NOT enter first aid room		
How to Summon First Aid Designate	Phone number:	
Daily Self-Assessment for Illness requirement reviewed		
Staffroom Protocols		
Staff Washroom Location		
Student Washroom(s) Location		
All Common Space Protocols for the Site		
Confirm Staff have reviewed the following SWP's: -if not applicable please put NA	1. SWP COVID-19 (hand washing) 2. Administering First Aid Safe 3. Enhanced Cleaning 4. Diverse Learners Support Considerations 5. Facilities/ Transportation Guidelines 6. Building Access Protocol 7. Staff Handbook 8. Communicable Disease Prevention Plan	1. 2. 3. 4. 5. 6. 7. 8.

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

Additional comments/information:

Adopted: August 24, 2020

Revised: January 1, 2022



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Appendix G - JOHS Site-Based Checklist COVID-19

Date: _____

School Site: _____

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

CONSIDERATION	Action Needed	No Action Needed
Staff room		
Maximum occupancy		
Signs/markings posted		
Photocopier/supply room		
Maximum occupancy		
Signs/markings posted		
Office		
Signs/markings posted		
Sign-in process implemented		
Site-based safety orientation		
Classrooms		
Sink for handwashing		
Layout		
If no sink, sanitizer/alternate site?		
Isolation Room		
Location		
Capacity		
Signs (occupied)		
First Aid Room		
First aid station/dressing area		

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CONSIDERATION	Action Needed	No Action Needed
Hand washing locations		
Classrooms		
Washrooms		
Lockdown considerations		
Current lockdown processes sufficient		
Current hold and secure processes sufficient		
Student Attendance		
Stagger drop-off, pick-up to avoid crowding.		
Access points/entrance		
Access to Disinfectant for staff		
Quat access & sign-out, if necessary		
Site Specific Considerations		
Building access/entrances		
Hallway flow		

Additional comments or concerns: _____



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Appendix H– Procedure for refusal of unsafe work

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

Procedure - Refusing Unsafe Work

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


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

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



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Appendix I – Daily Health Assessment for Staff, Students, and Outside Personnel

 DAILY HEALTH ASSESSMENT	
KEY SYMPTOMS OF ILLNESS	WHAT TO DO
Fever (above 38°C)	If yes to 1 or more of these symptoms: Stay home and get a health assessment. Contact a health care provider or 8-1-1 about your symptoms and next steps.
Chills	
Cough	
Difficulty breathing	
Loss of sense of smell or taste	
OTHER SYMPTOMS	WHAT TO DO
Sore throat	If yes to 1 symptom: Stay home until you feel better.
Loss of appetite	
Headache	If yes to 2 or more of these symptoms: Stay home for 24 hours. If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.
Body aches	
Extreme fatigue or tiredness	
Nausea and vomiting	
Diarrhea	
INTERNATIONAL TRAVEL:	WHAT TO DO
Have you returned from travel outside Canada in the last 14 days?	If yes: All students and staff who have travelled outside of Canada are required to follow all provincial and federal protocols as outlined to them upon entry back into Canada. This includes students who are attending school from abroad. Additional information is available here . https://www2.gov.bc.ca/gov/content/covid-19/travel/current
CLOSE CONTACT	WHAT TO DO
Have you been contacted by public health and notified that you are a close contact of a person confirmed to have COVID-19?	If yes: Please follow the instructions provided by Public Health. You can call 8-1-1 anytime to get advice about how you are feeling and what to do next. Pay attention to how you are feeling. If it becomes harder to breathe, you can't drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.


Check your symptoms with the [K-12 Health Check](#). If you have any questions, or the symptoms get worse, contact your healthcare provider, or call 8-1-1. For more information on COVID-19, please go to www.bccdc.ca. If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.

Please check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

Adopted: August 24, 2020


Revised: January 1, 2022

Appendix J – Handwashing Sign




Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene

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




Remove hand and wrist jewellery

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


HOW TO HAND WASH

1




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

2




Apply liquid or foam soap

3




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

4




Rinse thoroughly under running water

5



Pat hands dry thoroughly with paper towel


6



Use paper towel to turn off the tap


HOW TO USE HAND RUB

1




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

2




Apply about a loonie-sized amount to your hands


3



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




Ministry of Health



BC Centre for Disease Control

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



COVID19_J44_001