

## **SCHOOL DISTRICT NO. 69 (QUALICUM)**

### **COVID-19 SAFETY PLAN**

1. The health and wellbeing of our students, staff and families is a top priority for School District 69. This plan is fluid and serves as guidance for conditions that are changing rapidly. In all matters related to the pandemic, School District 69 will follow the guidance and directions of our Medical Health Officers, the Ministry of Education, and WorkSafe BC. This plan should be read in conjunction with the District's Pandemic Response Plan.

#### **ROLES AND RESPONSIBILITIES**

2. The General Manager of Operations, as District Lead for Health and Safety, is responsible for:
  - a) ensuring that a copy of the District's COVID-19 Safety Plan is implemented, maintained and available to workers;
  - b) ensuring that there is a documented risk assessment and that appropriate site-specific control measures are developed and implemented;
  - c) ensuring that all resources (information, authorization of administrative changes, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain the plan are reasonably made available as practical when required;
  - d) ensuring that supervisors and workers are informed about the content of this plan;
  - e) ensuring a periodic review of the plan's effectiveness, including a review of the available control technologies to ensure that these are selected and used when practical; and,
  - f) ensuring that records of training and inspections are maintained.
3. The Assistant Manager of Operations is responsible for:
  - a) maintaining an inventory of personal protective equipment for employees, disinfectant / antiviral chemicals;
  - b) ensuring equipment used for cleaning and disinfecting is well maintained;
  - c) providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures associated with the District's COVID-19 Safety Plan;
  - d) directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled;
  - e) revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points, and,
  - f) conducting and documenting inspections of cleaning protocols.

4. Administrators and Supervisors are responsible for:
  - a) working with members of the Site Joint Health and Safety Committee to develop and implement a safety plan that identifies site specific instructions/measures for ensuring the health and safety of both staff and students;
  - b) ensuring that workers are adequately instructed on the controls for the hazards at the location;
  - c) ensuring that workers use proper PPE as outlined in this plan and any fit testing has been completed and the results are recorded;
  - d) directing work in a manner that eliminates or minimizes the risk to workers;
  - e) maintaining a record of all visitors and staff who are not typically onsite (e.g. TTOCs, itinerant staff/specialists, maintenance or IT personnel), including name, contact info and date/time of visit
  - f) maintaining up-to-date lists of all members of school based cohorts to be shared with public health officials should contact tracing be required; and
  - g) ensure parents and staff are aware of the need to perform a health check on a daily basis.
5. Workers and onsite contractors will be responsible for:
  - a) knowing the hazards of workplace;
  - b) following established work procedures and instructions as directed by the employer or supervisor;
  - c) appropriately using and maintaining any required PPE as instructed and trained;
  - d) reporting any unsafe conditions or acts to the supervisor using the [Safety Concern Form](#); and,
  - e) reporting exposure incidents.

## **RISK IDENTIFICATION**

6. COVID-19 is the respiratory illness caused by a coronavirus, one of a large family of viruses that in most cases cause only mild symptoms in humans. Many coronaviruses do not infect humans at all.

## **ROUTES OF TRANSMISSION**

### **Droplet transmission**

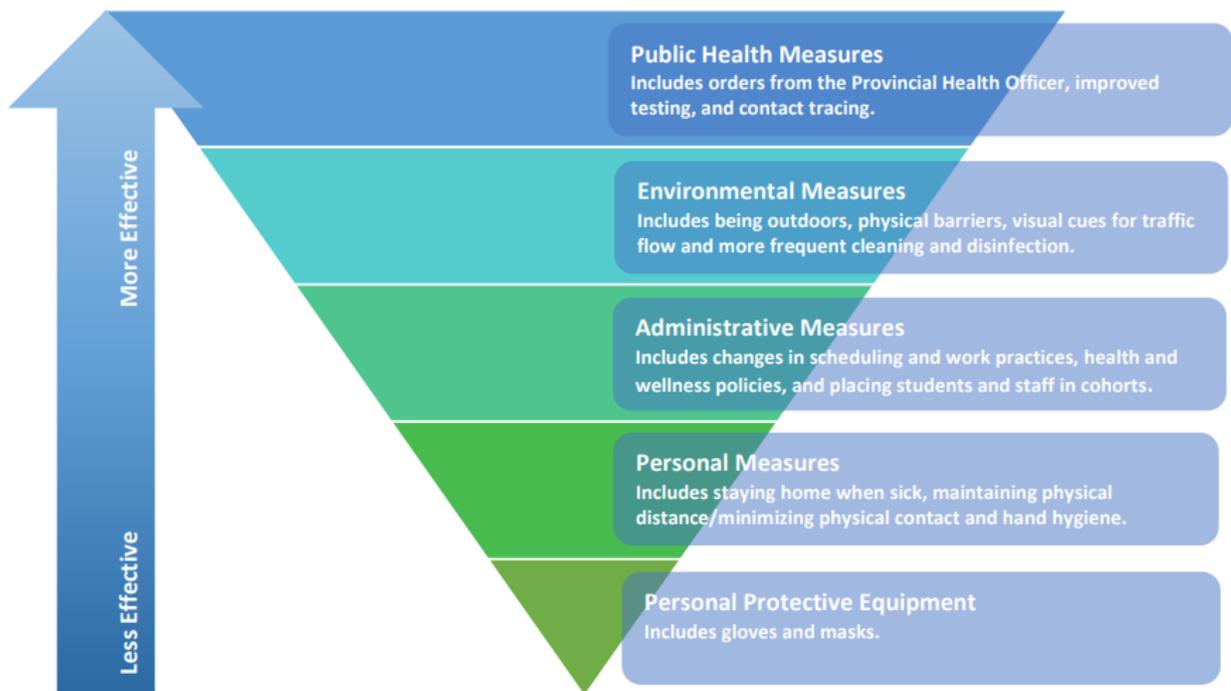
7. Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited directly in the eyes, nose, or mouth. Larger droplets are heavier, and they usually fall to the ground within two meters. The majority of COVID-19 infections are spread from one person to another through larger droplets. Smaller droplets come out of the mouth and nose at the same time as larger droplets. These smaller droplets are light, and they can float in the air for a longer time. Because of this, smaller droplets may collect in enclosed spaces unless they are diluted with clean air from the outdoors or from a ventilation system.

## Contact transmission

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

## RISK ASSESSMENT

- The assessment of general risk with respect to COVID-19 is the jurisdiction of public health, specifically the Provincial Medical Health Officer and the BC Centre for Disease Control (BCCDC). According to the BCCDC's COVID-19 Health and Safety Guidelines:
  - schools continue to be low-risk sites for COVID-19 transmission when infection prevention and exposure control measures are in place and adhered to;
  - the likelihood of a person attending school while infectious with COVID-19 reflects local community prevalence; and
  - evidence supports that widespread asymptomatic transmission is not driving transmission within schools.
- The District has applied a combination of control measures to reduce the risk of exposure to the COVID-19 virus in accordance with the Hierarchy of Infection Prevention Control Measures outlined below.



## PUBLIC HEALTH MEASURES

### School gatherings and events

- The Provincial Health Officer's order for mass gatherings continues to prohibit gatherings and events of people in excess of 50 people. This order does not apply to staff and students at a school.

12. School gatherings, such as large assemblies of staff and students, are held virtually, rather than using any space within the school for events. Smaller gatherings within a school must not exceed the maximum cohort size in the setting. These small gatherings will happen minimally and will only include additional people (e.g. other school staff/visitors) in order to meet the gathering's outcome.
13. Staff meetings, professional development activities, and other staff gatherings are held virtually wherever possible. Should a small in-person gathering need to take place, participants wear masks and maintain physical distancing of 2m.
14. All inter-school events including competitions, tournaments, festivals, performance art concerts will not occur at this time.
15. Exams and assessments take place as scheduled and in accordance with COVID-19 protocols. Home support students who come in for an exam or assessment, must be considered a person outside of a cohort and follow visitor protocols.

### **Case management, exposures finding, contact tracing and outbreak management**

16. 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. 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. An outbreak is when there is a sustained, uncontrolled, widespread transmission of COVID-19 within a school.
17. If a student or member of staff is confirmed to have COVID-19, public health will determine who that person has been in close contact with recently, how they were infected and who else might be at risk. See appendix 3 for details on contact tracing and public health notifications. The District will implement specific measures under the guidance of public health to prevent further transmission and keep others safe.
18. Administrators will not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed by public health.
19. Public health will notify by phone or letter everyone who they determine may have been exposed. Close contacts will be advised to self-isolate. Those who may have been exposed but were not identified as close contacts will be advised to self-monitor for symptoms. An exposure notification will also be sent out to the school community.

### **ENVIRONMENTAL MEASURES**

#### **Cleaning and disinfecting**

20. The Custodial team follows the school district's enhanced cleaning protocols (see appendix 1) which have been developed in accordance with the [BCCDC's guidance on Cleaning and Disinfectants for Public Settings](#).
21. Custodial hours have been adjusted for schools to include custodial staff to cover a day shift and an evening shift. Job activities have been re-allocated between these two shifts and an extra staffing time will be allocated for the evening shift at each site.

### **Shared/frequently touched items and equipment**

22. Staff and students practice diligent hand hygiene before and after using shared equipment/frequently touched items where disinfectant spray is not available and items cannot be individually assigned or used on rotation.
23. Some shared items have been removed to reduce possible cross-contamination (for instance, shared school supplies, coffee stations, and snack bins). Water fountains have been disabled, and staff and students are encouraged to bring an individual, filled water-bottle and to use watering re-filling stations.
24. Sports equipment is sprayed with disinfectant by custodial staff twice daily.
25. Spray disinfectant and cloths are available to staff and each site has arrangements in place for disinfecting shared items/equipment (e.g. photocopiers, computer keyboards and tables, science lab equipment, hand tools and kitchen appliances) after use. Staff and students should spray the product onto the cloth and not spray cleaning products directly onto electrical / IT equipment. Material safety datasheets for District approved cleaning products will be made available onsite and all staff must complete WHMIS training.
26. Secondary school students assist in maintaining a safe learning environment by using a school district approved disinfectant spray on their desks and chairs after their morning class.
27. Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers are low risk items. Regular book browsing and circulation processes occur as normal.

### **Traffic flow**

28. Floor markings and posters are used to direct traffic flow and access throughout each school. Tape or other floor markers are used to designate where people can stand and line up, as well as how they move through the building.

### **Physical barriers**

29. The Operations and Maintenance Department, in consultation with Site Health and Safety Committees, have installed plexi-glass barriers in spaces across all worksites where it is difficult to consistently maintain physical distancing or a person is required to interact with numerous individuals outside of their cohort.

### **Ventilation**

30. The District's systems for mechanical heating, ventilation and air conditioning have been checked to ensure that they are working properly. Air handling units at each site have been adjusted and are set to achieve 8 air changes per hour. MERV 13 filters will be installed and replaced every 4 months. Windows can be opened if weather permits and this doesn't negatively impact on the comfort levels of students and colleagues or the functioning of the ventilation systems.
31. If the mechanical ventilation system is temporarily compromised (e.g. due to a partial power outage or breakdown), plumbers and electricians will be on standby to quickly respond to these situations.

## Physical spaces

32. Staff have been encouraged to create open, spacious, flexible and hygienic learning and working environments in accordance with the following guidelines where reasonably possible:
- eliminate any clutter, including the removal of rarely used materials currently being stored in the classroom or workspace;
  - place school district resources in a central storage area (if available) rather than in classrooms or workspaces;
  - reduce the number of high touch surfaces in all rooms;
  - remove all materials from any remaining surface areas, including desks/countertops, sink areas, and work stations;
  - ensure that all classrooms/workspaces that are not in use are cleaned, closed and locked.
33. Desks/tables are arranged to maximize space between staff/students and avoid seating arrangements where people directly face one another unless there is a barrier.
34. Office spaces, both inside and outside of schools, adhere to the [WorkSafe BC guidelines for offices](#).

## Personal items

35. Essential personal belongings for students, such as indoor shoes or extra dry clothes, are stored in closed containers, cupboards, or lockers. Students and staff are encouraged to take all other personal items home on a daily basis.

## ADMINISTRATIVE MEASURES

### Site Safety Plans

36. Each worksite/school has a COVID-19 safety plan which identifies the site specific measures implemented to protect the health and safety of staff and students. The site safety plans are recorded on the [WorkSafeBC template](#) and developed with the site Joint Health and Safety Committee. They have taken into consideration the following:
- site specific additional measures and directions for minimizing physical contact and maintaining physical distancing;
  - site specific protocols for staff and students entering and exiting the building, student pick up and drop off, and transitions to outdoor activities or other areas;
  - site specific protocols for managing personal materials (bags, school supplies) into and out of schools;
  - protocols for safe and healthy handling of all food items, such as labelling of beverage and food containers, cleaning of surfaces, teaching and communicating to students not to share or touch personal items belonging to someone else;
  - communicating with parents and caregivers to prepare students for the protocols governing their return to school.

37. The District's COVID-19 Safety Plan, as well as the Site Safety Plan, will be at the worksite/school and is also available online. The site Joint Health and Safety Committees have completed the BCCDC's [COVID-19 Health and Safety Checklist](#) and update their plans accordingly.

### **Supporting students with disabilities/diverse abilities**

38. Case Managers and/or the School Based Team have identified students with disabilities/diverse abilities who are immune suppressed or require support services involving close proximity or close physical contact for an extended period of time.

39. Case Managers and/or School Based Teams will ensure that care plans, safety plans and behaviour plans for each identified student are updated to reflect requirements for personal protective equipment and any additional measures required to prevent viral transmission, such as increased hand washing and disinfecting personal items, devices and equipment and shared with all staff involved in supporting that student. Suggested protocols for specialized care are detailed in Appendix 2.

### **Transportation Protocols**

40. The following protocols have been established for school transport:

- students are expected to have their hands washed before leaving home if they are riding a bus;
- touchless hand sanitizers are mounted on the bus for use of students;
- Bus Drivers disinfect their hands multiple times throughout their shift;
- Bus Drivers and students must wear masks while riding on the buses;
- Bus Drivers have the option to wear a face shield while students arrive or leave the bus but are not be allowed to drive while wearing a face shield;
- students are assigned seats and 2 students to a seat for the duration of the year;
- changes to seating arrangements will be at the discretion of the District;
- efforts are made to load a bus from back to front;
- Bus Drivers disinfect the seats between runs and the buses are fogged (sprayed with a disinfectant cleaning product) at the end of each day;
- an inventory of students riding the bus is required and is updated regularly;
- to increase the ventilation in the bus, windows may be opened during the runs, but must be closed after the run;
- parents must assess their child daily for symptoms of common cold, influenza, COVID 19 or other infectious respiratory diseases; and,
- where possible, bus line up areas are set up to prevent crowding.

### **Learning groups (cohorts)**

41. A learning group is a group of students and staff who remain together throughout a school term for all activities that occur in schools, including learning and breaks (lunch, recess,

classroom changes). School administrators have determined the composition of cohorts to support optimal school functioning by taking into consideration learning, operational and health and safety needs.

42. In elementary schools, students are organized into learning groups of two classes with no more than 60 individuals. In secondary schools, students are organized into learning groups of no more than 120 individuals.
43. Administrators ensure consistent seating arrangements and maintain up to date lists of all members of a cohort in order to assist public health should contact tracing need to occur.

### Interacting with learning groups

44. Administrators have reviewed and planned timetables to minimize the number of adults who interact with cohorts they are not a part of. Staff and students outside of a cohort must practice physical distancing at all times and wear a mask when interacting with a cohort that is not their own.
46. Administrators use a range of measures, such as staggered lunch breaks and/or designated zones in communal areas for learning groups to ensure that there is no crowding or congregating of people from different learning groups.

### Density and physical distancing

47. The District adheres to the guidelines set out by the Ministry of Education for density targets and physical distancing as detailed in the tables below:

Table 1 – Density Targets

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>▪ Elementary: N/A</li> <li>▪ Middle: N/A</li> <li>▪ Secondary: N/A</li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>▪ Elementary: <b>60</b></li> <li>▪ Middle: <b>60</b></li> <li>▪ Secondary: <b>120</b></li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>▪ Elementary: <b>30</b></li> <li>▪ Middle: <b>30</b></li> <li>▪ Secondary: <b>60</b></li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>▪ Elementary: <b>30</b></li> <li>▪ Middle: <b>30</b></li> <li>▪ Secondary: <b>30</b></li> </ul>	<b>Learning Group Size</b> <ul style="list-style-type: none"> <li>▪ Elementary: <b>0</b></li> <li>▪ Middle: <b>0</b></li> <li>▪ Secondary: <b>0</b></li> </ul>
<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>▪ Not applicable</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>▪ Not applicable</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>▪ 50% for all schools</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>▪ 25% for all schools</li> </ul>	<b>DENSITY TARGETS:</b> <ul style="list-style-type: none"> <li>▪ 0% for all schools</li> </ul>

Table 2 – Physical Distancing Guidelines

STAGE 2	STAGE 3	STAGE 4
<ul style="list-style-type: none"> <li>▪ Physical distancing (2m) for staff and for middle and secondary school students when interacting outside of their learning groups</li> <li>▪ Physical distancing (2m) for elementary students when interacting outside of their learning groups while indoors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Physical distancing (2m) for staff, middle and secondary school students at all times.</li> <li>▪ Physical distancing (2m) for elementary students when interacting outside of their learning groups while indoors.</li> </ul>	

48. Video conferencing for meetings is promoted to employees where possible.
49. Occupancy limits for shared spaces such as lunch rooms and break rooms have been established by the Joint Health and Safety Committee for each site and posted at the door.

50. In-person meetings are discouraged across different learning groups/cohorts and if these must take place, meetings are scheduled in work spaces large enough for employees to maintain safe physical distances at all times.
51. Close greetings are discouraged (e.g. hugs and handshakes) and staff and students will be regularly reminded to not touch their faces.
52. Efforts have been made to spread staff and students out as much as possible by using different classroom/table/desk configurations to allow distance between students and adults, even within learning groups.
53. Classroom activities that require close face-to-face contact during school activities are avoided.
54. Students have opportunities to engage in outdoor activities regularly and individual activities are encouraged to minimize physical contact and reduce shared items.
55. Employees are encouraged to travel to worksites individually in their own vehicle or work vehicle. If two employees have no other option but to share a vehicle for a short period of time, they must each wear a mask.

### **Access control and visitors**

56. Any adult entering school property must wear a mask at all times, including while accessing the school grounds, parking and playground areas. Parents/caregivers and other visitors must avoid crowding when on school grounds.
57. All reception areas and building entrances have signage and posters restricting access and reminding any visitors entering the building to wear a mask, practice physical distancing, and to practice hand hygiene.
58. Sanitization stations are positioned at each entry point and hallway and a table or bulletin board is located at the main entry points set up with visitor registration forms and safety information, including the District's COVID-19 Safety Plan and the site's COVID-19 Safety Plan.
59. Access to the building by parents, caregivers and other non-staff adults is discouraged.
60. Visitors entering the school are prioritized to those supporting activities that are of benefit to student learning and wellbeing (e.g. immunizers, meal program volunteers, etc.) and must only enter with approval from the administration or the site supervisor.
61. All sites have a visitor sign in sheet near the main entrance. Staff who do not regularly work at the site must also sign in, including IT, maintenance, practicum students and itinerant staff. These records log the date, names, and contact information for all visitors who enter the school and will be stored and disposed of after one month.
62. All visitors must confirm they have completed the requirements of a daily health check before entering as part of the visitor registration process and are also required to confirm that they are aware of the District's COVID-19 protocols.
63. Use of schools for community related events or after hours community use is at the discretion of the Board of Education.

## **Transitions**

64. Entry and exit points, as well as designated zones for pick up and drop off are identified by the Site's Joint Health and Safety Committee with consideration to staggering entry times and break times as needed to minimize the number of staff and students circulating through hallways at any given time.

## **Food and drinks**

65. Food and drinks should not be shared by staff or students.
66. Parents must be reminded to label food containers and drink bottles with their child's name.
67. Homemade food items are not to be made available to other students (such as birthday treats or bake sale items).

## **Curriculum, program and activity specific requirements**

69. Schools continue to use alternate spaces outside of school grounds and provide fieldtrips in line with the relevant provincial health orders.
70. Music education is organized in accordance with the [BC Music Educators' COVID-19 Guidance](#). Students participating in music education within the same cohort must be spaced apart, and secondary students are required to wear masks when singing.
71. Activities in physical education are scheduled outdoors where possible and have been adapted to ensure that students are spread out as much as possible to reduce any physical contact beyond a brief moment. Any activities taking place indoors are low-intensity, unless the activity is stationary and students are spaced 2m apart. Secondary students are required to wear masks during low-intensity indoor activities where physical distancing is not consistently practiced.

## **Playgrounds**

72. Playgrounds are deemed to be safe environments. Administrators have made arrangements at elementary schools for learning groups to access playground equipment on rotation during the school day in order to minimize crowding and physical contact. Outside of the school day, playground equipment can be accessed by students and signage will be in place to re-enforce the following measures:
  - minimize physical contact;
  - practice hand hygiene before and after using the playground; and
  - adults and teenagers should wear masks and avoid gathering by keeping 2m apart.

## **Emergency evacuation and drills**

73. Emergency and evacuation drills, including the six required annual fire drills, will continue to be practiced. Staff should be notified in advance of any drills. Procedures adhere to COVID-19 protocols and additional muster points have been considered in order to prevent crowding/congregating.

74. In the event of an emergency, emergency procedures must take precedence over COVID-19 preventative measures.

## PERSONAL MEASURES

### Hand hygiene

75. 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. Proper hand washing includes using soap and warm running water. Wash for a minimum of 20 seconds.

76. To learn about how to perform hand hygiene, please refer to the [BCCDC's hand washing poster](#).

77. Younger children may need some supervision to help them develop proper handwashing techniques.

78. Posters on hand hygiene are displayed at sanitization stations and sinks, and videos on correct hand washing techniques are shared with staff and students.

79. Hand hygiene must be practiced by staff and students and should take place immediately:

When Student 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). 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>

### Cough/sneeze etiquette

80. Staff and students are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of disease via droplet routes. 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;
- turn your head away from others when coughing or sneezing; and,

- wash your hands regularly.

### **Stay home when required to self-isolate**

81. The following students, staff or other persons must stay home and self-isolate as per public health direction:

- 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.

### **International travel and quarantine**

82. All staff who have travelled outside of Canada are required to quarantine under both [provincial and federal orders](#).

83. Staff who need to travel internationally for [essential reasons](#) must notify the District prior to traveling. The District requires this information for the purpose of maintaining a safe and healthy workplace.

84. Students participating in the international student program are required to follow the District's [Welcome Travel Protocols](#) and [Homestay Self-Isolation Guidebook](#).

### **Stay home when sick**

85. Staff, students and other persons in the school must stay home when they are sick and are expected to follow the guidance from the BCCDC on [When to Get Tested for COVID-19](#) or the [BC Self-Assessment Tool](#).

86. Parents/caregivers are encouraged to use the Ministry of Education's [K-12 Health Check app](#) as part of their family's daily health check routine.

87. Staff are required to provide confirmation of completing a daily health check. Some sites have opted for an online daily health check confirmation, while other sites are collecting this information in writing on arrival each day. Staff are advised to check the Site Safety Plan for details on how they must confirm their daily health check.

88. Parents/caregivers are expected to notify the school of their child's absence. Staff (continuing and temporary) are expected to notify their supervisor and log their absence in Power Schools and note if their absence is COVID-related. TTOCs and spares must notify the Health and Wellness Coordinator and their Dispatch Clerk.

89. Staff and students who experience symptoms such as seasonal allergies or other COVID-19-like symptoms which are related to an existing health condition can continue to attend work/school as normal when they are experiencing these symptoms. If they experience a change in these symptoms, they should seek an assessment by a healthcare provider.

90. Staff or students may still attend school if a member of their household develops new symptoms of illness, provided the student/staff member has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school.

### **What to do when symptoms develop at work/school**

91. When a staff member, student, or other persons develop symptoms at a worksite/school, they must follow the guidance in Appendix 4. Staff must notify their supervisor when they are sick and need to go home. Similarly, they must notify their supervisor when a student is sick and is required to be picked up. The supervisor can then inform the daytime custodian of areas that need to be disinfected.

### **Returning to work/school after sickness**

92. When a staff, student or other persons entering the school can return to school depends on the type of symptoms they experienced as outlined in the [When to Get Tested for COVID-19](#) resource. Staff, students and parents/caregivers can also use the [BC Self-Assessment Tool](#), call 8-1-1 or contact their healthcare provider for guidance. See appendix 5 for more information.

### **PERSONAL PROTECTIVE EQUIPMENT**

93. Personal protective equipment, such as masks and gloves, is not needed for most staff beyond that used as part of routine practices for the hazards normally encountered in their regular course of work.

94. The District has ensured that non-medical masks are available for staff and students, including anyone who becomes ill while at school.

95. All K-12 staff and secondary students are required to wear non-medical masks in all indoor areas when they are with their learning groups. The only exceptions are when people are:

- sitting or standing at their seat or workstation in a classroom;
- behind a barrier;
- eating or drinking; or
- medically exempt, in which case distancing and barriers are key.

96. All staff, including those working in non-school settings, must practice physical distancing whenever possible, even when wearing a non-medical mask.

97. All staff and all grade 5 to grade 12 students are required to wear a non-medical mask in high traffic areas as well as communal spaces.

98. A face shields is a form of eye protection for the person wearing it and should not be worn in place of masks, except:

- when communicating using lip-reading;
- when visual facial cues are essential;
- when people may be unable to wear a mask.

99. K-4 elementary school students are not required to wear non-medical masks due to the increased likelihood they will touch their face and eyes.

100. Employees who are working as designated first aiders have been provided with face masks, face shields or goggles, gloves and coveralls. These must be worn in accordance with WorkSafeBC's [COVID-19 OFAA Protocols](#).
101. Custodial staff have been provided with personal protective equipment in accordance with the Enhanced Cleaning Protocols (appendix 1).
102. If new factors emerge that increase the risk of viral transmission, the District will develop specific protocols for employees who may be impacted.

## **TRAINING AND INFORMATION**

103. District employees have received training and information as follows:
  - the risk of exposure to COVID-19, and the signs and symptoms of the disease;
  - safe work procedures to be followed, including hand washing, physical distancing measures, cough/sneeze etiquette, and cleaning/disinfecting;
  - proper use, maintenance and disposal of any personal protective equipment issued;
  - how to seek first aid;
  - how to report an exposure and the right to refuse unsafe work.
104. Newly hired staff, staff changing worksites (including TTOCs and spares), as well as practicum students, will also receive a safety briefing on the site specific measures in place at their worksite.
105. General training, as detailed above, along with site specific measures, will be delivered by site supervisors/school administrators. New employees, TTOCs, spares and practicum students will receive this information through orientation training with Human Resources, with a follow up site specific orientation with an Administrator, Supervisor or designated member of staff.
106. Existing staff must sign a record of training and information to confirm that they received this information. New Employees, TTOCs and spares are required to sign an orientation checklist and submit this to HR. (See appendix 6).

## **RECORD KEEPING**

107. The District will keep records of instruction and training provided to employees regarding COVID-19, as well as exposure reports, site inspections reports, inspection reports for cleaning protocols and first aid records.

## **REVIEW**

108. The District will review this this safety plan annually or more frequently if there are changes in guidance and/or legislation. The District will consider actions recommended by the District Occupational Health and Safety Committee that will improve the effectiveness of the program.

## REFERENCES

Provincial COVID-19 Health and Safety Guidelines for Health and Safety in K-12 Settings – February 4, 2021 update

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

BCCDC Public Health Guidance on COVID-19 for K-12 School Settings – February 4, 2021 update

[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)

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

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

## APPENDIX 1 – ENHANCED CLEANING PROTOCOLS

### STAFFING

1. The Custodial Department is scheduling day and evening custodial staff at every site.

### CLEANING AND DISINFECTION SCHEDULE

2. Cleaning and disinfection of all school district premises will be undertaken in accordance with the identified areas and priorities listed in the table below and in accordance with BCCDC guidelines.

Cleaning once every four hours for the entire site	
Area in the building	Priorities
Washrooms	<ul style="list-style-type: none"> <li>• faucets, plunger handles, soap dispensers, towel dispensers, toilet seats, disposal bin covers and lids, waste receptacles and door handles, flush handles, light switches, soap dispenser levers, towel dispenser levers, hand dryer buttons, exit door handles and locks</li> <li>• touch points on washroom stall doors and entrance doors</li> </ul>
Elevators	<ul style="list-style-type: none"> <li>• push buttons</li> <li>• escalator handrails</li> </ul>
Classroom, Office and Common areas that are unoccupied or the teacher or school district employee has marked as needing to be cleaned.	<ul style="list-style-type: none"> <li>• tabletops</li> <li>• chairs (arms rests and chair levers)</li> <li>• emptying of waste baskets and recycling bins</li> <li>• window sills</li> <li>• tables and/or desk surfaces</li> <li>• drawer/cabinet handles</li> <li>• television controllers</li> </ul>
Kitchens, kitchenettes, lunchrooms	<ul style="list-style-type: none"> <li>• kitchen/break areas (counters, cupboard handles, fridge handle, microwave handle and buttons, coffee pots and buttons, vending machines and buttons, water coolers and buttons)</li> <li>• sweep and wash floors</li> </ul>
Photocopy and equipment rooms	<ul style="list-style-type: none"> <li>• cleaning and disinfecting of hard surface areas and touch points to be completed by user</li> </ul>
Cleaning daily of vacated areas	
Classroom, Office and Common areas	<ul style="list-style-type: none"> <li>• touch points, doors, lights switches</li> <li>• waiting room furniture and foyer surfaces</li> <li>• light switch plates</li> <li>• door handles</li> <li>• thermostats</li> </ul>

	<ul style="list-style-type: none"> <li>• lobby reception areas / security stations / public waiting areas desk surfaces, pens, door handles</li> <li>• public telephones</li> <li>• chairs (arm rests and chair levers)</li> <li>• pass readers</li> <li>• elevator buttons</li> </ul>
Kitchens, kitchenettes, lunchrooms	<ul style="list-style-type: none"> <li>• sweep and wash floors</li> </ul>
Stairs and landing	<ul style="list-style-type: none"> <li>• spot clean walls, doors, handrails</li> </ul>
Partitions	<ul style="list-style-type: none"> <li>• check and remove fingerprints and soil from low level interior partitions</li> </ul>
Washrooms	<ul style="list-style-type: none"> <li>• sweep and wash floors</li> </ul>
Walls	<ul style="list-style-type: none"> <li>• if any visible soiling - clean stains</li> <li>• clean wall mounted items (pictures, whiteboards, artifacts)</li> </ul>
<b>Cleaning weekly</b>	
Classroom, Office and Common areas	<ul style="list-style-type: none"> <li>• emptying of waste baskets and recycling bins</li> </ul>
Stairs and Landing	<ul style="list-style-type: none"> <li>• sweeping, vacuuming and floor washing as needed</li> </ul>
<b>Cleaning once per shift for the entire site</b>	
Washrooms	<ul style="list-style-type: none"> <li>• faucets, plunger handles, soap dispensers, towel dispensers, toilet seats, disposal bin covers and lids, waste receptacles and door handles, flush handles, light switches, soap dispenser levers, towel dispenser levers, hand dryer buttons, exit door handles and locks</li> <li>• touch points on washroom stall doors and entrance doors</li> </ul>
Elevators	<ul style="list-style-type: none"> <li>• push buttons</li> <li>• escalator handrails</li> </ul>
Classroom, Office and Common areas that are unoccupied or the teacher or school district employee has marked as needing to be cleaned.	<ul style="list-style-type: none"> <li>• tabletops</li> <li>• chairs (arms rests and chair levers)</li> <li>• emptying of waste baskets and recycling bins</li> <li>• window sills</li> <li>• tables and/or desk surfaces</li> <li>• drawer/cabinet handles</li> <li>• television controllers</li> </ul>
Kitchens, kitchenettes, lunchrooms	<ul style="list-style-type: none"> <li>• kitchen/break areas (counters, cupboard handles, fridge handle, microwave handle and buttons, coffee pots and buttons, vending machines and buttons, water coolers and buttons)</li> <li>• sweep and wash floors</li> </ul>

Photocopy and equipment rooms	<ul style="list-style-type: none"> <li>• cleaning and disinfecting of hard surface areas and touch points to be completed by user</li> </ul>
<b>Daytime cleaning</b>	
Classroom, Office and Common areas on a rotational basis	<ul style="list-style-type: none"> <li>• touch points, doors, lights switches</li> <li>• waiting room furniture and foyer surfaces</li> <li>• light switch plates</li> <li>• door handles</li> <li>• thermostats</li> <li>• lobby reception areas / security stations / public waiting areas desk surfaces, pens, door handles</li> <li>• public telephones</li> <li>• chairs (arm rests and chair levers)</li> <li>• pass readers</li> <li>• elevator buttons</li> <li>• emptying of waste baskets and recycling bins</li> </ul>
Kitchens, kitchenettes, lunchrooms	<ul style="list-style-type: none"> <li>• sweep and wash floors</li> </ul>
Stairs and landing	<ul style="list-style-type: none"> <li>• spot clean walls, doors, handrails</li> </ul>
Partitions	<ul style="list-style-type: none"> <li>• check and remove fingerprints and soil from low level interior partitions</li> </ul>
Washrooms	<ul style="list-style-type: none"> <li>• sweep and wash floors</li> </ul>
Walls	<ul style="list-style-type: none"> <li>• if any visible soiling - clean stains • clean wall mounted items (pictures, whiteboards, artifacts)</li> </ul>
<b>Cleaning weekly</b>	
Classroom, Office and Common areas	<ul style="list-style-type: none"> <li>• thorough cleaning of each area and logged.</li> </ul>
Stairs and Landing	<ul style="list-style-type: none"> <li>• sweeping, vacuuming and floor washing as needed</li> </ul>

## COMMUNICATION

3. Day Custodians are to communicate with evening custodians in a handover period at the end of the day shift and the beginning of the evening shift. Both custodians should relay any requests for supplies to the lead hands.
4. All requests for the aerosolized disinfectant sprays should be forwarded to the Assistant Operations Manager.

## PROCESS FOR TERMINAL CLEAN FOLLOWING CONFIRMED OR SUSPECTED CASE OF COVID-19

5. Should a suspected or confirmed case of COVID be identified on site, the following process should be followed:

- a) guidance should be taken from public health officials in confirmed cases;
- b) area that is suspect should be completely restricted until completion of cleaning and disinfection takes place;
- c) this may not occur until available custodial staff are on site;
- d) staff members disinfecting the areas are required to wear Personal Protective Equipment including but not limited to gloves, half mask fitted with N95 filters (fit testing required) and goggles;
- e) areas should be initially treated with aerosolized disinfectant machine (Clorox 360 machine);
- f) all surfaces should be treated including walls, high touch points and areas suspected of being occupied by individual with COVID;
- g) after treatment then allow for a one hour time period to allow disinfectant spray enough dwell time and site ventilation system to exchange air in the occupied spaces;
- h) after this period of time has elapsed, custodial staff may safely enter the space to clean. Masks will not be needed at this time;
- i) a second treatment of the area with the portable disinfectors should be completed after this is done. Space may be occupied after this is completed.

#### **CLOROX 360 AND VICTORY PORTABLE DISINFECTOR MACHINES**

- 6. As an additional precaution, the Custodial Department is undertaking disinfection of communal spaces on a daily basis, including gymnasiums, multi-purpose rooms, and libraries. Where staffing permits, classrooms and other spaces will also be disinfected on rotation.
- 7. The aerosolised disinfectant spray will be applied to PE equipment twice every 24 hours.
- 8. These units shall be utilized in conjunction with enhanced cleaning protocols across sites.
- 9. Staff utilizing these machines will be assigned by Assistant Operations Manager.
- 10. Staff utilizing the CLOROX 360 machine need to be fit tested.
- 11. Principals and Supervisors can request additional treatments of areas by contacting the Assistant Manager of Operations.

## **APPENDIX 2 – SPECIALIZED CARE PROTOCOLS**

### **PERSONAL CARE**

#### **Food/Eating**

1. Use good hygiene practices when handling food.
2. Avoid bare hand contact. For example, use utensils, deli napkins or dispensing equipment to handle food.
3. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods.
4. Fresh foods will be washed with soap and water and rinsed thoroughly.
5. Wash hands as per hand hygiene protocols.
  - a) 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.
  - b) Staff support student in washing hands, if required.
  - c) Wash hands as per hand hygiene protocols.
  - d) Staff monitor to ensure student remains seated while eating.
  - e) Staff to return all waste and containers to student's backpack (pack in, pack out).
  - f) Staff support student in washing hands, if required.
  - g) Remove Gloves.
  - h) Remember the outside of the gloves have been in contact with the individual and the surrounding environment.
    - 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.
  - i) Wash hands as per hand hygiene protocols.

#### **Toileting**

6. Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
7. Wash hands as per hand hygiene protocols.
  - a) Staff wear gloves.
  - b) 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 able.
  - c) If second person is required to assist, second staff member will wear gloves while supporting,
    - Two staff members to distance as much as possible.
  - d) Bathroom door ajar (if appropriate) to support physical distancing.
  - e) Staff support student in washing hands, if required.
  - f) Remove Gloves.
    - Remember the outside of the gloves have been in contact with the individual and the surrounding environment.
      - 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.
  - g) Wash hands as per hand hygiene protocols.

## **Self-Injurious Behaviours**

8. Follow student's Safety Plan/Behaviour Support Plan.
9. If possible, wash hands as per hand hygiene protocols.
10. Staff to employ a verbal prompt to student.
11. Staff request assistance.
12. Staff approach employing CPI supportive stance.
13. Staff to assist if safe:
  - a) Pushing into the bite.
  - b) For head banging – place soft object between head and floor/wall/etc.
14. Wash hands as per hand hygiene protocols.

## **HAND OVER HAND SUPPORT**

### **Handwashing**

15. Staff support student to wash hands.
  - In addition, if student touches face, mouth or nose, whenever possible staff support student to wash hands.
16. Staff to provide verbal cues for hand washing.
17. 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.
18. Wash hands as per hand hygiene protocols.

## **COMMUNICATION**

19. Wash hands as per hand hygiene protocols.
20. Ensure PECS or assistive communication devices are wiped down with disinfectant twice daily.
21. Wash hands as per hand hygiene protocols.

## **PROGRAMMING**

22. Wash hands as per hand hygiene protocols.
23. Items to be wiped down twice daily or after each use as required.
24. Only use Sensory Room equipment that can be wiped down after each use.
25. Wash hands as per hand hygiene protocols.

## **MEDICATION ADMINISTRATION**

26. Wash hands as per hand hygiene protocols.
27. Staff wear gloves.
28. Administer medication.
29. Remove Gloves. Remember the outside of the gloves have been in contact with the individual and the surrounding environment:
  - 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.
30. Wash hands as per hand hygiene protocols.

**SPECIALIZED EQUIPMENT** (eg: Helmet, stander, stroller/wheelchair, lift)

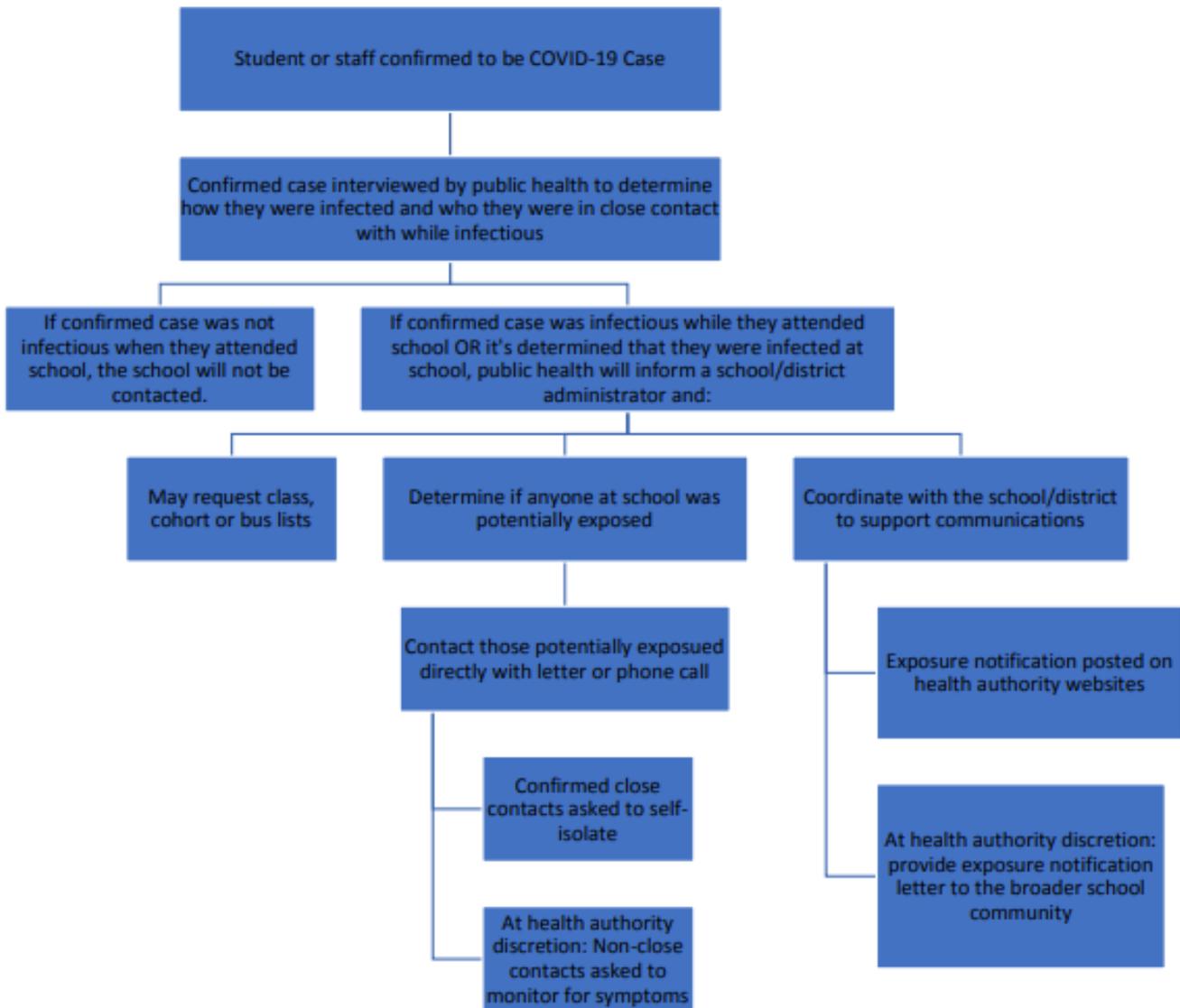
31. If staff need to support students with specialized equipment:

- a) Wash hands as per hand hygiene protocols.
- b) 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.
  - c) Wash hands as per hand hygiene protocols.
  - d) Shared equipment should be wiped down before and after each use.

**Recommendations for Worker Safety when student exhibits any of the following behavior:**

Although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behaviour is paired with handwashing and cleaning.	
Review student's updated Safety Plan and follow staff response accordingly	
1.	Saliva <ul style="list-style-type: none"><li>• Wipe down any area with saliva with disinfectant.</li><li>• If in contact with saliva, wash hands and/or affected areas.</li></ul>
2.	Biting <ul style="list-style-type: none"><li>• If in contact with saliva, wash hands and/or affected areas.</li><li>• If skin is broken seek first aid and follow universal precautions.</li><li>• Wear Kevlar sleeves or other Kevlar products, as necessary.</li></ul>
3.	Lunging <ul style="list-style-type: none"><li>• Move self out of way.</li></ul>
4.	Grabbing <ul style="list-style-type: none"><li>• If in contact with saliva, wash hands and/or affected areas.</li></ul>
5.	Assisted movement <ul style="list-style-type: none"><li>• If in contact with saliva, wash hands and/or affected areas.</li><li>• If staff are supporting a student 2:1 within 6 feet, staff should wear a non-medical grade mask.</li></ul>

## APPENDIX 3 – CONTACT TRACING AND PUBLIC HEALTH NOTIFICATIONS

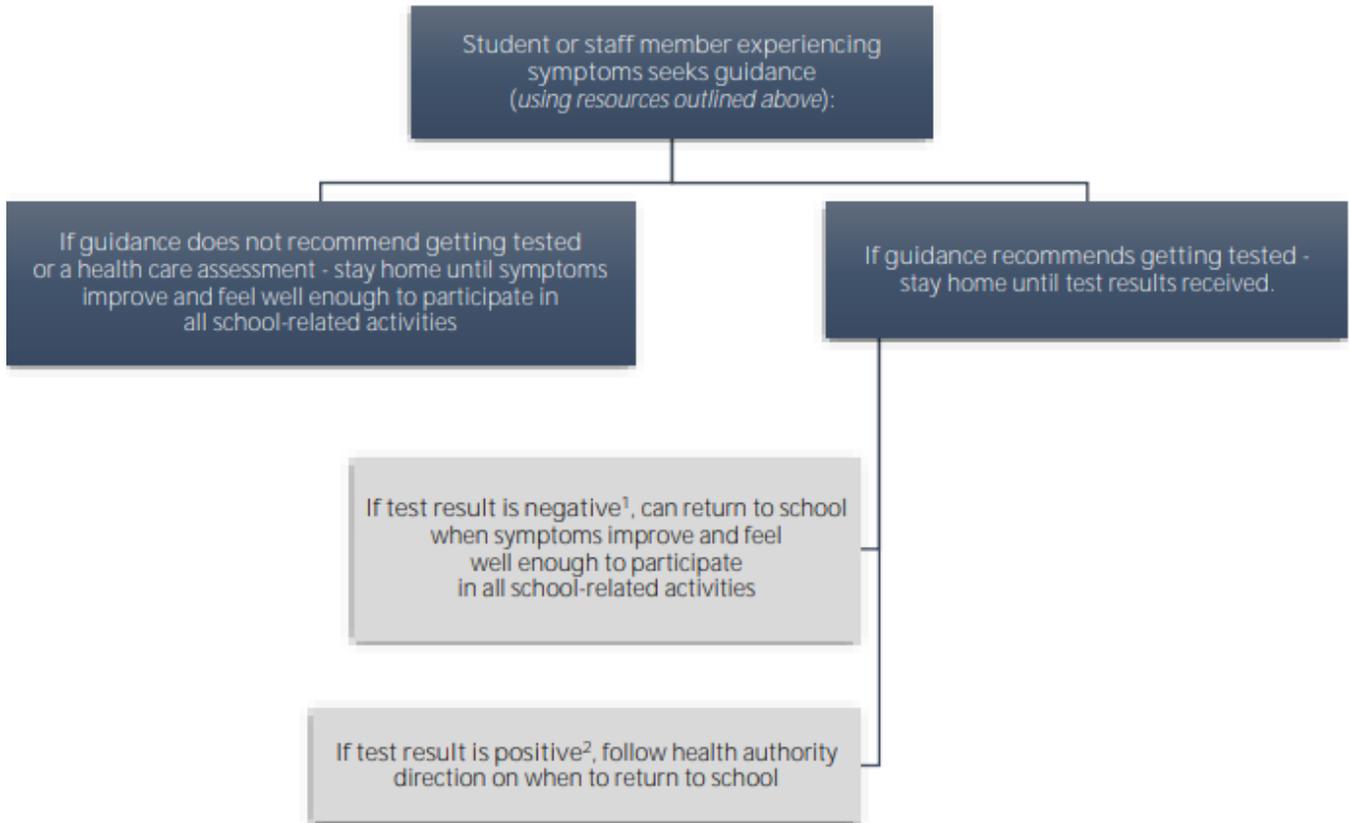


## APPENDIX 4 – WHEN SYMPTOMS DEVELOP AT WORK/SCHOOL

<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>	

## APPENDIX 5 – RETURNING TO WORK/SCHOOL AFTER SICKNESS

- Parents/caregivers and students can use the [K-12 Health Check app](#).
- Staff and other adults can refer to BDCDC’s [When to Get Tested for COVID-19 resource](#).
- Staff, students and parents/caregivers can also use the BCCDC [online Self-Assessment tool](#), call 8-1-1 or their health care provider.



## APPENDIX 6 - COVID-19 ORIENTATION CHECKLIST (SITE SPECIFIC)

<b>Employee Name /Signature</b>	
<b>Work Location</b>	
<b>Person Conducting Orientation</b>	
<b>Date</b>	

<b>Items Reviewed</b>	<b>Site Specific Information</b>	<b>Reviewed</b>
Supervisor(s)		
Assembly station location		
Lockdown process / location		
Joint H&S Committee Reps and responsibilities	CUPE: MATA: PVP:	
Isolation room location		
Instruction for using masks		
First aid designate(s)		
First aid room location		
How to summon first aid		
Daily self-assessment for illness		
Staff washroom locations		
Entry / exits / traffic flow		
Disinfection routines		
Max occupancy for communal areas		
Activity/program specific protocols: e.g. PE, music, science, specialized care		