

SCHOOL DISTRICT NO. 69 (QUALICUM)

COVID-19 EXPOSURE CONTROL PLAN

1. The District is committed to providing a safe and healthy workplace for all of our employees. A combination of measures will be used to minimize exposure to COVID-19. These work procedures will protect not only our employees, but others who enter our facilities. All employees must follow the safe working procedure in order to minimize the risk of exposure to COVID-19. This document should be read in conjunction with the District's Pandemic Response Plan.
2. Section 6.34 of the Occupational Health and Safety Regulation requires employers to develop and implement an exposure control plan if a worker has or may have occupational exposure to a biological agent, such as COVID-19.

ROLES AND RESPONSIBILITIES

3. The General Manager of Operations, as District Lead for Health and Safety, is responsible for:
 - a) ensuring that a copy of the exposure control plan is implemented, maintained and available to workers;
 - b) ensuring that there is a documented risk assessment and appropriate site-specific control measures are developed and implemented;
 - c) ensuring that the 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.
4. 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 this exposure control 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.
5. Principals and Supervisors are responsible for:
- a) ensuring that workers are adequately instructed on the controls for the hazards at the location;
 - b) ensuring that workers use proper PPE as outlined in this plan and any fit testing has been completed and the results are recorded; and,
 - c) directing work in a manner that eliminates or minimizes the risk to workers.
6. 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; and,
 - e) reporting exposure incidents.

RISK IDENTIFICATION

7. 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. There are two previous coronaviruses that have caused severe illness in humans, SARS in 2002-03, and MERS in 2012.

SYMPTOMS OF COVID-19

8. Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. Risk of serious illness rises with age: people over 40 are known to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.
9. Symptoms may include fever, sore throat, coughing and shortness of breath. These symptoms may appear 2-14 days after exposure. If an employee experiences any symptoms, stay at home and follow the advice of health authorities.

ROUTES OF TRANSMISSION

Contact transmission

10. 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 the eyes, nose or mouth.

Droplet transmission

11. 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.

Airborne transmission

12. At this time, BC Centre for Disease Control does not believe airborne transmission to be a route of transmission, as the droplets are too large to remain airborne beyond the two (2) meters from point of origin.

RISK ASSESSMENT

13. The risk of occupational exposure to COVID-19 during an outbreak may vary from site to site, depending on how a building is being accessed and used. The level of risk depends of the nature of the job, the work environment, and whether there is a requirement for prolonged or extended contact with the people/students within 2 meters of one another.
14. Low risk jobs are those where employees typically would not have contact with infected people. Medium risk jobs are those where employees may be exposed to infected people from time to time in relatively large, well ventilated workspaces. High risk jobs are those in which workers may have contact with infected patients in small, poorly ventilated workspaces.
15. The District has determined that the risk level of our employees is low while schools are not open to the public or for in-class learning. The risk increases from low to medium when buildings open to the public and schools setting is open, have regular contact with the students/members of the public and could possibly be handling potentially contaminated objects.

EXPOSURE CONTROL MEASURES

16. The District has applied a combination of control measures to reduce the risk of occupational exposure to the COVID-19 virus. All employees are expected to follow the exposure control measures set out in this plan, along with safe work procedures and any site specific measures, including those place for childminding in a school setting.

Engineering Controls

17. Air handling units at each site have been adjusted to increase air exchange rates which exceed WSBC standards.

Personal Protective Equipment

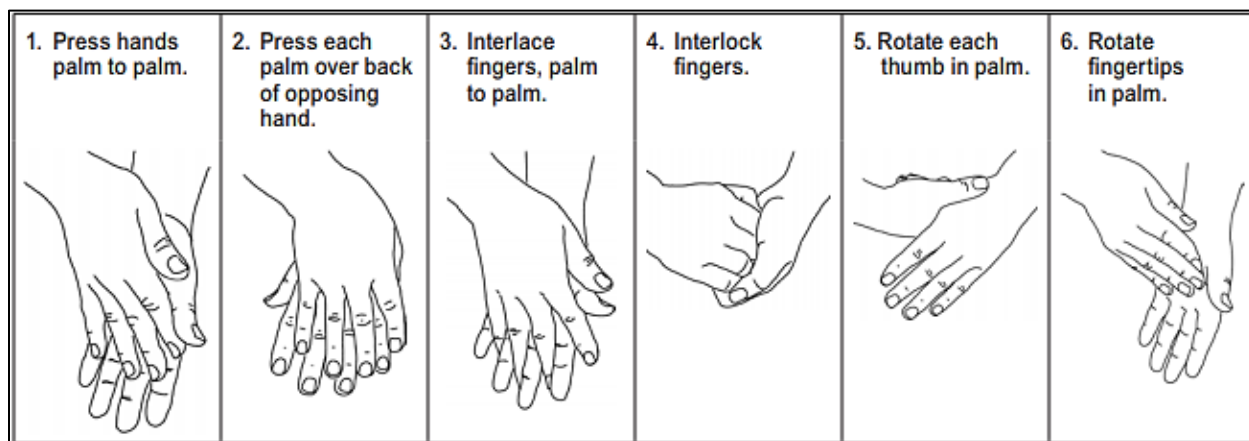
18. Personal protective equipment such as masks, gloves, and gowns are not recommended for staff who work in the education sector. However, the District will provide personal protective equipment in specific circumstances.

19. Gloves are made available at some sites where hand sanitizer is not available and a sink is not in close proximity to a building entrances. In these circumstances, gloves must be worn by employees until they've washed their hands.
20. Employees who are supporting students and are unable to maintain a safe physical distance will be provided with face masks and will be offered eye protection or face shields when providing close personal care. Employees who are working as designated first aiders will have access to N95 masks if they cannot maintain a safe physical distance while treating someone who is presenting with symptoms of illness.
21. Custodial staff will have access to personal protective equipment in accordance with the Safe Working Procedure for Enhanced Cleaning.
22. If new factors emerge that increase the risk of viral transmission, the District will develop specific protocols for employees who may be impacted.

ADMINISTRATIVE CONTROLS

Hand hygiene

21. 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.



22. Wash your hands immediately:
 - on arrival at your worksite;
 - when entering a work areas;
 - when leaving a work area;
 - before and after using shared equipment, such as a photocopier;
 - after using the toilet;
 - after coughing, sneezing or touching your face;
 - before eating, drinking, or food preparation; and,
 - before leaving your worksite.

Cough/sneeze etiquette

23. District employees 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.

Physical distancing

24. Employees attending work are expected to maintain physical distancing by keeping a minimum two-meter (6 feet) distance between each other.
25. The District will make arrangements that reduce the total number of people in a site at any given time to allow them to maintain a safe distance of 2 meters from one another.
26. All reception areas and outside building entrances will have signage restricting access and reminding staff to practice physical distancing.
27. Video conferencing for meetings will be promoted to employees where possible, as well as working from home.
28. Meetings in person will be discouraged and if these must take place, meeting will be scheduled in work spaces large enough for employees to maintain safe physical distances at all times.
29. Employees will be encouraged to travel to worksites individually in their own vehicle or work vehicle. Car sharing using District fleet vehicles will not be permitted.

Cleaning and disinfecting

30. Cleaning is the physical removal of visible soiling (e.g. dust, soil, blood, mucous). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth. Cleaning for COVID-19 virus is the same as for other common viruses. In general, cleaning should be done whenever surfaces are visibly soiled.
31. Disinfection is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice a day. The following is a list of disinfecting agents and concentrations known to be effective against coronaviruses.
32. The Custodial team will follow the safe working procedure for enhanced cleaning. In addition, all employees will be required to sign in and sign out of the building and must record any locations/areas that they entered while in the building. This information will help custodial staff prioritize areas for disinfection.

HEALTH SCREENING

Self-monitoring

33. Anyone entering a school district building are required to follow the safe working procedure for accessing a school district building. This includes the requirement to self-monitor for the following symptoms:
- muscle aches

- fatigue
- sore throat
- headache
- loss of appetite
- chills/fever
- coughing
- runny/stuffy nose
- nausea/vomiting
- diarrhea
- loss of sense of smell/taste
- difficulty breathing / shortness of breath.

34. All people accessing a school district building will be required to complete a set of health screening questions when they sign in on a daily basis. Parents will be asked to complete these questions on behalf of their child. Entry to the building must be denied to any person if they are presenting with any symptoms of illness.
35. If an individual has been instructed to self-isolate or if they have been in close contact with someone who has been diagnosed with COVID-19, they must also be denied access to the building.

If Individuals Show Symptoms

36. If individuals begin to experience symptoms while attending school or work, it is recommended that they are promptly separated from others unless they can immediately go home.
37. Employees will promptly report any symptoms to their supervisor. Their supervisor will report to HR.
38. If a child is displaying symptoms, they should be situated in a room that is not commonly used for other purposes. The room needs to be a well ventilated area with sufficient space so at least 2 meters of distance can be maintained between the person displaying symptoms and other individuals.
39. A limited number of staff should be designated to care for ill persons until they can be sent home. These designated staff should be familiar with infection control recommendations to prevent the spread of the virus.

TRAINING AND INFORMATION

40. District employees will receive 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.

RECORD KEEPING

41. 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.

ANNUAL REVIEW

42. The District will review this exposure control plan at least annually or more frequently if there are changes in guidance and/or legislation and will update the District Occupational Health and Safety changes made.

REFERENCES

Public Health Guidelines for K-12 School Settings

<http://www.bced.gov.bc.ca/bulletin/20200327/health-and-safety-protocols-guidelines-mar27-2020final.pdf>

WSBC, Preventing Exposure to COVID-19 in the workplace: a guide for employers

<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>

WSBC, Controlling Exposure: Protecting Workers from Infectious Disease

<https://www.worksafebc.com/en/resources/health-safety/books-guides/controlling-exposure-protecting-workers-from-infectious-disease?lang=en>

Government of Canada, Community-based measures to mitigate the spread of coronavirus disease (COVID-19) in Canada

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html>