



School District 10 (Arrow Lakes)

Exposure Response Plan

Novel Coronavirus (COVID -19)

April 2020

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Introduction

School District 10 (Arrow Lakes) is committed to providing a safe working and learning environment. In accordance with the *Workers Compensation Act Occupational Health and Safety Regulation 6.34*, this plan outlines measures to ensure the safety of all employees when there is an increased risk of exposure to a chemical or biological agent.

Purpose

The District is committed to providing a safe and healthy workplace and learning environment for all staff and students.

The purpose of this document is to:

1. Ensure all school district staff reduce the risk of infection through the transmission of COVID-19.
2. Outline control measures to minimize or eliminate the potential for transmission of COVID-19.
3. Follow the direction of the Provincial Health Officer and BC Health Minister (Public Health) on the measures for infection control based on current COVID-19 related information available.
4. Ensure that all school district staff take reasonable care and cooperate with the district to ensure the health and safety of themselves and other staff.

The Provincial Health Officer maintains that facilities that provide in-school care services can safely care for children if they are following the prescribed Public Health protocols. The information in this document is taken from the [Public Health Agency of Canada](#), [BC Centre for Disease Control](#), [Interior Health Authority](#), and the [Ministry of Education](#). The authority to implement the safety plan at each site rests with the school Principal/Vice Principal.

This document is linked to the School District 10 Pandemic Response Plan.

Exposure Plan Review

The Exposure Control Plan will be reviewed and updated as required or as new information becomes available.

COVID-19 Information

Risk Identification

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. In March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic.

As COVID-19 poses a risk to everyone, risk assessment is correlated with the ability of staff to practice physical distancing and other public health recommendations to their level of risk.

Contact Transmission

Direct contact involves skin-to-skin contact and then touching the eyes, nose, or mouth. Indirect contact involves a worker touching a contaminated intermediate object or surface, and then touching the eyes, nose, or mouth. It is uncertain how long the virus can live on surfaces but it may be hours to days.

Droplet Transmission

Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth. Health experts recommend keeping two meters (6 feet) between people wherever possible to mitigate this risk.

Airborne Transmission

Currently, health experts believe that COVID-19 is not transmitted through airborne transmission.

Signs and Symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear between 2 to 14 days after exposure*.

- Fever
- Cough
- Sneezing
- Sore throat
- Shortness of breath

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*

If individuals show any of the above symptoms they are not permitted to go to work or school.

If individuals begin to experience symptoms while attending work or school, it is recommended that schools promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home. People showing symptoms should contact the Provincial Health Link 8-1-1 or consider accessing the self-assessment tool available online at <https://bc.thrive.health/>.

Prevention Control

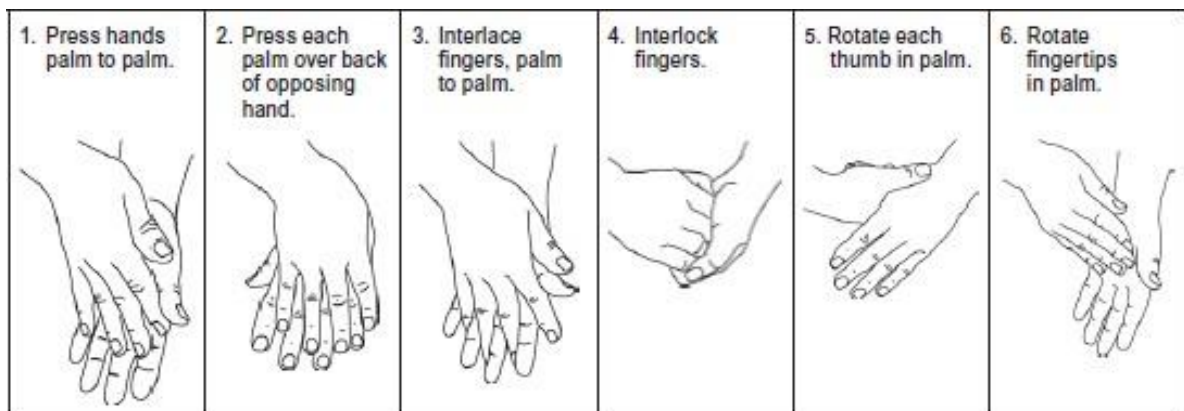
1. Hand Washing and Hand Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched.

[Public Education - Hand Washing Video Reference](#)

Wash your hands immediately:

- Immediately upon arrival at work or school
- Immediately after sneezing, coughing, using a tissue
- Immediately after using the toilet
- Prior to entering a new workspace or room
- After handling common resources or using shared resources/spaces
- Before eating, drinking, food preparation, handling contact lenses, or applying makeup
- Before leaving work or school



Proper hand washing includes using soap and a running water. Wash for a minimum of 20 seconds. If water is unavailable, you must use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

Health Authorities note that hand washing with plain soap and water is the preferred method of hand hygiene in schools and childcare centres as the mechanical action is effective at removing visible soil as well as microbes. In instances where hand-washing sinks are not available, supervised use of alcohol-based hand rubs may be considered. If hands are visibly soiled, alcohol-based hand rubs may not be effective at eliminating the virus.

2. Cough/Sneeze Etiquette

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

3. **Social (Physical) Distancing**

Practice social distancing in accordance with public health recommendations and attempt to maintain the minimum recommended distance between yourself and others whenever possible. Physical distancing is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities. For example, younger students should be supported to have minimized physical contact with one another, while other students and adults should seek to maintain a safe physical distance where possible.

Droplets may be generated when an infected person coughs or sneezes. Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth.

4. **Cleaning and Disinfecting**

Regular cleaning and disinfecting of objects and high-touch surfaces (e.g. door handles, water fountain push buttons) will help prevent the transmission of viruses. This can be done using existing school setting cleaning and disinfection protocols.

Cleaning is the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth. Cleaning for COVID-19 virus is the same as for other common viruses. In general, cleaning should be done whenever surfaces are visibly soiled.

Disinfection is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice/day.

Schools will be cleaned and disinfected in accordance with the BC Centre for Disease Control's Cleaning and Disinfectants for Public Settings document: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

5. **Showing Symptoms**

While at Home

If individuals are showing symptoms common to COVID-19 they should not go to school or work.

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- 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.

While at Work/School

If individuals begin to experience symptoms while attending work or school, schools should:

1. promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home.
 - a. This room should not be one that is commonly used for other purposes (i.e., the lunchroom). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system.
2. Ill persons should be placed in well-ventilated areas and where minimum physical distancing can be maintained between the ill person and others.
3. When possible, and if the person experiencing symptoms can tolerate it, they should wear a surgical mask.
4. A limited number of staff should be designated to care for ill persons until they can be sent home.
 - a. These caregivers should not be at increased risk of viral infection complications (i.e.,

- pregnant women or persons that have a chronic illness), and they should be familiar with infection control recommendations to prevent the spread of the virus.
5. If isolation room is used, custodial staff will be notified and conduct enhanced cleaning of this room and other rooms where the system was present while symptomatic.
 6. The isolation room should be marked 'for cleaning' until the custodian is able to clean the room.

Safe Work Procedures

The listed responsibilities are conducted in accordance with recommendations and/or requirements outlined by both the Provincial Health Officer and WorkSafeBC.

District Responsibilities

- Ensure the exposure control plan is implemented, and updated copies are maintained and available to workers.
- Select, implement, and document the risk assessment and appropriate site-specific control measures.
- Ensure that all resources and materials required to implement and maintain the plan are reasonably made available as practical and when required.
- Ensure that supervisors and workers are informed about the content of this plan.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

Supervisor Responsibilities

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Educate staff and students on good respiratory etiquette and hand hygiene.
- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. Where necessary conduct daily checks for respiratory illness at drop off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
- Ensure cleaning protocols are conducted in accordance with Public Health recommendations.
- Maintain privacy and protect an individual's right to confidentiality.
- Ensure that workers use proper PPE where required in accordance with Public Health recommendations.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay appropriate and relevant safety and informational material in an accessible area for workers to see.

Workers (and on-site Contractors) Responsibilities

- Follow established safe work procedures and instructions provided by the employer or supervisor.
- Appropriately use and maintain any required PPE, where required in accordance with Public Health recommendations.
- Report any unsafe conditions or acts to the supervisor.
- Notify their supervisor of high student absenteeism rates.
- Assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- Notify their supervisor immediately if unwell or have confirmed illness.
- Practice good respiratory etiquette and hand hygiene.
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

Operations Manager Responsibilities

- Maintain an inventory of
 - Required PPE for custodians
 - Disinfectant / antiviral chemicals
 - Well maintained equipment used for cleaning and disinfecting
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Direct work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.
- Develop and distribute cleaning plan including schedule revisions and/or redeployment plans to site supervisors and District office

Parents and Students Responsibilities

- Practice and encourage good respiratory etiquette and hand hygiene
- Follow the advice given by 8-1-1 and/or medical professionals
- Parents must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school
- Keep children home/stay home when required or necessary

Site Entry Protocols

To keep sites as hygienic as possible site entry must be limited to only those individuals that are required to be on the premises. School Principals will decide which individuals (staff and visitors) will have access to the site. Others who wish to access the site will be required to make an appointment to schedule a time in advance with the School Principal and otherwise will not be permitted to access the site.

The following site entry protocols will be implemented:

- School Principals will identify designated entry points to their facility.
- A limited number of designated entry points will be established at each site in order to better control entry and maximize facility hygiene and cleanliness.
- Designated entry points will be identified with standard signage.
- Signage will be posted to provide information and instructions to entrants that will help maximize facility hygiene and cleanliness and include signage on physical distancing and handwashing.
- All entrants are required to sign-in/all sites are required to maintain a record of persons in the building.
- Upon entering the site, entrants must wash their hands using the protocol established by the Public Health Agency of Canada. To ensure this occurs each entry point must either have signage that indicates the nearest hand washing station, or the entrant must be directed to the nearest hand washing facility. Hand sanitizing using alcohol-based hand rub (ABHR) is an alternative to hand washing (if hands are visibly clean).
- Uninvited individuals who present to the site and who do not require entry should be stopped from entering the site.

Site Safety Orientation

When responding to a risk of exposure to COVID-19, workers will be provided with an orientation to the hazards and the processes that have changed as a result of responding to the risk at the workplace.

To meet this WorkSafeBC requirement, workers must have the following elements of the organization's Pandemic Response Plan and Exposure Response Plan reviewed with them:

- Routes of COVID-19 virus transmission
 - contact transmission
 - droplet transmission

- Signs and symptoms of COVID-19
 - Severe symptoms (fever, cough, chest pain/difficulty breathing)
 - Mild (initial) symptoms (malaise, runny nose, fatigue, sore throat, nausea, diarrhea)
- Three prevention strategies
 - proper handwashing (according to the Public Health Agency of Canada)
 - coughing / sneezing etiquette
 - physical distancing
- What to do if someone exhibits symptoms while at work/school

As well, workers must be informed of:

- Designated entry points and entry procedures for the site
- Location of hand washing facilities
- Location of hand sanitizer stations, if available
- How to report symptoms of COVID-19
- Location of the site's isolation room for individuals who develop symptoms while on site

Cleaning and Disinfecting

All Custodians will be trained and familiar with the Modified and/or Terminal Cleaning Procedures and be prepared to initiate this enhanced cleaning program under the Director of Operations. In the event of a disruption to custodial services, the Manager of Operations will assign available Custodians or redeploy qualified and trained staff to ensure high traffic areas are cleaned. All cleaning procedures will be in strict accordance with public health recommendations.

Provincial Health Officer (PHO) 50-person Maximum Order

The PHO has implemented a 50-person maximum order. The intent of this order is to prevent large groups from gathering in close quarters. There can be more than 50 students/staff in a school at any given time if they are not all in one area at the same time and are actively engaged in social distancing of 2 meters apart or greater. As long as the social distancing minimums recommended by Public Health is maintained at all times, classroom capacity is not required to be defined, as some classrooms are larger than others.

Sharing of items

The practice of sharing items (pens, paper, food, phones, cloth towels, etc.) is discouraged.

Avoid plush and porous toys and limit toys and other items to those that can be easily cleaned. Avoid items that may encourage close contact group play.

For more detailed procedural information on toys please refer to Protocol S-21 Provision of In School Care for Essential Services Workers.

With regards to the sharing of paper and paper products, the BC Centre for Disease Control (BCCDC) has stated:

'Like other respiratory viruses, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper products. As such, there is no need to limit the distribution of books or paper based educational resources to students due to concerns about virus transmission.'

Multi-user Workstations

The practice of multi-user computer workstations is discouraged. If workstations must be shared they must be first disinfected by the next user using the workstation.

On Site Food Preparation (ie: school meal programs, etc)

The BCCDC indicates COVID-19 does not appear to be transmitted by eating food contaminated with the virus, however, it is important to practice good hand hygiene before preparing food. The BCCDC does not require food preparers to wear gloves or surgical masks, however, if food preparers choose to wear gloves they must wash their hands thoroughly before putting on and after removing the gloves. Wearing gloves does not reduce the need for hand washing.

Quarantine/Isolation Rooms

Schools should promptly separate people exhibiting symptoms from others. To accomplish this each site must have a designated isolation room or rooms. The space should have adequate ventilation but does not require a separate air supply (HVAC) system. Do not use a room commonly used for other purposes (ie. a lunchroom) or a space through which others regularly pass.

Custodial staff should be alerted to clean and disinfect the isolation room after the individual goes home. If the room cannot be cleaned immediately, the room should not be accessed until it can be cleaned by a qualified and trained custodian.

For more detailed procedural information on Quarantine/Isolation Rooms see above under: [Showing Symptoms](#)

Personal Protective Equipment

PPE such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. They should only be used when all other controls fail.

Wearing Masks

If a person shows symptoms of COVID-19, masks are an appropriate barrier to help stop cough or sneeze droplets from spreading. Instruction about how to put on and take off a face mask are found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Any mask, no matter how efficient at filtration or how good the seal, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing. Asymptomatic staff choosing to wear their own mask while at work will not be discouraged from doing so.

For information on how to make home-made masks visit the [BC Centre for Disease Control \(BCCDC\) website](#).

It is not believed masks will protect the wearer from COVID-19.

At Risk Population

Staff who believe they are at a higher risk of developing complications from COVID-19 should contact 8-1-1 or contact their physician to seek guidance regarding attending the workplace.

Working from Home

In support of the Provincial Health Officers' advice, and during this period of pandemic, school and district employees may be permitted to work-from-home to assist in physical distancing.

Employees must recognize their responsibility to maintain a safe and secure work location and that the conditions of their employment contract and the policies of the school and/or district extend to their work-from-home. A separate Protocol to support employees working from home has been developed.

Please refer to **Protocol P-12 – Employees Temporarily Working from Home**

Supporting Students in Schools

School Districts have been directed by the Ministry of Education to explore and provide in-person instruction for vulnerable students, students with diverse needs and children of Essential Service Workers (ESWs) within the [Public Health Guidelines for K-12 Settings](#) established by BC Centre for Disease Control and the Ministry of Health. A Protocol for Supporting Students in Schools has been developed to provide guidance to schools of SD10 to determine:

- 1) who are vulnerable learners or learners requiring in person support,
- 2) how to keep the learners and staff safe using common infection control protocols, and
- 3) how to ensure that the learning, mental health, and socio-emotional needs of our most vulnerable learners can be met to the highest degree possible within public health restrictions and using health and safety guidelines

Please refer to **Protocol S-22 Supporting Students in Person in Schools During COVID-19.**

Provision of In-School Care for Essential Services Workers

School Districts across the province have been charged with supporting essential service workers (ESW) by providing in-school care for ESW's children where needed, so that they can continue to work. Schools will be set up in a safe manner, following all public health orders and recommendations in order to maintain a healthy and safe environment. This Protocol has been developed to provide guidelines for the provision of in-school care for essential services workers.

Please refer to **Protocol S-21 Provision of In School Care for Essential Services Workers.**

Occupational First Aid

First Aid Attendants (FAA) should follow their Occupational First Aid (OFA) training and perform their *scene assessment* as outlined in their *Priority Action Approach* to determine if the scene is safe to approach the injured person. FAAs should assume all injured individuals requiring First Aid are infected with COVID-19. Based on their *scene assessment* if the FAA determines that it is not safe to approach the injured person then they are to assist the individual from outside the minimum distance requirement as recommended by public health. If life-saving interventions are required and the FAA must encroach upon the minimum distance radius to treat the injured person (ie: apply an AED, perform chest compressions, etc) the FAA must have the required personal protective equipment (PPE). The Interior Health Authority has stated:

'New recommendations for PPE effective March 25th, 2020: All health care workers and staff who have direct contact with patients in ANY care setting must wear a surgical / procedural mask, eye protection and gloves for ALL patient interactions. This requires extending the use of mask and eye protection'

FAAs should review the [Occupational First Aid Training Manual](#) Part 13/Chapter 44/pages 311-315 which is the Communicable Diseases chapter.

Student Transportation on Buses

Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

Additional measures should be taken, including:

- Encouraging private vehicle use where possible
- Have students sit in their own seat

- Students from the same household can share seats if space is limited

Carpooling/Vehicle Sharing

Physical distancing requirements must be adhered to while driving in vehicles for work purposes. If the recommended physical distancing requirements cannot be maintained, workers are discouraged from carpooling.

Record Keeping

The School District will keep records of instruction and training provided to workers regarding the COVID-19, as well as reports of exposure and first aid records. All records are kept in strict accordance with privacy and confidentiality requirements.

Appendix A – Approved Information Material and Instructional Infographics for Distribution/Posting

COVID-19 Prevention in the Workplace:

WorkSafeBC: <file:///C:/Users/michelle.grenier/Downloads/covid-19-guide-to-reducing-risk-pdf-en.pdf>

BCCDC: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>

COVID- 19 Hand Hygiene:

WorkSafeBC: <https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-handwashing-pdf-en.pdf>

http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

Entrance Signage – Do Not Enter if Sick:

WorkSafeBC: <https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-entry-check-visitors-pdf-en-1.pdf>

BCCDC: http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf

Physical Distancing Signage:

BCCDC: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf

Public Health Canada: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>

Glove Removal:

WorkSafeBC: <https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/glove-removal-procedure?lang=en>

Wearing Masks: How to Wear a Face Mask:

WorkSafeBC: <https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-how-to-use-mask-pdf-en-1.pdf>

BCCDC: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf /](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf/)