

# COVID-19 Information and Safe Work Practices

August 31, 2020



**SD10** SCHOOL  
DISTRICT 10  
ARROW LAKES

World Class Learning in a Rural Environment

***Be Kind.  
Be Calm.  
And Be Safe.***

Dr. Bonnie Henry  
B.C. Provincial Health Officer

# Board Policy 532 Respectful Workplace



A fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board of Education's commitment to delivering high quality public education and cultivating a reputation of excellence.

The Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

Complete Policy: <https://sd10.bc.ca/wp-content/uploads/2017/01/532-Respectful-Workplace-Policy-Amended-as-of-December-6-20161.pdf>

*We are in this together!*



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# COVID-19 Pandemic

The Provincial Health Officer maintains that facilities that provide in-school learning and childcare services can safely care for children if they are following the prescribed Public Health protocols.

The information in this document is guided by the BC [Public Health Agency](#), [BC Centre for Disease Control](#), [Interior Health Authority](#), [WorkSafe BC Guidelines Protocols for K-12 Education](#) and the [Ministry of Education](#). The authority to implement the safety plan at each site rests with the school Principal/Vice Principal.



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# SD10 Pandemic Response Plan

The scope of this Pandemic Response Plan is to assist us in preparing and responding to the pandemic. This plan will clarify roles and responsibilities and outline the steps the District will take to ensure coordinated pandemic response measures and where possible, continuity of work.



## School District 10 (Arrow Lakes) Pandemic Response Plan

**March 2020**

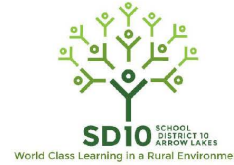
**Updated: May 2020**

Note: This plan is fluid and serves as a guideline for situations in which conditions that can/are changing rapidly. In all matters related to a pandemic, the District will follow the directions of Provincial and National Health Officials and the Ministry of Education.

March 2020  
Page 1 of 14



# SD10 Exposure Response Plan



The purpose of this document is to:

- Ensure all school district staff reduce the risk of infection through the transmission of COVID-19.
- Outline control measures to minimize or eliminate the potential for transmission of COVID-19.
- 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.
- 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.

## School District 10 (Arrow Lakes)

### Exposure Response Plan

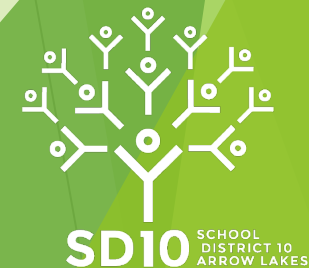
### Novel Coronavirus (COVID -19)

April 2020

**Updated August 26, 2020**

School District 10 – Exposure Response Plan  
Created: April 2020  
Updated: May 2020

Page 1 of 12  
Review Date: N/A



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# SD10 K-12 Back to School Plan

**Tuesday, September 8<sup>th</sup> – Staff only in schools** with focus on:

- Review of BCCDC/PHO health and safety COVID-19 protocols
- All staff OH and S committee meetings
- review of plans for hand hygiene, physical distancing
- implementation and planning for learning cohorts/groups
- Bus Drivers, maintenance and custodial staff to review new BCCDC/PHO guidelines and cleaning protocols

**Wednesday, September 9<sup>th</sup> – Staff only in schools** with focus on:

- planning and review of back to school COVID-19 orientation for students
- mental well-being strategies, activities and support for all students and staff
- support planning for students with diverse learning needs
- support planning for indigenous learners

**Thursday, September 10<sup>th</sup> and 11<sup>th</sup> – All Grade 1-12 students return to school full time; K students' gradual entry or full time as determined by school**

- All Grade 1-12 students return to school full time for orientation to new safety protocols, practice in hand-washing, using masks, physical distancing
- Kindergarten students return to school full time or gradual entry for first two weeks according to school plans (communicated in advance to parents)
- Classes will resume with rich and engaging learning experiences, assessments of where students are in their learning to plan next steps in teaching, and a focus on social and mental well-being as well as academic learning



# About COVID-19

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

A pandemic is worldwide spread of a new disease, often affecting a large proportion of the population with elevated rates of illness. The impact of a Pandemic on a School District can include absenteeism of staff and students and closure of schools. Contingency planning is essential for a safe, timely, measured, and effective response to disruptions and increased risk to health and safety of school communities.





# COVID-19: Signs and Symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases.

Symptoms may take up to 14 days to appear after exposure to COVID-19. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around 5 days.

Most Common Symptoms	Less Common Symptoms
<ul style="list-style-type: none"><li>• Fever</li><li>• Chills</li><li>• Cough or worsening of chronic cough</li><li>• Runny nose</li><li>• Sore throat</li><li>• Shortness of breath</li><li>• Loss of sense of smell or taste</li><li>• Headache</li><li>• Fatigue</li><li>• Diarrhea</li><li>• Loss of appetite</li><li>• Nausea and vomiting</li><li>• Muscle Aches</li></ul>	<ul style="list-style-type: none"><li>• Stuffy nose</li><li>• Conjunctivitis (pink eye)</li><li>• Dizziness, confusion</li><li>• Abdominal pain</li><li>• Skin rashes or discoloration of fingers or toes</li></ul>

For a complete listing of COVID-19 symptoms please visit the BCCDC Website: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms> or consider accessing the self-assessment tool available online at <https://bc.thrive.health/>.



# COVID-19: Routes of Transmission

## Risk Identification

Two primary routes of transmission are anticipated for COVID-19, both of which need to be controlled. These include contact and droplet transmission.

## Contact Transmission

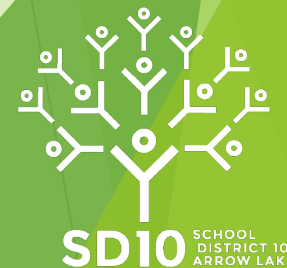
Direct contact involves skin-to-skin contact. Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth.

## Droplet Transmission

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

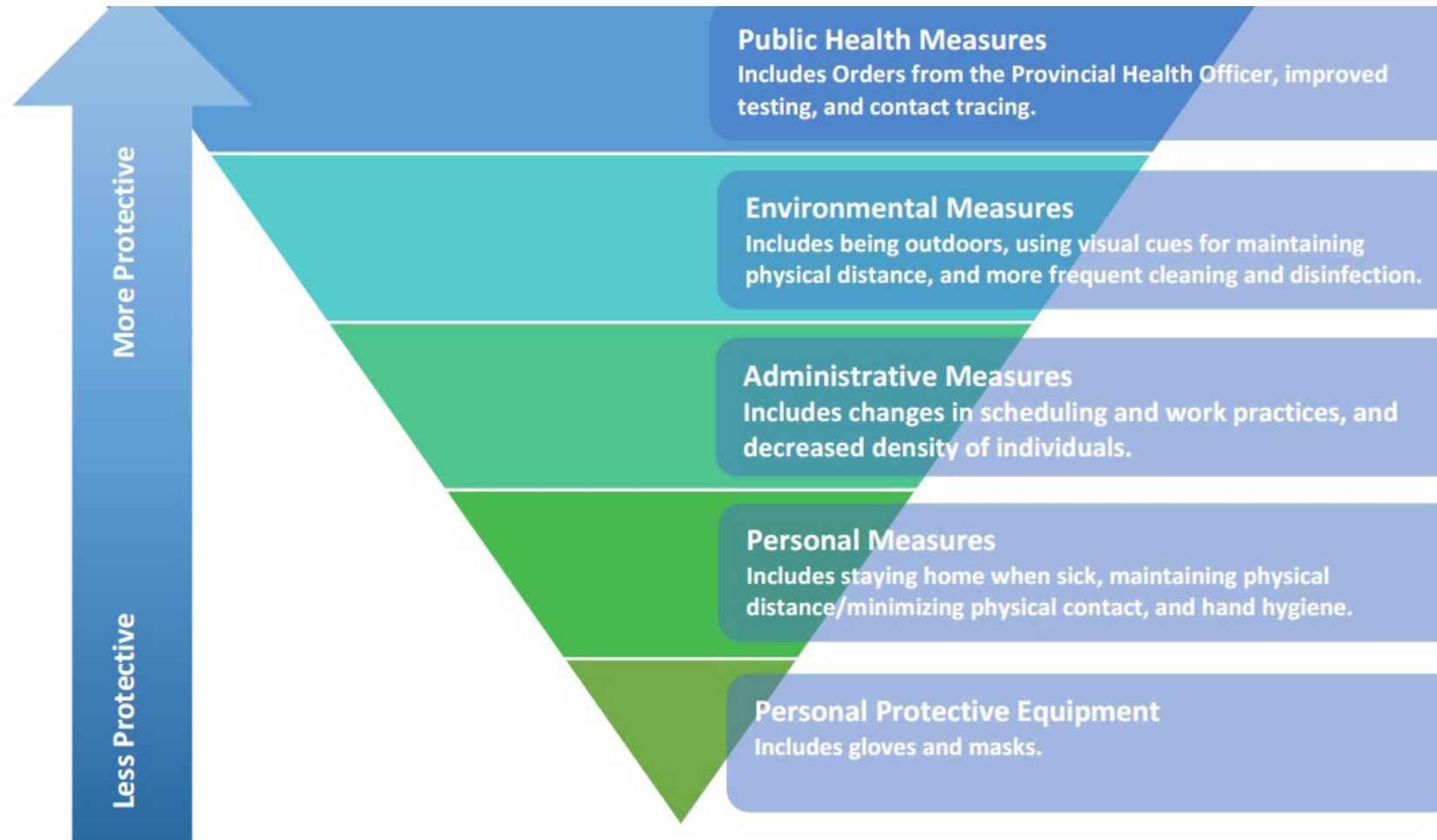
## Airborne Transmission

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



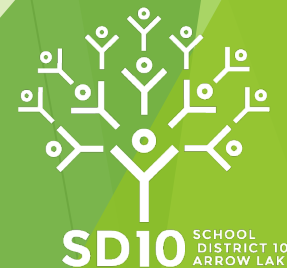
# COVID-19: Prevention Controls

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



# COVID-19: Prevention Controls

- ▶ **Public Health Measures:** Prohibiting mass gatherings\*, case finding, contact tracing and outbreak management by Public Health, travel directive - self isolation and quarantine for travelers outside of Canada.
- ▶ **Environmental Measures:** Limiting access to facilities, designated entries, using outdoor spaces, visual cues, traffic flow, physical barriers, enhanced cleaning and modified cleaning protocols, isolation rooms.
- ▶ **Administrative Measures:** Establishing learning groups/cohorts and protocols for cross-cohort interaction (i.e. learning support teams, consultants), protocols for school gatherings, attendance management, transportation, and food programs, education and training.
- ▶ **Personal Measures:** Symptomatic individuals (staff and students) to stay at home, adherence to physical distancing, sneezing/coughing etiquette, hand and face hygiene: hand washing, hand rubbing, avoid touching face
- ▶ **Personal Protective Equipment:** Wearing face masks, gloves



# Prevention: Public Health Measures

SD10 is committed to adhering to all Public Health Measures.

## Mass Gatherings

- ▶ While the PHO prohibits the gathering of more than 50 people for the purpose of an event, this order does not apply to schools. It focuses on one-time events where people gather and where control measures may be hard to implement. For more information please read the [Provincial Health Officer's Order for Mass Gatherings/Events](#).
- ▶ School gatherings will be kept to a minimum, will seek virtual alternatives where feasible and will not exceed the maximum learning group/cohort size\* in the setting, plus the minimum number of additional people required to meet the gathering's purpose and intended outcome.
- ▶ *\*Learning Groups/Cohorts for SD10 are defined in the SD10 K-12 Restart Plan.*
- ▶ All inter-school activities including tournaments, and festivals should not occur at this time.

## Case Finding, Contact Tracing and Outbreak Management

- ▶ Case finding, contact tracing and outbreak management remains the responsibility of public health. If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with the school district to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.
- ▶ **Schools are not permitted to provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they are displaying symptoms of COVID-19, unless directed to by public health.**

## Travel Outside of Canada

- ▶ All students or staff who have travelled outside of Canada are required to self-isolate for 14 days under both provincial and federal orders. Students and staff are required to notify their school if they are required to self-isolate for 14 days due to travel outside of Canada.



# Prevention: Enhanced Cleaning/Modified Cleaning

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools are cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfecting Protocol

[http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

- ▶ General cleaning and disinfecting of the premises will occur at least one a day.
- ▶ Frequently-touched surfaces will be cleaned and disinfected at least twice a day.
  - ▶ Doorknobs, light switches, washrooms, tables, desks, chairs, keyboards\* and toys\*
- ▶ Additional custodial time will be added to ensure twice daily cleaning and regular program cleaning.
- ▶ Clean and disinfect any surface that is visibly dirty.
- ▶ Limit items that are not easily cleaned.
- ▶ Empty garbage cans daily.



# Prevention: Traffic flow, visual cues, and physical barriers

- ▶ Floor markings, and visual aid posters will be used through-out district facilities to identify designated entries and exits, appropriate social distancing, and traffic flow directions.
- ▶ Barriers will be installed in places where physical distance cannot be regularly maintained, and where a person is required to interact with numerous individuals outside of a cohort (i.e. office Administration).



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# Prevention: School Learning Groups/Cohorts

- ▶ A cohort is a group of students and staff who remain together throughout a school term. Learning groups/cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to be consistently practiced.
- ▶ School principals will determine the composition of learning groups/cohorts. Learning groups/cohorts should remain consistent for all activities that occur in the schools, including but not limited to learning, breaks, gatherings, etc.
- ▶ Cohort composition may be changed at the start of a new semester or term in the school year. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational or student health and safety considerations.
- ▶ Persons outside of an established cohort (i.e. learning support staff, cross cohort teachers, consultants) are required to wear a face mask, and practice physical distancing when interacting with the cohort.





# Prevention: Limiting Access, Designated Entries/Exits

Visitor access during school will be prioritized to those supporting activities that benefit student learning and well-being. To keep sites as hygienic as possible site entry will 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.

- ▶ Designated entry points will be established at each site in order to better control entry and maximize facility hygiene and cleanliness.
- ▶ School Principals will identify designated entry/exit points to their school.
- ▶ Designated entry/exit points will be identified with signage.
- ▶ Signage will be posted to provide information and instructions to entrants that will help maximize facility hygiene and cleanliness (i.e. closest designated washroom locations).
- ▶ 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.



# Prevention: Symptomatic Individuals

**While at home:** If individuals are showing symptoms common to COVID-19 they should not go to school or work and are required to self-isolate. If an individual is identified as a close contact of a confirmed case or outbreak, they are also required to stay home and self isolate.

1. Staff must assess themselves daily for symptoms of common cold, influenza, or COVID19 prior to entering the school.
2. 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.
3. Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider, contact the Provincial Health Link 8-1-1 or access the self-assessment tool available online at <https://bc.thrive.health/>.
4. Students and staff who experience seasonal allergies or other COVID-19 like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal.
5. Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19 like symptoms, provided the student/staff is asymptomatic. It is expected that the symptomatic household member is seeking assessment by a healthcare provider.



# Prevention: Symptomatic Individuals

## Appendix B: Daily Health Check Example

The following can be used as an example of a tool that can be used for parents and caregivers to complete prior to their child coming to school. It should be adapted if used for school staff and visitors.

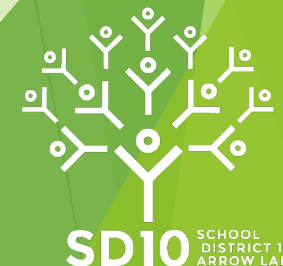
Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

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

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.



# Prevention: Symptomatic Individuals

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

1. The Principal will promptly separate the student or staff with symptoms in an area separate from others (isolation room), 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.
  - b. Ill persons should be placed in well-ventilated areas and where minimum physical distancing can be maintained between the ill person and others.
2. Provide a mask to the person experiencing symptoms to wear if they can tolerate it.
3. Limit the number of staff 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.
4. Contact parent or caregiver or in the case of a staff member needing assistance, a family member to pick up the ill person.
5. The ill person and any care providers should continue to practice all other personal measures as appropriate (i.e. hand hygiene, cough/sneeze etiquette, physical distancing, etc.)
6. Notify custodial staff that the isolation room has been used and will require cleaning.
  - a. Custodial staff will conduct enhanced cleaning of this room and other rooms where the staff or student was present while symptomatic.
7. Post signage on the door of the isolation room 'for cleaning' until the custodian is able to clean the room.



# Prevention: Symptomatic Individuals

## How to Report

1. Staff must assess themselves daily for symptoms of common cold, influenza, or COVID19 prior to entering the school.
2. 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.
3. Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms, is not permitted to attend work or school, and should promptly seek assessment by a health-care provider, contact the Provincial Health Link 8-1-1 or access the self-assessment tool available online at <https://bc.thrive.health/>.
4. Any student, staff, or other person within the school who has cold, influenza, or COVID-19 like symptoms should seek assessment by a health-care provider and self isolate while they await results.
5. Schools are not permitted to provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they are displaying symptoms of COVID-19, unless directed to by public health.
6. Schools will monitor staff and student attendance. Staff and/or student absenteeism that exceeds 10 percent of regular attendance will be reported to the local medical health officer.



# Prevention: Hand Hygiene

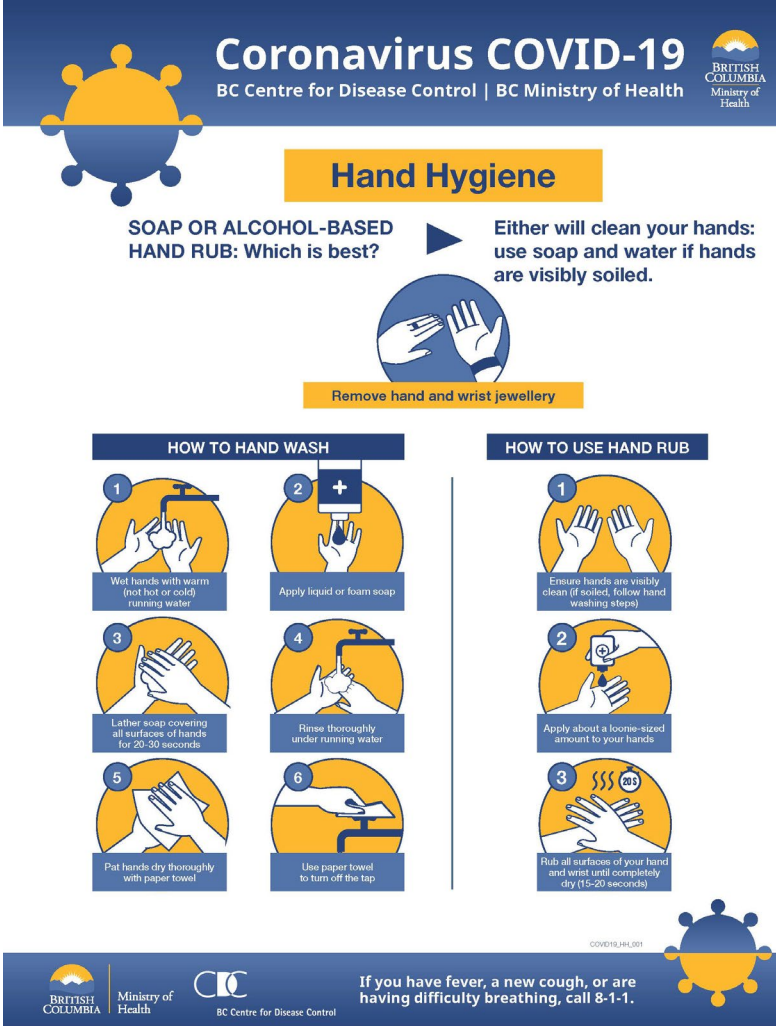
Staff and students are expected to wash their hands immediately:

- upon arrival at work or school
- after sneezing, coughing, using a tissue
- after using the toilet
- before eating, drinking, food preparation, handling contact lenses, or applying makeup
- when entering new rooms/workspaces
- before leaving work or school
- Staff should assist younger students as required

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.


In instances where hand-washing sinks are not available, alcohol-based hand rubs should be used. Hand sanitizer will be available at all designated entrances and in classrooms.


Hand hygiene signage will be posted throughout schools and near all sinks and hand hygiene areas.












**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health




**Hand Hygiene**

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?  Either will clean your hands: use soap and water if hands are visibly soiled.

 Remove hand and wrist jewellery

HOW TO HAND WASH		HOW TO USE HAND RUB
 1 Wet hands with warm (not hot or cold) running water	 2 Apply liquid or foam soap	 1 Ensure hands are visibly clean (if soiled, follow hand washing steps)
 3 Lather soap covering all surfaces of hands for 20-30 seconds	 4 Rinse thoroughly under running water	 2 Apply about a loonie-sized amount to your hands
 5 Pat hands dry thoroughly with paper towel	 6 Use paper towel to turn off the tap	 3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19\_HH\_001

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

# Prevention: Cough/Sneeze Etiquette



- Limit sneezing and coughing
- Cough/sneeze into your elbow
- Cough/sneeze into a tissue
- \*Dispose of tissue
- Wash your hands for at least 20 seconds





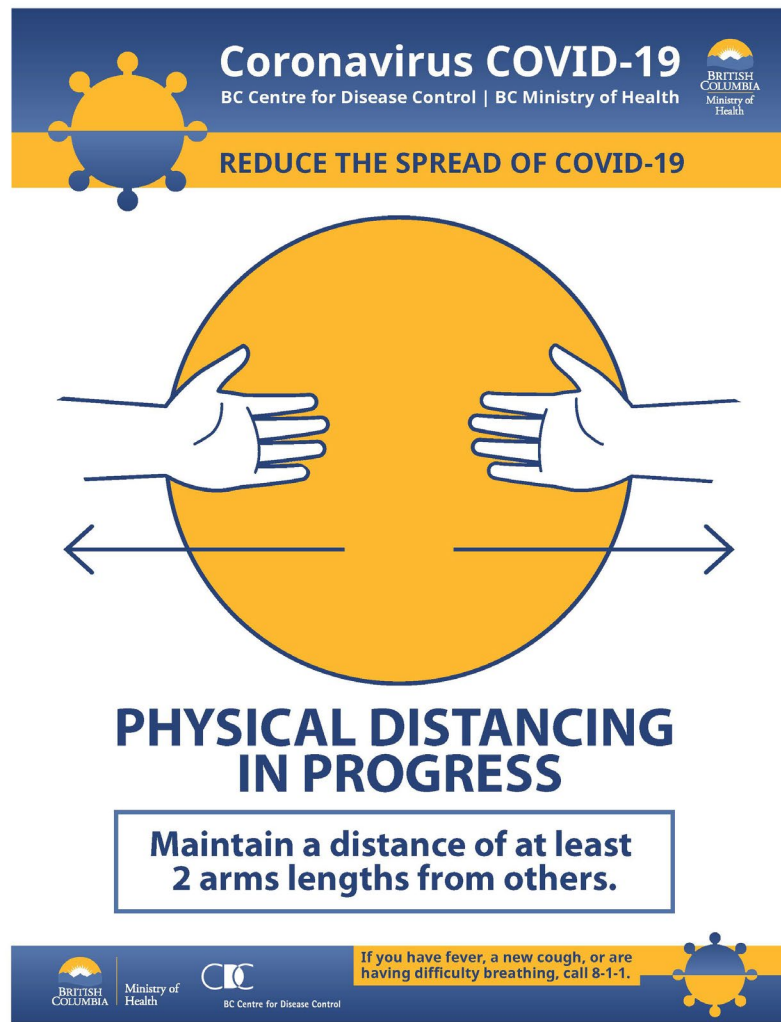
# Prevention: Physical Distancing

It is recognized that physical distancing can be 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 older students and adults are expected to practice physical distancing in accordance with public health recommendations (6 feet).

Physical distancing for staff and for middle and secondary students is expected when interacting outside of their learning groups.

Physical Distancing signage will be posted through-out schools to remind staff and students of this important practice.

Occupancy capacity signage will be posted on commonly shared spaces.

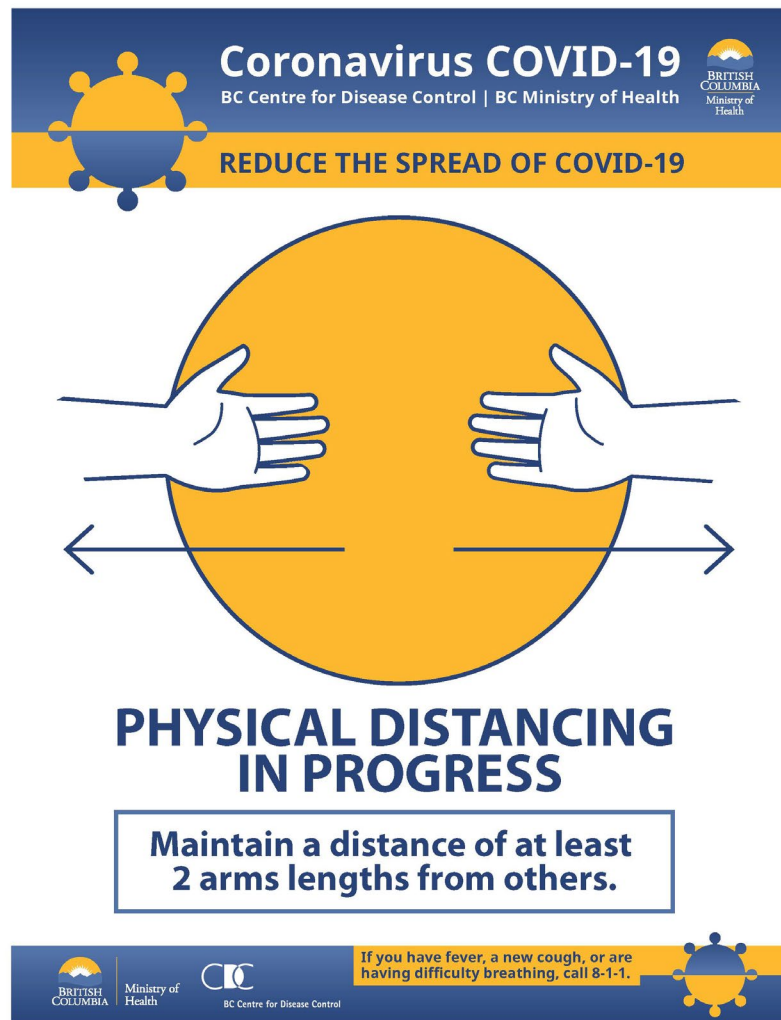




# Prevention: Physical Distancing

The following strategies will be implemented where possible:

- Avoid close greetings.
- Regularly remind students about keeping their hands to themselves. Use visual supports, signage, prompts, video modellings, etc. as necessary.
- Space management considerations which include spacing of furniture, different configurations, and effective use of storage.
- Staggered schedules to provide a greater amount of space for everyone and managing traffic flow.
- Shared spaces including washrooms, staff rooms, and other common rooms will have identified occupancy limits posted on the outside of the shared space.



# Prevention: Personal Protective Equipment

PPE is not effective as a stand-alone preventative measure. It should be suited to the task and must be worn and disposed of properly. 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.

## Non-medical face masks:

- Non-medical masks or face coverings are required for all staff and all middle and secondary school students when they are in high traffic areas (e.g. hallways, common areas, school buses)
- Non-medical masks, face coverings or face shields are required for staff anytime they are interacting outside of their classroom or learning group and physical distance cannot be maintained (e.g. specialist teachers or EAs working in close proximity to students across learning groups)
- Staff may also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference
- Exceptions will be made for individuals who cannot wear masks for medical reasons
- Students and staff will each be given two re-useable face masks
- Students and staff are responsible for maintaining their re-useable face masks
- PPE such as masks and gloves will continue to be provided for staff as part of regular precautions for the hazards normally encountered in their regular course of work.

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>

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



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# Safe Work Procedures: Roles and Responsibilities

## District Responsibilities

- Ensure the exposure control plan is implemented, and updated copies are maintained and available to workers. A manual copy will be available in the Office and an electronic copy will be maintained on the School District Website at <https://sd10.bc.ca/covid-19-updates-and-resources/>
- 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.

# Safe Work Procedures: Roles and Responsibilities

## School Principals/Vice Principal Responsibilities

- Ensure that workers are adequately instructed on the prevention and control measures for the hazards at the location.
- Educate staff and students on good respiratory etiquette and hand hygiene.
- Establish a communication plan with school-based teams to indicate how and when information will be made available.
  - Post or relay appropriate and relevant safety and informational material in an accessible area for workers to see.
- Clearly communicate with staff, parents and caregivers their responsibility to assess themselves and/or 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.
- Provide parents and caregivers with a copy of a daily health check form to ensure understanding of what to assess for in their daily health checks of children.
- Establish and communicate school-based procedures for students and staff who become sick while at school to be sent home as soon as possible. [\*See Students and Staff Showing Symptoms while at school.\*](#)
- 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.

# Safe Work Procedures: Roles and Responsibilities

## 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.
- Maintain privacy and protect an individual's right to confidentiality.
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

# Safe Work Procedures: Roles and Responsibilities

## **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.

# Safe Work Procedures: Health/Isolation Rooms

If individuals exhibit symptoms while on site:

- ▶ Isolate the individual in a room dedicated for this purpose
  - ▶ Adequate ventilation is required, but does not require a separate air supply
  - ▶ Do not use a common area room
  - ▶ Do not use a space which others regularly pass through
- ▶ Limit the number of persons attending to the isolated individual
- ▶ Once the isolated individual leaves the room, do not access until room has been cleaned and disinfected
- ▶ Consider additional, alternate rooms in cases where a student or staff may not be able to leave or be picked up for an extended period of time

# Safe Work Procedures: Student Transportation

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](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)

Additional measures include:

- Bus drivers will be provided with face shields
- Encouraging private vehicle use where possible
- Consistent seating plan and students to sit in their own seat
- Students from the same household can share seats
- Middle and secondary students (Grades 5-12) are required to wear face masks, if they can tolerate it
- School bus loading and offloading protocols



# Safe Work Procedures: Transportation

## **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.

# Safe Work Procedures: 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.

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.

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.'*



# Safe Work Procedures: 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.

FAs 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 (i.e.: 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'*



# Safe Work Procedures: Other Strategies

- ▶ Avoid close greetings
- ▶ Homemade food items for the purposes of sharing with staff and students (i.e. birthday cake) are not permitted
- ▶ Encourage students and staff to not touch their faces
- ▶ Spread people out as much as is practical to do so
- ▶ Take students outside often
- ▶ Incorporate more individual activities or activities that encourage space between students and staff

# Safe Work Procedures: At Risk Populations

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.

“Public health has not placed restrictions on students or staff who have medical conditions, who are over age 65, or who live with a person who is elderly or has medical conditions. As always, individual students and staff should follow the advice of their physicians.” (May 26<sup>th</sup>, 2020 letter from Dr. Silvana Mema, Medical Health Officer, Interior Health Authority)

Staff should contact their Supervisors if they believe they are at risk.



World Class Learning in a Rural Environment

# Safe Work Procedures: Mental Well Being, Health and Safety

Mental Health and Well-Being of staff and students is critical, and we take responsibility for the physical and mental safety of our learning community.

## Trauma-Informed Practice and Social Emotional Lens

We are committed to:

- ▶ Providing an inclusive and compassionate learning environment
- ▶ Understanding coping strategies
- ▶ Supporting independence
- ▶ Helping to minimize additional stress or trauma by addressing individual needs.

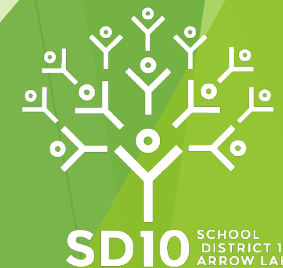
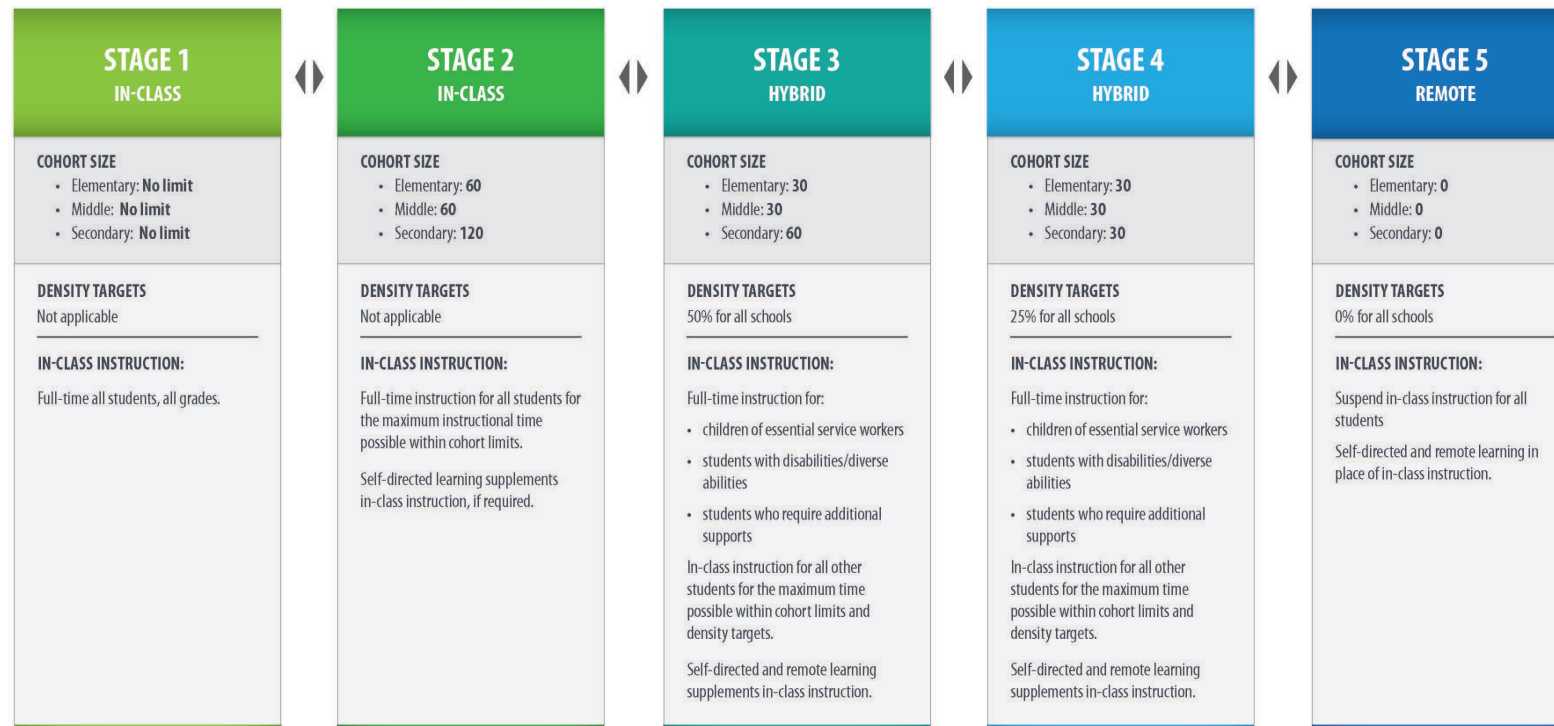
The North American Centre for Threat Assessment and Trauma Response has released a resource to assist the education sector in supporting the transitioning back to school called [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#). To support educators in responding to situations of trauma, the Ministry has created [trauma-informed practice](#) resources that are available on the erase website.

Staff are also reminded of wellness resources available through their Employee and Family Assistant Program, and BCTF HaW



# SD10- K-12 Restart Plan - Stage 2

## FIVE STAGES FRAMEWORK FOR K-12 EDUCATION



# Resources

- ▶ [BC's Back to School Plan - Ministry of Education](#)
- ▶ [K-12 Education Restart Plan - Ministry of Education](#)
- ▶ [COVID-19 Public Health Guidance for K-12 School Settings](#)
- ▶ [BC Centre for Disease Control - COVID-19](#)
- ▶ [BCCDC: Cleaning and Disinfecting for Public Settings](#)
- ▶ [WorkSafe: Protocols for Returning to Safe Operations - K-12](#)
- ▶ [Ministry of Education - Safe and Healthy Schools](#)
- ▶ [Provincial Health Office Guidelines and Materials](#)
- ▶ [SD10 Website - Health and Wellness - COVID-19](#)

