

SD10 (Arrow Lakes) School Board Office COVID-19 Site Safety Plan

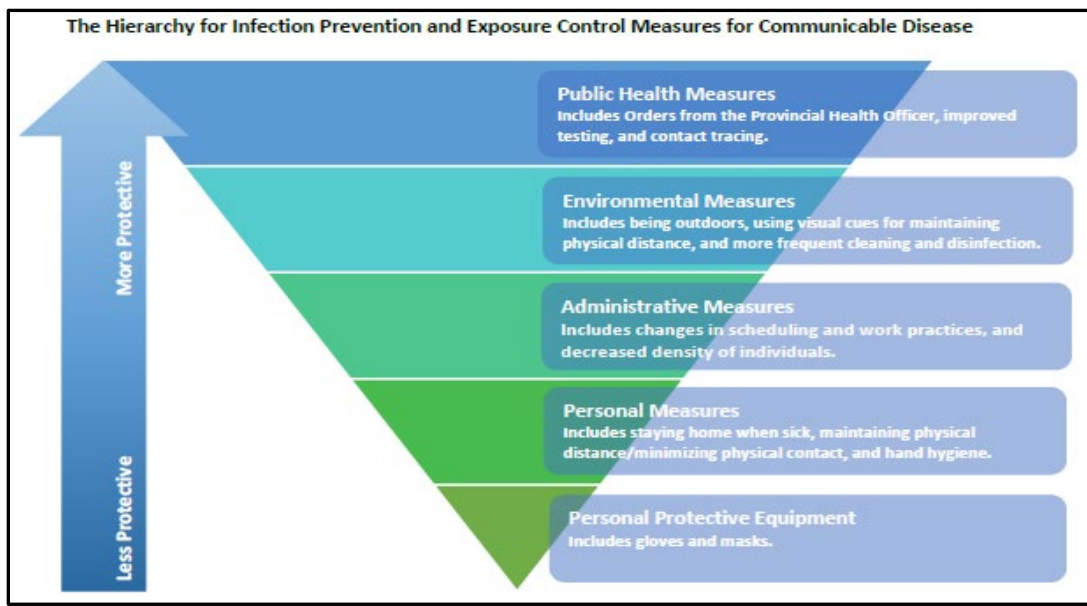
Overview

School District 10 (Arrow Lakes) is committed to providing a safe working and learning environment. This Safety Plan has been developed in accordance with the Ministry of Education’s K-12 Restart Plan, BC’s COVID-19 Public Health Guidelines for K-12 School Settings, and WorkSafe BC’s Protocols for returning to operation for Education (K-12). This Safety Plan along with other important COVID-19 related information, resources, and updates will be posted on the SD10 Website: School District 10: [School District 10, Arrow Lakes \(sd10.bc.ca\)](https://sd10.bc.ca)

The information within this document is intended to support School District 10 employees by providing information regarding COVID-19 including updated public health measures, information and resources, prevention measures, and safe and healthy work practices. In the case of any variance between guidance documents, schools and school districts should follow the health and safety guidelines outlined in the [COVID-19 Public Health Guidance for K-12 School Settings](#).

Prevention and Exposure Control Measures

Our guidelines are part of a broader-based Infection Prevention Strategy as outlined in the infographic below.



Building Access

- The designated entrance to the School Board Office (SBO) office will be through the main office doors located at 98-6th Ave, NW.
 - All deliveries will go through main office door.
 - The door will remain locked, and entrants are asked to wait outside until the door can be opened.

- Persons needing to visit the Board Office are encouraged to make appointments or notify front office in advance.
- 2. The rear entrance door is always required to be locked.
- 3. Signage and infographics regarding entrance procedures will be posted on both main and rear door.
- 4. Hand sanitizer will be provided and is required to be used upon entrance to the SBO.
- 5. Visitors will be encouraged to make scheduled appointments to the SBO to limit non-essential access.

Cleaning and Disinfecting

1. The SBO will be cleaned and disinfected in accordance with the BC Centre for Disease Control's Cleaning and Disinfectants for Public Settings document: [CleaningDisinfecting_PublicSettings_v3.2 \(bccdc.ca\)](#)
2. In addition to enhanced custodial cleaning, all SBO staff will support enhanced cleaning measures following the use of shared spaces, and or the use of common high-touch surfaces, as required.

Physical Distancing

1. Staff and any person on site should ensure no physical contact (i.e. handshakes).
 - Alternate forms of greeting will be practiced.
2. Pro-longed face-to-face interactions will be minimal. Staff meetings and other District office coordinated meetings will be virtual wherever possible.
3. Physical distancing is required, and PPE will be used in situations where physical distancing cannot be maintained.
4. Occupancy limits will be identified for shared spaces to ensure that physical distancing can be accommodated.

Shared Spaces

1. Physical distance should be maintained in all common areas of the SBO (i.e. entrance areas, boardroom, work offices and staff room).
2. Masks are required to be worn in all common areas and shared spaces. Exceptions will be made for persons who are unable to tolerate masks for health or behavioural reasons.
3. Use of the staff room should be limited (to essential needs). High-touch cleaning of all shared spaces is a shared responsibility of all District staff.
4. Occupancy limits will be posted for reference at the entrance to all shared spaces.

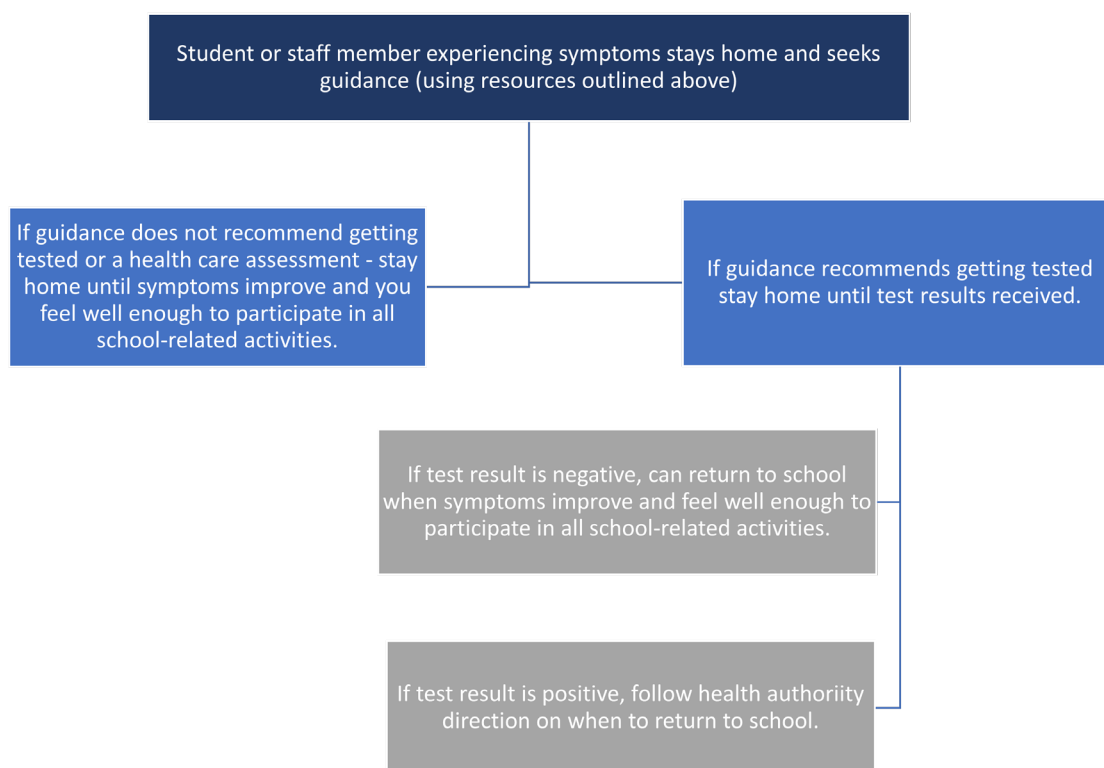
Personal Measures

1. Staff are required to stay home when sick.
2. All staff are required to complete a daily health check: [District Staff Daily Health Check - Google Sheets](#)
3. If staff member is feeling unwell and is unsure if further assessment or testing for COVID-19 is required, they are required to contact their health care provider, contact 811 or complete the self-assessment available at the following link: <https://bc.thrive.health/covid19/en>
4. Additionally, the following resources provide guidance regarding specific symptoms of illness:
 - a. Staff and other adults should refer to: [When to get tested for COVID-19](#)

5. Staff are expected to practice regular hand hygiene including washing their hands or sanitizing when entering a shared space, using the washroom, before and after eating, after handling common resources, coughing or sneezing, etc.
6. Staff are expected to use proper cough/sneeze etiquette at all times.

Symptomatic Individuals

1. Staff who experience seasonal allergies or other COVID-19 like symptoms, which are related to an existing condition can continue to attend work when they are experiencing these symptoms as normal.
2. Staff may still attend work 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.
3. When a staff can return to work depends on the type of symptoms they experienced (as indicated in the K-12 Health Check App and BCCDC “When to Get Tested for COVID-19” resource) and if a COVID-19 test is recommended. See flow chart below for additional information:



Personal Protective Equipment

1. Masks should not be used in place of the other safety measures detailed in this document. For example, masks are not a replacement for the need for physical distancing.
2. All K-12 staff are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) in schools – both within and outside of their learning group, and including when on school busses or in district vehicles, except when:
 - Sitting in (or standing at) their seat or desk/workstation in a classroom or learning space, or while maintaining physical distance (2M)

- There is a barrier in place
 - Eating or drinking
 - Outdoors
3. Exceptions will be made for individuals who cannot wear masks for health or behavioural reasons
 4. Persons not able to wear a mask for health or behavioural reasons are required to contact their supervisor
 5. PPE such as masks will be provided for staff and students
 6. Staff and students are responsible for maintaining their re-useable face masks
 7. 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>

Safety Document Review

1. All schools and District facilities must regularly review their COVID-19 safety plans with site committees and joint health and safety committees, and address areas where there are identified gaps in implementation. The [BCCDC COVID-19 Health and Safety Checklist](#) (page 27-28) can be used to support these safety plan reviews.

Resources

1. Ministry of Education: [K-12 Education Restart Plan](#)
2. BCCDC: [COVID-19 Public Health Guidance for K-12 School Settings](#)
3. WorkSafeBC: Education (K-12), Protocols for return to operation: [Education \(K-12\): Protocols for returning to operation - WorkSafeBC](#)
4. SD10 COVID 19 Updates and Resources: [COVID-19 Updates and Resources \(sd10.bc.ca\)](#)
 - a. [SD10 Pandemic Response Plan](#)
 - b. [SD10 Exposure Response Plan](#)
 - c. [COVID-19 Information and Safe Work Practices](#)