



# **School District 10 (Arrow Lakes)**

## **Exposure Response Plan**

### **Novel Coronavirus (COVID -19)**

April 2020

**Updated: February 26, 2021**

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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. This plan has been developed specifically in response to COVID-19.

## Scope and 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, WorkSafe BC 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 learning and childcare services can safely care for children when following the prescribed Public Health protocols. The information in this document is taken from the [Provincial Health Guidelines for K-12 Settings](#) and [WorkSafe BC Protocols for Education \(K-12\) Settings](#). **This Plan is intended to be in alignment with the most current safety Protocols identified by the BC Public Health Officer, and WorkSafe BC Guidelines for K-12 Education. Any departure from current and/or updated Protocols not captured in this Plan should immediately be brought to the attention of the District Office.**

The authority to implement the safety plan at each site rests with the school Principal/Vice Principal.

This document should be reviewed in conjunction with site-based safety plans and the School District 10 Pandemic Response Plan.

## Well-Being in Schools

SD10 is aware and sensitive regarding the complexity of returning to school in a pandemic. In implementing safety and prevention measures the Districts is committed to supporting and developing the physical and mental well-being of all students and staff.

SD10 is committed to:

- Trauma-informed practices
- Providing inclusive and compassionate learning environments
- Modelling and practice coping strategies
- Using non-adversarial discipline
- Helping to minimize additional stress or trauma by addressing individual student need

## Exposure Plan Review

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

History of Amendments:

**Created:** April 2020  
**Updated:** February 26, 2021  
August 26, 2020  
May 21, 2020

# 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, like 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.

## Routes of Transmission

Respiratory infections such as influenza (flu) and COVID-19 are mainly spread by liquid droplets that come out of the mouth and nose when a person with the virus breathes, coughs, sneezes, talks, or sings. Droplets come in a wide range of sizes, from smaller than the width of a hair to larger than a grain of sand. A few large droplets or many small droplets can contain enough virus to infect another person.

### ➤ 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.

### ➤ 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.

### ➤ Airborne Transmission

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

## Signs and Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Research shows that some symptoms are more likely related to COVID-19 than others.

Key Symptoms	Other Symptoms
<ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Loss of sense of smell or taste</li><li>• Difficulty breathing</li></ul>	<ul style="list-style-type: none"><li>• Sore throat</li><li>• Loss of appetite</li><li>• Extreme fatigue or tiredness</li><li>• Headaches</li><li>• Body aches</li><li>• Nausea or vomiting</li><li>• Diarrhea</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/> or:

- **Parents/caregivers and students can use:** [K-12 Health Check app.](#)
- **Staff and other adults should refer to:** [When to get tested for COVID-19](#)

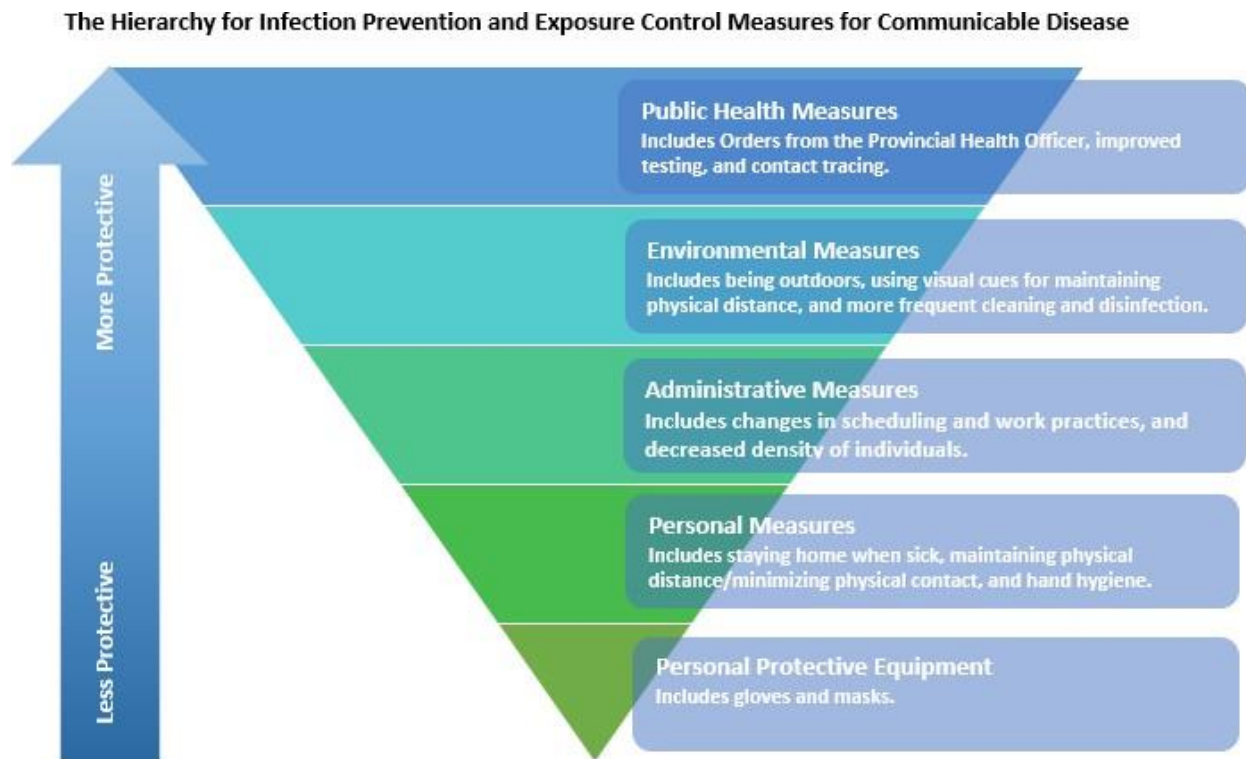
**If individuals show any Symptoms of COVID-19 they are not permitted to go to work or school.**

If individuals begin to experience symptoms, not related to a pre-existing condition while attending work or school, schools will promptly administer a protocol to 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 access the self-assessment tool available online at <https://bc.thrive.health/>.

More information regarding showing symptoms is covered under the personal prevention measures section of this document.

## Infection Prevention and Exposure Control Measures

The following information on infection prevention and exposure control measures has been organized in accordance with the hierarchy of controls for communicable disease, for ease of reference and to ensure consistency in information and important updates.



### Public Health Measures

#### 1. Mass Gatherings

Reducing the number of close, prolonged face-to-face interactions an individual has in a day continues to be a key component of BC’s strategy to prevent the spread of COVID-19. This will be accomplished in K-12 schools through two different but complimentary approaches: learning groups (cohorts) and physical distancing.

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 cohort learning group size (cohort) in the setting, plus the minimum number of additional people required to meet the gathering's purpose and intended outcome. **More information regarding school learning groups is captured below.**

## 2. Case Finding, Contact Tracing, and Outbreak Management

Case finding, contact tracing and outbreak management remain 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 (and staff) 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.**

All schools and district facilities will implement systems in which to manage active daily health checks.

## 3. 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.

## Environmental Measures

### 1. 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 will be done using existing school setting cleaning and disinfection protocols 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](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf). (Referenced in Appendix A and Attached).

**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.

**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.

All Custodians will be trained and familiar with the BCCDC Cleaning guidelines and be prepared to initiate this enhanced cleaning program under the Manager 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.

### 2. Traffic Flow

Floor markings, and visual aid posters will be used to identify designated entries and exits, appropriate

physical distancing, and traffic flow directions.

### 3. **Physical Barriers**

Barriers will be installed in places where deemed an appropriate including but not limited to when physical distance cannot regularly be maintained, and when a person is required to interact with numerous individuals outside of a cohort (i.e. office Administration).

## **Administrative Measures**

### 1. **School Learning Groups (school cohorts)**

A cohort is a group of students and staff who remain together throughout a school term. Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to be consistently practiced.

#### ***Establishing School Cohorts (Learning Groups)***

- School principals will determine the composition of cohorts and will identify learning groups within their site safety plans.
- Ministry approved variances to learning group sizes will be identified in the site-based safety plans.
- 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 will 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.

#### ***School Cohort Interactions (Learning Groups) – Staff***

Schools should minimize the number of staff who interact with learning groups (cohorts) they are not a part of as much as possible when continuing to support learning and a positive, health and safe environment.

Persons outside of an established cohort (i.e. learning support staff, cross cohort teachers, consultants) are required to practice physical distance and wear a face mask when interacting with the cohort. In situations where staff outside of a learning group cannot practice physical distancing, other measures will be considered, such as reconfiguring rooms, securing an alternate space, installing physical barriers, or providing virtual services where possible.

#### ***School Cohort Interactions (Learning Groups) – Students***

During break times, if students wish to socialize with peers in different learning groups, the following considerations are to be clearly communicated and explained to students:

- Elementary students:
  - Minimize physical contact when outdoors
  - Maintain physical distance when indoors. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance
- Secondary students:
  - Maintain physical distance. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance

**2. Visitor Access/Limiting Access**

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 may be required to make an appointment to schedule a time in advance with the School Principal and otherwise may not be permitted to access the site.

- Schools will ensure that visitors are aware of health and safety protocols and requirements prior to entering the school
- Schools will ensure that all visitors confirm that they are not ill and are not required to self-isolate before entering the school
- All persons entering a building or new space are required to sanitize or wash their hands.
- All persons entering a building are required to sign-in/all sites are required to maintain a record of persons in the building
- All persons entering a building are required to wear a face mask. Exceptions will be made for visitors who cannot tolerate masks for health or behavioural reasons

**Personal Measures**

**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. Signage regarding proper hand hygiene will be posted throughout all School District facilities. Ongoing communication with staff and students, both in school and out of school (i.e. reminders sent home to parents) about the importance of hand hygiene will take place regularly.

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

When Students 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 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 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</li> <li>➤ After cleaning tasks</li> <li>➤ After removing gloves</li> <li>➤ After handling garbage</li> <li>➤ Whenever hands are visibly dirty</li> </ul>

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. Hand sanitizer will be available at all designated entrances and in classrooms. If hands are visibly soiled, alcohol-based hand rubs may not be effective at eliminating the virus.

## 2. Cough/Sneeze Etiquette

Staff and students are expected to use proper cough/sneeze etiquette which includes the following:

- 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. 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).

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
- Staggering 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

## 4. Personal Items

Staff and students can continue to bring personal items to school but are encouraged to only bring items that are necessary. All personal items should be labelled to discourage accidental sharing. Staff and students are not permitted to share personal items.

## 5. Students and Staff Showing Symptoms

### ***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.

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.

### ***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.
  - 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/care giver, or in the case of staff, a family member if appropriate, to make arrangements to have the staff or student picked up as soon as is feasible.
  - a. Some students or staff may not be able to be picked up immediately. As such it will be important to consider alternate or additional spaces for any others who may start to experience symptoms while attending work or school.
5. Notify custodial staff that the isolation room has been used.
  - a. Custodial staff will conduct enhanced cleaning of this room and other rooms where the staff or student was present while symptomatic.
6. Post signage on the door of the isolation room 'for cleaning' until the custodian is able to clean the room.

**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.**

### ***Return to School***

1. 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.
2. When a staff, student or other adult can return to school 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.
3. The following resources provide guidance regarding specific symptoms of illness:
  1. Parents/caregivers and students can use: [K-12 Health Check app](#).
  2. Staff and other adults should refer to: [When to get tested for COVID-19](#)

### **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.

#### **Non-medical face masks:**

Masks should not be used in place of the other more effective safety measures. For example, masks are not a replacement for the need for physical distancing or hand hygiene. 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.

- All K-12 staff, and secondary students 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), in a classroom/learning environment
- There is a barrier in place
- Eating or drinking
- Outdoors
- Exceptions will be made for individuals who cannot wear masks for health or behavioural reasons
- Persons not able to wear a mask for health or behavioural reasons are required to contact their school Principal
- PPE such as masks will be provided for staff and students
- Staff and students are responsible for maintaining their re-useable face masks

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>

## **Other Responsibilities and 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 staff. 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/>
- Ensure that the district site based safety plan is implemented, and an updated copy is available to staff.
- 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.

### **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.
- Ensure that site-based safety plans are implemented, and updated copies are available to staff.
- 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.
- Implement a system to complete and track active daily health checks for staff and other workers coming on site.

- 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.

### **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 daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- Participate in the active daily health check process.
- Notify 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.

### **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 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 because 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)
- Prevention and Control Measures
  - Public Health Measures
  - Environmental Measures
  - Administrative Measures
  - Personal Measures
- Safe Work Procedures

## Sharing of Items

The practice of sharing items is discouraged.

- Staff and students will continue to be encouraged to only bring personal items to school that are necessary
- Items brought regularly to and from school and district facilities are recommended to be items that can be easily cleaned
- Where items are shared (i.e. resources) staff and students are encouraged to practice diligent hand hygiene, as well as to disinfect items after use

## Emergency Procedures

- Schools will continue to practice emergency and evacuation drills, including the required annual fire drills as per the BC Fire Code 2.8.3.2, and will modify drill procedures to adhere to the health and safety guidelines
- More detail information for emergency and evacuation drills will be addressed in site specific safety plans
- It has been communicated that in the event of an actual emergency, emergency procedures will take precedence over COVID-19 preventative measures

## Curriculum, Programs and Activities

All curriculum, programs and activities should operate in alignment with the provincial K-12 health and safety guidelines, including school-led activities held off the regular school site

- Schools will address specific curriculum, programs, and activities including field trips in site-based safety plans and in accordance with PHO guidelines

## 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)

Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs.

- If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g. FOODSAFE trained staff, a food safety plan, etc.).
- If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the [WorkSafe BC Restaurants, cafes, pubs, and nightclubs](#): Protocols for returning to operation are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements

- (e.g. FOODSAFE trained staff, a food safety plan, etc.).
- Homemade food items to be made available to other staff and students are not permitted (e.g. birthday treats, bake sale items).
- Schools will address food programs in site-based safety plans.
- Schools will continue to emphasize that food and beverages should not be shared.

### **Health/Isolation Rooms**

Schools should promptly separate people exhibiting symptoms from others. To accomplish this each site must have a designated isolation room or rooms. These rooms should be established on the schools site map. 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](#)**

### **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. Staff who believe they are at risk need to contact their supervisor.

### **Working from Home**

In support of the Provincial Health Officers' advice, and during this period of pandemic, school and district employees may be required to work-from-home at times. Working from home is required to approved by the District.

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**

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

Additional measures include:

- 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
- Assigned seating
- Middle and secondary students (Grades 5-12) are required to wear face masks, if they can tolerate it
- School bus pick up and drop off will adhere to loading and offloading protocols where practical to minimize cross cohort interaction

## **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

<b>Cleaning and Disinfectants for Public Settings</b> <ul style="list-style-type: none"><li>• BCCDC/BC Ministry of Health: <a href="http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf">http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf</a></li></ul>
<b>COVID-19 Prevention in the Workplace:</b> <ul style="list-style-type: none"><li>• WorkSafeBC: <a href="file:///C:/Users/michelle.grenier/Downloads/covid-19-guide-to-reducing-risk-pdf-en.pdf">file:///C:/Users/michelle.grenier/Downloads/covid-19-guide-to-reducing-risk-pdf-en.pdf</a></li><li>• BCCDC: <a href="http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf">http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf</a></li></ul>
<b>COVID- 19 Hand Hygiene:</b> <ul style="list-style-type: none"><li>• WorkSafeBC: <a href="https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-handwashing-pdf-en.pdf">https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-handwashing-pdf-en.pdf</a></li><li>• <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf">http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf</a></li></ul>
<b>Entrance Signage – Do Not Enter if Sick:</b> <ul style="list-style-type: none"><li>• WorkSafeBC: <a href="https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-entry-check-visitors-pdf-en-1.pdf">https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-entry-check-visitors-pdf-en-1.pdf</a></li><li>• BCCDC: <a href="http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf">http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf</a></li></ul>
<b>Physical Distancing Signage:</b> <ul style="list-style-type: none"><li>• BCCDC: <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf">http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf</a></li><li>• Public Health Canada: <a href="https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html">https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html</a></li></ul>
<b>Glove Removal:</b> <ul style="list-style-type: none"><li>• WorkSafeBC: <a href="https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/glove-removal-procedure?lang=en">https://www.worksafebc.com/en/resources/health-safety/ppe-information-sheets/glove-removal-procedure?lang=en</a></li></ul>
<b>Wearing Masks: How to Wear a Face Mask:</b> <ul style="list-style-type: none"><li>• WorkSafeBC: <a href="https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-how-to-use-mask-pdf-en-1.pdf">https://sd10.bc.ca/wp-content/uploads/2020/05/WorkSafe-help-prevent-spread-covid-19-how-to-use-mask-pdf-en-1.pdf</a></li><li>• BCCDC: <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf/">http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf /</a></li></ul>