



School District No. 52 (Prince Rupert)

Exposure Control Plan for COVID-19

Effective September 8, 2020

Table of Contents

Introduction	3
COVID-19	3
Understanding the Risk	3
Symptoms	3
Spread	4
Prevention	4
Cohorts	4
Purpose	5
Responsibilities	5
Risk Assessment	7
Risk Control Measures	7
Education and Training	10
Record keeping	10
Periodic Review	10
Precautionary Measures	11
Physical Distancing	12
Hand washing	12
Cleaning	13
Symptomatic staff/students	15
Supporting Students	16
School Site Protocols	18
Safe Work Procedures	21
Roles	20
Job Duties	23
Principal and Vice Principal Guide	25
Enhanced Environmental Cleaning	27
Working from Home	28
Posters	29

Introduction

The purpose of this document is to outline control measures to minimize or eliminate the potential for transmission of communicable disease. To coordinate the district's response and safety measures, a combination of protocols will be used to minimize the potential of exposure to COVID-19 at school sites.

A copy of this plan will be maintained by each school administrator and all staff will receive an orientation for this plan prior to inviting students into school.

The purposes of this Exposure Control Plan for COVID-19 include:

1. To ensure all school district staff reduce the risk of infection through the transmission of COVID-19.
2. To 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.
3. To ensure all school district staff take reasonable care and adhere to these measures to ensure the health and safety of themselves and other staff.

The May 4 version of this Plan was created using the Ministry of Education's *Sample School District Exposure Control Plan*.

The May 20 version used updated guidance from WorkSafeBC for K-12 Education and the BCCDC May 15 COVID-19 Public Health Guidance for K-12 Settings.

The September 8 version of this plan used updated guidance in the BCCDC July 29, 2020 [COVID-19 Public Health Guidance for K-12 Settings](#), the August 11, 2020 WorkSafe BC [Education \(K-12\): Protocols for returning to operation](#), and the Ministry's August 17, 2020 [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#).

COVID-19

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.

Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

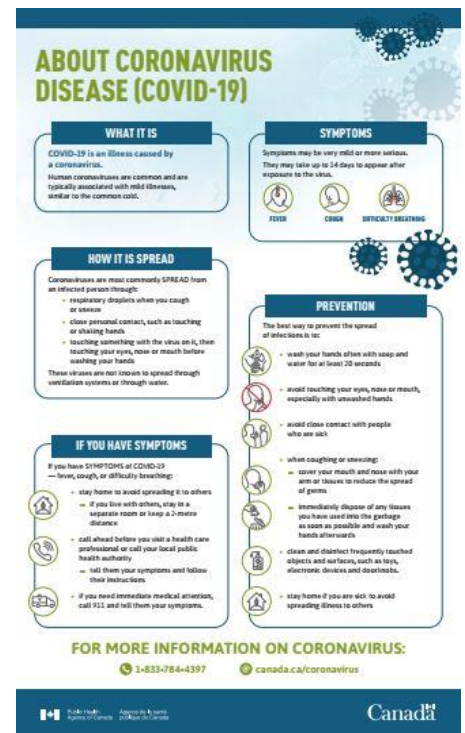
- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Symptoms

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 five days. Staff and students who have symptoms of cold, influenza, CPVID-19 or other infectious respiratory disease should use the BC COVID-19 self-assessment test <https://bc.thrive.health/>

Symptoms of COVID-19 may include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Sneezing



Spread

Coronaviruses are not known to spread through ventilation systems or through water. Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

Prevention

The best way to prevent the spread of infections is to:

- wash your hands often
- avoid touching your eyes, nose or mouth
- maintain 2 meters physical distance from others
- cover your mouth and nose with your arm to cough or sneeze
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices, light switches and doorknobs
- stay home if you are sick to avoid spreading illness to others

Learning Groups / Cohorts

Learning group size limits were established by provincial medical health officers based on a number of considerations including:

- Compared to some other community settings, schools are considered “controlled environments” in that they have a comprehensive set of safety measures in place, a consistent and limited group of people accessing the building, and the majority of those people are children who are at lower risk for transmitting COVID-19. The combination of these features reduces the risk of bringing more children and youth together in schools.
- The significant academic, social and emotional benefits of providing more students with more in-class learning time in a closer to normal learning environment – minimizing learning gaps, increasing peer interaction and support, decreasing feelings of isolation.
- The typical format of instruction in B.C. (e.g. one teacher with a consistent group of students in elementary, multiple teachers and inconsistent groupings of students in secondary).
- The low community prevalence of COVID-19 currently in B.C., particularly amongst school-aged children.
- Provincial contact tracing and testing capacity.

Learning groups will be smaller for elementary students recognizing that it’s more challenging for younger children to maintain physical distance from each other, while older students are better able to minimize physical contact, practice hand hygiene and recognize if they are experiencing symptoms of COVID-19. Allowing larger learning groups in secondary schools also enables more flexibility in meeting student’s diverse learning needs.

- A learning group / 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 consistently be practiced.
 - In elementary and middle schools, a cohort can be composed of up to 60 people.
 - In secondary schools, a cohort can be composed of up to 120 people.
 - Cohorts can be composed of students and staff.
- School administrators determine the composition of the cohorts. The composition of the cohort should remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc.).

- Within the cohort, minimized physical contact should be encouraged but a 2 metre physical distance does not need to be maintained.
- Cohort composition can be changed at the start of a new quarter, 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.
- Consistent seating arrangements are encouraged within cohorts where practical.
- School administrators will keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.
- During break times (e.g., recess, lunch), students may want to socialize with peers in different cohorts:
 - In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
 - In middle and secondary schools, students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts.
- Students from different cohorts may be required to be together to receive beneficial social supports, programs, or services (e.g., meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much possible while still ensuring the support, program, or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

Purpose

The School District 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.

For advice and more information, refer to the [WorkSafeBC Exposure Control Planning Guidelines](#) and the Canadian [Public Health Agency Workplace and Risk-Informed Decision-Making Guidelines for COVID-19](#)

Responsibilities

All staff must follow the procedures or instructions outlined in or referred to in this plan as this will minimize the risk and reduce exposure and transmission. As required by WorkSafeBC, this plan supports measures to eliminate or minimize risk of exposure to employees. The control measures and procedures prescribed in this plan are in place not only for our employees, but also for students and visitors who enter our facilities.

A needs assessment for students and educators is crucial as part of a trauma-informed transition back into classrooms. Use of needs-based assessments and regular 'check-ins' can assist in gathering important information to inform the level of trauma response and recovery necessary to support the school community.

The North American Centre for Threat Assessment and Trauma Response resource called [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#) can be used to support the transition back to school. The support educators to develop compassionate learning communities through trauma-informed practice, the Ministry has created [trauma-informed practice resources](#) that are available on the [erase website](#).

Senior Leadership Team

The school district Senior Leadership Team will:

- Oversee this Exposure Control Plan for pandemic influenza
- Closely monitor illnesses within the school district
- Report high absenteeism rates (10% or higher) to the Northern Health Authority
- Coordinate the flow of information to the school community.

Employer

The School District will:

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. 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.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

Principals and Supervisors

Following recommendations outlined by both the Provincial Health Officer and WorkSafeBC, principals and supervisors of the school district will:

- Select, implement, and document the risk assessment and appropriate site-specific control measures for the site-specific plan.
- Consult with the joint site occupational health and safety committee on the creation, implementation and ongoing review of this plan.
- Ensure that workers are adequately instructed on the controls required to minimize their risk of exposure to COVID-19, either by staff meeting or with individuals as determined by the principal or supervisor.
- Educate staff, and have staff educate students, on good respiratory etiquette and hand hygiene
- Communicate clear expectations and requirements to parents and guardians
- Ensure cleaning requirements are met as per Public Health
- Maintain privacy and protect an individual's right to confidentiality.
- Ensure that workers use proper PPE when required.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to see.
- Continue to have clear lines of communication with external groups using their facilities (such as daycares) regarding possible cases of COVID-19.

Workers

All on-site teachers, education assistants, support staff and outside contractors will:

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established safe work procedures and instructions provided by the principal or supervisor.
- Appropriately use and maintain any required PPE as instructed and trained.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.
- Notify their principal of high student absenteeism rates
- Notify their principal or supervisor immediately of confirmed illness, such as COVID-19, and other reportable illnesses
- Practice good respiratory etiquette and hand hygiene
- Follow the advice given by medical professionals and stay at home/hospital when ill or required
- Consider acquiring immunization as recommended or required by Public Health
- Instruct students, with developmentally appropriate techniques, on good respiratory etiquette and hand hygiene.

Director of Operations and Foremen

The Director of Operations and Foremen are responsible for:

- Maintaining an inventory of
 - PPE available at all sites.
 - Disinfectant / antiviral chemicals
 - Well maintained equipment used for cleaning and disinfecting
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Monitoring and adjusting the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

Parents and Students

Parents and students are responsible for the following:

- Checking children for symptoms daily before school, and keeping children home when sick or showing symptoms.
- Practicing and encouraging good respiratory etiquette and hand hygiene.
- Following the advice given by 8-1-1 and/or medical professionals.

Risk Assessment

As COVID-19 poses a risk to everyone, this risk assessment correlates the ability of staff to practice physical distancing to their level of risk.

Low Risk: Workers who typically are not required to work within 2 meters of students or others.

Moderate Risk: Workers, who must work within 2 meters of others, or who clean and disinfect areas.

High Risk: Workers who must work within 2 meters of symptomatic students.

Role	Low	Moderate	High
Reception/Administration	X		
Teachers/Educational Assistants	X	X	
Supporting complex learners		X	
Supporting students with care plans		X	
Custodians		X	
Trades	X		
Drivers	X		
First Aid Attendants			X

Risk Control Measures

Control measures are planned interventions to eliminate or minimize risk of exposure to workers. This plan prescribes precautionary measures and safe work procedures. Precautionary measures apply for all job duties, while safe work procedures apply job-specific control measures and documented procedures.

For COVID-19, it is expected that precautionary measures of physical distancing and hand washing will have the most significant impact on exposure risk. These controls are implemented and outlined in safe work procedures.

The School District prescribes the following controls to be considered for implementation in the following order of preference for safe work procedures for the job duties identified in the risk assessment:

A. Engineering controls

1. Droplet shield barriers for service counters providing face-to-face service to public
2. Increase HVAC fresh air make-up
3. Quarantine area

B. Administrative controls

1. School site protocols

2. Room capacity limits
3. Floor lines (2 meter markers)
4. Hand washing signage
5. Physical distancing signage
6. Sneeze etiquette signage
7. Limited site access signage
8. Staggered breaks
9. Self monitor
10. Self-isolate (when necessary)
11. Work from home flex options (to be discussed with and approved by the supervisor)
12. Learning groups / cohorts for students and staff

C. **Personal Protective Equipment (PPE)**

1. Airway Protection – surgical mask
2. Body protection – Apron or gown
3. Disposable gloves
4. Eye protection – goggles or face shield

WorkSafe BC outlines staff safety measures for the K-12 Education Sector as Physical Distancing, Hygiene, and Use of Personal Protective Equipment as set out below.

Physical Distancing

Establish and post occupancy limits for shared spaces such as lunch rooms and break rooms. Consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for workers to have their breaks, including outside areas if available.

Stagger start and end of shift times as well as break times for workers to prevent crowding when entering and leaving the workplace.

Maintain 2 metre physical distancing whenever possible between workers and students. Consider the use of virtual meetings or other means to reduce the number of staff onsite. Modify work processes and practices to encourage physical distancing between staff and student, and other workers.

Provide instructions to workers on methods for maintaining physical distance such as not greeting others by hugging or shaking hands.

If workers need to meet in person, ensure there is a 2 metre space between each worker.

Manage the flow of people in public spaces such as hallways and on stairs, consider the use of one-way systems. Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.

School gatherings should occur within the cohort. Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g., school staff, visitors, etc.) to meet the gathering's purpose and intended outcome. These gatherings should happen minimally and schools should seek virtual alternatives for larger gatherings and assemblies where practicable.

If staff need to travel between worksites, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people.

Barriers can be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort. This may include the front reception desk where visitors check in or in the cafeteria where food is distributed.

Hygiene

Encourage workers and students to remain on site and not to leave during lunch or at break times.

Ensure hand washing supplies are available at all times (i.e., soap, clean towels, paper towels and, if needed, 60% alcohol-based hand sanitizer). See the [List of Hand Sanitizers Authorized by Health Canada](#) for products that have met Health Canada's requirements and are authorized for sale in Canada.

Develop and establish handwashing policies and procedures for all staff and others at the school. WorkSafeBC [handwashing signage](#) is provided to communicate good handwashing practices. Post handwashing signs near all sinks. Workers, including teachers, administrators and support workers should wash their hands frequently to reduce the risk of transmission.

Ensure workers are provided with appropriate supplies and facilities with soap and water. If soap and water are not available, use hand sanitizer and disinfectant wipes. Hand hygiene stations should be set up at the school entrance and other locations as appropriate.

Consider the maximum number of workers and students required to wash their hands at peak times and ensure that sufficient hand washing or sanitizing stations are available for these times.

Promote effective hygiene practices. Refer to [WorkSafeBC's hygiene practices signage](#).

Use of Personal Protective Equipment (PPE)

Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household.

Students in Middle and Secondary school are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.

Non-medical masks are not recommended for elementary students due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff).

No student is required to wear a non-medical mask if they do not tolerate it. Exceptions will be made for staff who cannot wear masks for medical and/or disability related reasons.

Staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained (e.g. itinerant teachers/specialists interacting with multiple learning groups).

Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. **No additional personal protective equipment beyond normal universal precautions are required.**

Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.

Wearing a mask is a personal choice. It is important to treat people wearing masks with respect.

The table below identifies PPE prescribed to eliminate or minimize exposure risks identified above. This table has been modified to be consistent with the WorkSafe BC and BCCDC requirements.

	Low	Moderate	High
Airway protection (Surgical mask)	Not required	Not required	Required
Body Protection (Aprons or gown)	Not required	Not required	Not required
Disposable gloves	Not required	Not required	Required
Eye protection (Goggles or face shield)	Not required	Not required	Required

Interacting with cohorts

- Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy, and safe environment.
- Those outside of a cohort must practice physical distance when interacting with the cohort. For example, a secondary school teacher can teach multiple cohorts but should maintain physical distance from students and other staff as much as possible. In an elementary or secondary school, two classes from different cohorts can be in the same learning space at the same time if a 2 metre distance can be maintained between people from different cohorts.
- Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

Education and Training

Staff will receive training in the following:

1. The risk of exposure to COVID-19 and the signs and symptoms of the disease
2. Safe work procedures to be followed, including hand washing and cough/sneeze etiquette
3. Location of washing facilities, including locations of alcohol-based hand rubs
4. How to report an exposure to, or symptoms of, the COVID-19 virus.
5. Changes made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
6. Document COVID-19 related meetings and post minutes at a central location.

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.

These documents include:

- Safe Work Procedures
- Workplace Inspection Reports
- Joint Occupational Health and Safety meeting minutes
- Accident/Incident Investigation Reports
- Training Records.

Periodic Review

This Exposure Control Plan will be reviewed at least annually or following a pandemic. The plan will be updated, as new and updated information is made available.

Precautionary Measures

All employees should ensure they understand and comply with the infection prevention policies and practices in place in their workplaces.

Physical Distancing

- Keep a distance of 2 meters between you, your co-workers, students or parents, who are not members of your learning group / cohort.
- Increase distance between desks, tables and workstations.
- Reduce activities that require close physical proximity or contact with people, such as team meetings.
- Limit any contacts closer than 2 meters to the shortest time possible.
- Limit visitors to the building – by appointment only.

Hygiene Etiquette

- [Wash your hands](#) often with soap and water for at least 20 seconds
- If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth
- Cough or sneeze into the bend of your arm
- Avoid touching surfaces people touch often
- Instead of a handshake, give a friendly wave or elbow bump
- Use any necessary personal protective equipment, as directed.

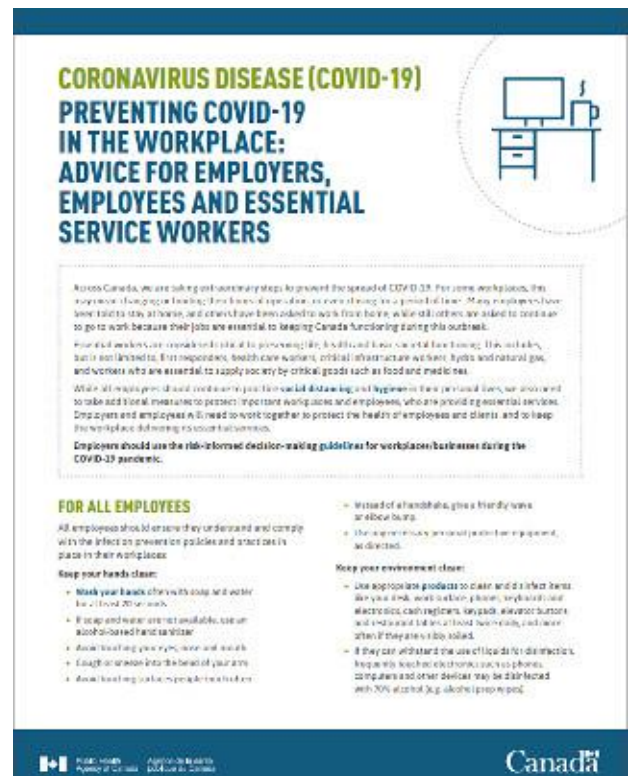
Cleaning

- Use appropriate [products to clean and disinfect](#) items like your desk, work surface, phones, keyboards and electronics, keypads, elevator buttons, light switches and tables.
- If they can withstand the use of liquids for disinfection, frequently touched electronics such as phones, computers and devices may be disinfected with 70% alcohol (e.g. alcohol prep wipes).

If you suspect symptoms of COVID-19 or illness

- Staff and students will promptly report any symptoms of COVID-19 to the school or school district by email or phone call. Staff and students are encouraged to call 8-1-1 for advice and instructions.
- If you think you might have COVID-19, use the BC [self-assessment tool](#) to find out what to do.
- It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.
- If you develop even mild [symptoms](#) while at your workplace, separate yourself from others and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible.
- Each school site will have an external thermometer which can be used to detect a fever.

Note Posters are attached as printer-friendly PDF documents on the last page of this document.



Physical Distancing

Definition

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 meters) from others, as much as possible

General

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family
- If possible, use food delivery services or online shopping

All Staff

- Follow task specific safe work procedures outlined in this plan
- Practice regular hand washing and physical distancing
- Separate yourself from others and go home as soon as you have any symptoms

Teachers

- Follow task specific safe work procedures outlined in this plan
- Practice hand washing before/after close contact with children

Students

- Planning guidelines from the Provincial Health Authority have been adapted below.

Hand washing

Hand washing is required when:

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- After sneezing or coughing into hands or tissue
- Before touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating



PHYSICAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice physical distancing:

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family

If possible,

- use food delivery services or online shopping
- exercise at home or outside
- work from home

Remember to:

- wash your hands often for at least 20 seconds and avoid touching your face
- cough or sneeze into the bend of your arm
- avoid touching surfaces people touch often

If you're concerned you may have COVID-19:

- separate yourself from others as soon as you have symptoms
- if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- stay home and follow the advice of your Public Health Authority, who may recommend isolation
- call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

🌐 canada.ca/coronavirus 📞 1-833-784-4397

Public Health Agency of Canada / Agence de la santé publique du Canada



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

1. Wet hands with warm water
2. Apply soap
3. For at least 20 seconds, make sure to scrub
4. Rub well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

Additional tips: scrub the palm and back of each hand, between fingers, under nails, and thumbs.

📞 1-833-784-4397 🌐 canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada

How to wash hands

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Students should wash their hands...

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty

Teachers, administrators and support staff should wash hands...

- When they arrive at school and before they go home
- Before handling food or assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks (staff)
- After removing gloves
- After handling garbage

Alternatives

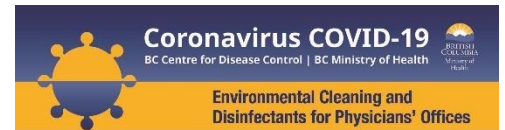
- Use waterless antiseptic agents. For COVID-19 a 60% - 70% alcohol agent is required.
 - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defence only.
- If hands are soiled with gross (visible) contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.
- If you are unable to perform hand washing as above due to injury or medical skin conditions, please advise your supervisor.

Cleaning

General

- Schools should be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#). Cleaning practices should be in line with the provincial health officer's [COVID-19 Public Health Guidance for Childcare Settings](#).
- No additional cleaning and disinfecting procedures are required when different learning groups use the same space or when the composition of a learning group changes at the end of a school term, beyond the cleaning and disinfecting procedures that are normally implemented and the guidelines outlined above.
- Cleaning must focus on high-traffic areas and high-contact surfaces such as:
 - Door handles, cabinet handles and edges
 - Bathroom faucets
 - Stair railings
 - Library circulation desk
 - Front desk counter
 - Light switches
 - Shared tables and desks
 - Communications devices

- The cleaning and disinfecting schedule will ensure that high touch surfaces are frequently cleaned during the day. General cleaning and disinfecting of the premises should occur at least once a day. Frequently-touched surfaces should be cleaned and disinfected at least twice a day. This includes items that only a single student uses, like a desk or locker.
- Remove shared items where cross-contamination is possible (e.g., shared school supplies, coffee and water stations, and snack bins).
- Incorporate end-of-shift wipe downs for all shared spaces.
- Empty garbage containers often – at a minimum daily.
- Clean and disinfect cots and mattresses prior to use and after they are used or soiled. Use single use only pillow cases and blankets and dispose of them immediately after single use. Where pillow cases and blankets are not single use, launder between each student.
- Clean high-touch electronic devices (i.e., keyboards, tablets, smartboards) with minimum 60% alcohol. Wipes must contact the surface for 1 minute for disinfection.
- Clean and disinfect any surface that is visibly dirty and limit frequently-touched items that are not easily cleaned. Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label. See Health Canada’s list of [hard-surface disinfectants](#) for use against COVID-19 for specific brands and disinfectant products.
- Do not dust or sweep which can distribute virus droplets into the air. Use damp cleaning methods such as damp clean cloths, and/or a wet mop.



Cleaning: 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.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Environmental cleaning for COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in hospitals and health care settings are strong enough to deactivate coronaviruses and prevent their spread. Cleaning of visibly soiled surfaces followed by disinfection is recommended for prevention of COVID-19 and other viral respiratory illnesses.

Suggested cleaning frequencies for physicians' offices:

Type of surface to be cleaned	Cleaning frequency
1. Shared equipment Examples: stethoscopes, blood pressure cuffs, otoscopes	IN BETWEEN PATIENTS
2. Horizontal and touch surfaces Examples: counters, table tops, tables, exam beds	AFTER A PERSON WHO PRESENTED WITH RESPIRATORY SYMPTOMS LEAVES AND AT LEAST DAILY
3. Frequently-touched surfaces Examples: medical equipment, door knobs, light switches, telephones, keyboards, table pens, chairs, cell phones, keys, bathroom	AT LEAST TWICE A DAY
4. General cleaning of exam rooms Examples: chairs, tables, floors	AT LEAST TWICE A DAY

For electronic equipment please comply with manufacturer's instructions to not void the warranty.



Cleaning Equipment

- Ensure adequate hand washing supplies at all times (i.e., soap, paper towels)
- Provide alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available.
- Household detergents and common disinfectant products are sufficient for cleaning and disinfection in schools.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.



The below list of common disinfectants is provided as a guide for cleaning products. Most are also capable of killing germs on other surfaces. Always follow the manufacturer's instructions.

IMPORTANT NOTES:

- Ensure adequate ventilation. For a Drug Identification Number (DIN) or NPN, visit [www.health.gc.ca](#) or call 1-877-313-8292.
- Follow product instructions for use, including contact time and any other safety or handling instructions.
- Clean visibly soiled surfaces before disinfecting. Surfaces should be cleaned with detergent.

Drug Identification Number (DIN) or NPN: A Drug Identification Number (DIN) or NPN is a unique number assigned to each drug product in Canada.

Agencies to consult:

- Health Canada
- Health Canada website
- Health Canada website
- Health Canada website
- Health Canada website

Drug Identification Number (DIN) or NPN: A Drug Identification Number (DIN) or NPN is a unique number assigned to each drug product in Canada.

Agencies to consult:

- Health Canada
- Health Canada website
- Health Canada website
- Health Canada website
- Health Canada website

List of disinfecting agents and their working concentrations known to be effective against coronaviruses:

Agent and concentration	Uses
1. 1000 milligram Chlorine bleach - sodium hypochlorite (0.25%) 500 ppm available chlorine 25 mL bleach to 900 mL water	Used for disinfecting surfaces, medical equipment, linens, floors, walls, etc. For use on porous surfaces, allow surface to air dry naturally.
2. 1000 milligram Chlorine bleach - sodium hypochlorite (0.25%) 500 ppm available chlorine 25 mL bleach to 900 mL water	Used for disinfecting surfaces that are not porous (e.g. metal, plastic, glass, etc.). Wash surface with soap and water first. Allow surface to air dry naturally.
3. Accelerated Hydrogen Peroxide 0.5%	Used for disinfecting and disinfecting surfaces and medical equipment.
4. Quaternary Ammonium Compounds (QUATS)	Used for cleaning and disinfecting of surfaces (e.g., floors, walls, linens, etc.).



Cleaning Responsibilities

- The cleaning and disinfecting schedule will provide that high touch surfaces are cleaned during the day. General cleaning and disinfecting of the premises will occur at least once a day. Frequently-touched surfaces will be cleaned and disinfected at least one more time each day.
- Regular, enhanced, and as needed cleaning will be performed by custodial staff
- Other staff may also clean areas as needed in to maintain a clean environment. This will include wiping desktops and shared manipulatives between groups of students.
 - i. Cleaning supplies are provided
 - ii. Do not bring cleaners from home
 - iii. Do not bring school materials home to clean

- If major cleaning is required, staff should notify the principal or school office
- The principal or school office will request cleaning, per their protocol with custodial staff

Symptomatic staff/students

PROTOCOL IF A STUDENT/STAFF DEVELOPS SYMPTOMS OF ILLNESS AT SCHOOL

If a student or staff member develops symptoms at school, schools should:

- Provide the student/staff with a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Provide the student/staff with a space where they can wait comfortably that is separated from others. The student is to be supervised and cared for, when separated.
- Make arrangements for the student/staff to go home as soon as possible.
- Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.
- Clean and disinfect the areas the student/staff used.
- Encourage the student/staff to seek assessment by a health-care provider. School will provide a Northern Health Unit information card with local COVID-19 telephone numbers.
- Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.
- If staff members are absent, the principal or school office will arrange for a temporary replacement

Separate the student from others

- As a precautionary measure, students and staff who are showing symptoms of illness upon arrival at school or become ill during the day must be promptly separated from other students and staff.
 - Immediately separate the symptomatic student from others in a supervised area.
 - Contact the student's parent or caregiver to pick them up as soon as possible.
 - Advise the student's parent or caregiver to contact 8-1-1 or the local public health unit to notify them of a potential case and seek further input.
 - Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
 - Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
 - Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
 - Once the student is picked up, practice diligent hand hygiene.
 - Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
 - Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
- Symptoms of COVID-19 are similar to the flu, which include:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat
 - Sneezing
- Do a thorough cleaning of the space once the student has been picked up and ensure that everyone who may have had contact with the student washes their hands thoroughly.
- Only one staff member should monitor and provide care for the student while they wait to go home.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing or sneezing into the creases of elbows and throwing tissues out immediately after use.
- Masks are not recommended for children. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.
- Safe work procedures for monitoring symptomatic students is detailed as a safe work procedure.

Self-isolation

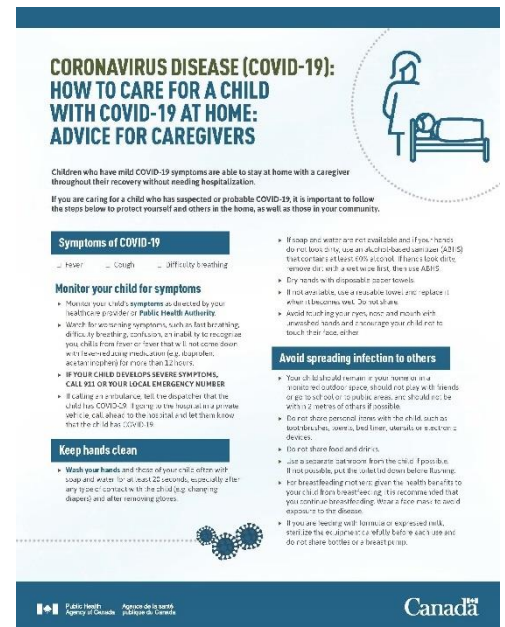
- Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak **must stay home and self-isolate**, including children of essential service workers.
- Any 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.
 - 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 the symptomatic household member is seeking assessment by a health-care provider.
 - 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. If they experience any change in symptoms they should seek assessment by a health-care provider.

Advice for parents and caregivers

- Monitor your child's [symptoms](#) daily using the BC COVID-19 self-assessment test <https://bc.thrive.health/>
- If your child develops severe symptoms, call 8-1-1 for information and advice.
- Monitor yourself for symptoms and follow any advice provided by 8-1-1 about self-isolating.
- If you develop even mild symptoms, [isolate](#) yourself as quickly as possible and contact 8-1-1 for further instructions.

Mental Health

- Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.
- Resources that can assist with maintaining mental health in the workplace during this time include:
 - [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)
 - [Coronavirus: Managing Stress & Anxiety](#)



Supporting Students

Provide reassurance, good listening and maintain routines

Children hear and take in a lot of the talk that is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in those physical distancing strategies into your learning activities.

Physical Distancing and Minimizing Physical Contact

Physical distancing (i.e., maintaining a distance of 2 meters between two or more people) 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 older students and adults should seek to maintain a safe physical distance whenever possible.

- Learning groups / cohorts will be put in place to help minimize contact within schools
- Help younger children learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Regularly clean and sanitize items that are designed to be shared, such as keyboards.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up.
- Discourage any food or drink sharing.
- Minimize the number of non-essential people entering the school.
- Parents and caregivers should remain outside of the school to drop off their children.
- Parents and Caregivers and other non-staff adults entering the school should be minimized as much as is practical to do so. They should also be reminded to practice diligent hand hygiene, wear masks and maintain physical distance when they are in the school.
- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (i.e. minimize the amount of mixing between students and different staff in the setting).
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.

The following physical distancing strategies should be implemented where possible in the K-12 school setting:

- Stagger pick-up and drop-off times.
- Avoid close greetings (e.g., hugs, handshakes).
- Regularly remind students about keeping their “hands to yourself”.
- Increase the space between children during activities such as snack/lunch, i.e. move or separate tables, move chairs farther apart.
- When children want to use the same area/activity redirect some children to another area.
- Spread people out into different areas:
 - Consider different classroom and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
 - Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym or library, outside).
 - Set up mini environments within the school to reduce number of children in a group, i.e., set up 2 or 3 learning areas for numeracy and literacy activities.
- Organize students into smaller groups that stay together throughout the day.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often, perhaps breaking children into smaller groups to maintain a degree of distance.
 - Organize learning activities outside including snack time, place-based learning, arts and craft time, and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside. Group sports activities should be organized in a thoughtful way, taking into consideration personal measures.
 - Reassure students and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.
- Incorporate more individual activities or activities that encourage more space between students and staff.
 - For younger students, adapt group activities to minimize physical contact and reduce shared items.
 - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways.

- Assemblies and other school-wide events should be held virtually to avoid a large number of people gathered in one space.

Toys

- Keep enough toys out to encourage individual play. Try to limit toys/items only to those that can be easily cleaned (i.e., no dress-up clothes or stuffed animals). Items that may encourage group play in close proximity or increase the risk of hand-to-hand contact (i.e. playdough) should be avoided.

School Site Protocols

The following protocols will ensure controlled access and movement for currently active school sites:

Entering/Exiting

- Limit entrance access (e.g. "Please call the office to reduce building occupants")
- Designate entrance(s) and exit(s) and reduce contact when passing
- Signage on designated entrances to provide instructions and public health information
- Signage on non-designated exits (e.g. "Emergency exit only, please use designated exit →")
- Limit access times and days for staff to be in the building (e.g. "7am-5pm Mon-Fri access only")
- Greeter at designated entrance(s) for sign in/out and directions, when required.
- Daily student screening form (e.g. any symptoms, anyone in home who is sick, etc.)
- Attendance for students/staff (e.g. student attendance, organized by class, with M-F checkboxes)
- Sign in/ out for visitors – name, phone number, date, in-time, out-time, areas occupied
- Hand washing / sanitizer at time of entry

Visitors

- Schools must ensure that visitors are aware of health and safety protocols and requirements prior to entering the school.
- Schools are responsible for ensuring that all visitors confirm they have completed the requirements of a daily health check before entering.
- Limit school visitors (e.g. "Visitors/parents please call the office before entering the school")
- Visitors can phone office to make an appointment (e.g. pick up student info, material, etc.)
- Visitors can leave messages for staff/teachers to call-back when available
- Contact info posted on school website and school door for making appointments
- Office waiting area with designated sitting/standing area; adjust furniture and use signage.
- Designate a 2 metre area in front of or behind a kiosk. Consider the use of tape or other floor markers to designate where people can stand and line up (if required).
- Plexiglass may be used to separate administrative workers from the public if two metres of separation cannot be maintained.
- Visitors who have travelled or had any symptoms in the past 14 days should not enter the school.

Classrooms

- Furniture should be spread out to reduce close contact when students are sitting
- Students should practice social distancing when possible
- Students should wash their hands when they enter and leave the classroom/school

- Create space between students/staff as much as possible:
- Configure classroom and learning environment differently to allow distance between students and adults (e.g., different desk and table formations).
- Arrange desks/tables so students are not facing each other and using consistent or assigned seating arrangements.
- Store excess equipment (e.g. equipment that might not be of use during the pandemic) in order to open more space in schools

Movement

- Limit contact of students from different learning groups
- Staggered time outdoors (e.g. recess shifts)
- Recess/Lunch in classrooms
- Staggered drop-off and entry times for different learning groups

Washrooms

- Students access to the washrooms should be staggered to avoid congregation
- Custodians will clean washroom faucets, surfaces, and doors handles regularly, as required by Public Health guidelines
- Washrooms should be designated to allow for washrooms to be alternated for cleaning

Cleaning

- Disinfection using solution that sterilizes surfaces is prioritized over cleaning
- Cleaning to remove debris/soil (e.g. floor care and dusting) will be done when time permits
- Custodians will coordinate with principal to ensure timely and adequate disinfection, as needed
- Additional cleaning (enhanced environmental cleaning) for common points of contact

Food Services

- 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 [WorkSafeBC 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.).
- Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).
- The June 19, 2020 [Order of the Provincial health Officer Food Service Establishments and Liquor Services](#) does not apply to schools. [Food Safety Legislation](#) and the [Guidelines for Food and Beverage Sales in B.C. Schools](#) continue to apply as relevant.
- Schools should continue to emphasize that food and beverages should not be shared.

Buses and School Transportation

- Clean and disinfect the high touch areas of the bus at the start of the shift and after drop offs. Buses used for transporting students should be cleaned and disinfected according the guidance provided in the [BC CDC's Cleaning and Disinfectants for Public Settings](#) document. Additional guidance is available from [Transport Canada](#).
- Encouraging private vehicle use where possible to decrease transportation density.
- Have students sit in their own seat wherever possible, students from the same household can share seats if space is limited.
- If safe distances cannot be maintained between students and bus drivers, plexiglass barriers may be erected provided they do not obstruct the view of the driver or the safe operation of the vehicle.
- Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering when they cannot physically distance or stay behind a physical barrier in the course of their duties.
- Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- Where possible, students should sit next to the window.
- Consider the order students typically load and unload to support buses being loaded from back to front and unloaded from front to back.
- Middle and secondary students should wear non-medical masks or face coverings. These should be put on before loading and taken off after unloading.
- Schools/school districts should keep up-to-date passenger lists to share with public health should contact tracing need to occur.

Fire/Emergencies

- In the event of a fire alarm or other emergency, physical distancing may not be possible
- Follow all regular emergency procedures at the school

Safe Work Procedures

Roles

All staff

- **Check emails at least daily** for new information and additional guidance
- Abide all signage and instructions when visiting and/or working at a school site
- Wash hands (as prescribed) on arrival, departure, and through the day.
- Do not touch your face (eyes, nose, mouth) with unwashed hands.
- If group work occurs maintain physical distancing (2 meters)
- If group work cannot be achieved while maintaining physical distancing (2 meters), contact your principal or supervisor immediately for further instructions.
- Report any symptoms of COVID-19 to your principal or supervisor and await further instructions.
- Do not come to work when you are sick, or if you have been told to self-isolate or isolate.
- Physical attendance will be limited to those required to be on-site to perform their roles/functions
- Use remote communication methods like Zoom, emails, and conference calls to communicate
- Coffee and lunch breaks — drink/eat away from others if in a shared space and maintain physical distancing (2 meters) or drink/eat in your own vehicle. Do not share food or utensils.
- In-person meetings should be short, in a large space or an outside open space where staff can maintain physical distancing (2 meters) from each other. If meeting is held in a room, physical distancing (2 meters) must be maintained.

School Secretaries

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a 2 meter area in front of or behind a desk or counter
- Apply tape on the floor, spacing of 2 meters away from the counter
- Wash hands or sanitize after handling publicly handled documents
- Encourage parents and stakeholders to call instead of visiting the school
- Rearrange desks/chairs to achieve physical distancing.
- Limit any school district staff to your office to one at a time.
- Establish communication methods with staff that maintains physical distancing (e.g. PAs, phones, email or video conferencing)
- Set up chairs outside the school office in the hallway for those people waiting and have these chairs spaced 2 meters apart.
- Limit any visitor into the school office/reception counter to one at a time.
- Create a drop box for documents being turned into the school office to avoid handing documents directly to staff.

Reception & Client Service Kiosk Support

- Designate a 2 meter area in front of or behind a desk or counter
- Apply tape on the floor, spacing of 2 meters away from the counter
- Do not share workstations with others; use disinfecting wipes for equipment when required
- Wash hands, wear gloves or sanitize after handling publicly handled documents
- Rearrange desks/chairs to achieve physical distancing.
- Limit any school district staff at the service counter/desk to one at a time.
- Create a drop box for documents being turned in to avoid people handing documents directly to staff.
- Provide an option of a clipboard and dedicated pen to those who need to sign or write items they are turning in, rather than having them lean or write on the service counter.

Teachers & Educational Assistants

- Maintain a 2 meter physical distancing and wear a mask while working with a student who is not in your learning group / cohort.
- Demonstrate appropriate hygiene practices.
- Watch for potential signs of illness in students
- Plan class activities that maintain physical distancing (see guidance provided above)
- Rearrange desks/chairs to achieve physical distancing.
- Limit any other school district staff to your classroom to one at a time.

The [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) provide specific guidance for particular kinds of classes:

Page 25	Food Services Textiles Programs
Page 26	Kindergarten Entry
Page 27	Music Programs Physical and Health Education / Outdoor Programs
Page 28	Playground Sports
Page 29	STEM Programs Science Labs
Page 30	Technology Education (Shop Classes and Trades in Training Programs) Theatre, Film, and Dance Programs
Page 31	Work Experience
Page 32	Extracurricular Activities

Working with a learner with complex needs or a student with a care plan

- If maintaining a 2 meter physical distancing while working with a student is not possible then utilize appropriate hygiene
- As applicable review individual safe work instructions for biological hazards and other at risk behaviours that may impact the use of PPE. Staff or other care providers working with students with disabilities and diverse abilities should continue with regular precaution. No additional mitigation measures or PPE are required.

Custodians

- Ensure adequate instruction, training, and supplies are provided to custodians on the cleaning protocols developed for the workplace.
- Utilize rubber/nitrile gloves when cleaning
- Perform additional cleaning in areas as directed by the principal, Director of Operations or foreman
- Plan cleaning activities to maintain 2 meters distance from others
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your principal / foreman know as soon as possible

Staff working at multiple sites

- When arriving to work, do not congregate in common areas, move directly to vehicle when possible
- One worker per vehicle when possible; dash and steering wheel should be cleaned prior to use
- Notify your principal or supervisor of the areas you worked in during a shift (Room numbers, common areas)
- When possible, contact your principal or supervisor by phone rather than in person
- If two people are required for a task, maintain 2 meters distance (if not practicable, wash hands after task is complete)
- Work that normally requires personal protective equipment (PPE) for known workplace hazards (as per WorkSafeBC), other than COVID-19, will continue to require the use of PPE for the job task.
- Stagger breaks to reduce congregation

- Lunch room at office to remain closed, utilize vehicles and other non-common areas for breaks and lunches
- Sign in/out at all schools and sites to facilitate contact tracing, if required

Bus Drivers

- Clean and disinfect the high touch areas of the bus after drop offs.
- Dispose of gloves appropriately in a lined waste receptacle.

Construction Contractors

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees on site
- Ensure you have an Exposure Control Plan in place for your organization.

Food Services Staff

Refer to any recommendations published by the Northern Health Authority for minimizing COVID-19 risk for community-based food programs.

The [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#) must be 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.).

- Group dining/eating areas at schools are not permitted during pandemic influenza.
- Self-serve food options will not be available; staff are to provide the serving and safe handling of food.
- Maintain a physical distancing (2 meters) zone using 3 tables or desks when serving food.
- Push food across the serving area. Avoid touching hands between server and recipient of the food.
- Apply rope/tape on the floor and signage to maintaining physical distancing (2 meters) between those who are waiting in lineups.
- Follow the enhanced Food Safe sanitation plan and schedule prescribed by the Northern Health Authority.
- Wash hands often throughout the workday. If you choose to wear gloves, wash hands before putting on the gloves and change the gloves after each contamination (after cleaning, handling garbage, before food handling, etc.). Wearing gloves does not exclude food handlers from washing their hands.

Job Duties

Greeter (if applicable) – School Entrance

- Stand at the designated entrance
- Using a clipboard, monitor and document arriving students/staff/visitors
- Ask that arriving students/staff/visitors stand on the demarcated lines to maintain 2 meters distance
- Before students enter the school, ask for their grade and name
- Before visitors enter the school, radio/phone the office to confirm their appointment

Monitoring symptomatic students

- While waiting to return home, the student should be in a designated “quarantine area”, or the school’s designated First Aid Room if a “quarantine area” is not designated.
- The designated “quarantine area” should not be an area that persons who are not ill may need to access before surfaces in the quarantine area are disinfected.
- A limited number of staff (normally just one) should be designated to supervise and monitor ill persons until they can be sent home.
- People who are at higher risk of serious illness from COVID-19 should not care for a symptomatic child. These include elderly persons, those with chronic medical conditions (e.g., heart disease, diabetes) or compromised immune systems.
- Staff monitoring students should avoid touching their eyes, nose and mouth with unwashed hands. Students who are being monitored should be provided tissue and encouraged to not touch their face.

- Staff monitoring students should maintain physical distance when possible. If staff need to be within 2 meters of the student they are monitoring, use proper hygiene.

Using Fleet Vehicles

- All school district fleet or personal vehicles currently being deployed that already consists of one person (the driver) shall maintain as per usual. (e.g. vans, pick-up trucks, and/or 1-2 ton trucks).
- If a school district fleet crew cab with a trailer is being pulled by single operator, there must be school district fleet spotter truck following to assist in spotting.
- Within a vehicle cabin (fleet or personal vehicle), only if physical distancing (2 meters) can be achieved, shall there be more than one person in the vehicle. This can be maintained by having the driver up front, and the other person in the back on the opposite end of the vehicle. (e.g., only 3-row vans may be able to achieve safe physical distancing). If possible, when travelling in the vehicle, roll windows down for additional ventilation.
- If physical distancing (2 meters) cannot be achieved, staff are to take an available fleet vehicle or their own personal vehicle for work. Staff who use their personal vehicle for work must maintain applicable levels of insurance and will be reimbursed at the applicable mileage rate. Contact the principal or supervisor for details.

Cleaning Tools/Equipment and Desk/Workstations

- Staff who must clean equipment will use a spray bottle with disinfectant solution
 - Use gloves (rubber, nitrile, or vinyl) and microfiber cloth/clean cotton rag
 - To clean, spray surface and let disinfectant solution sit for it's required rest time and wipe off.
 - When cleaning the vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.
- Staff are responsible for cleaning their tools/equipment and desk/workstation throughout the workday. This will ensure limiting the risk of infection from staff to staff.
 - Cleaning shall be conducted at a minimum in the morning (prior to commencement of work), afternoon (after lunch) and at end of day. Additional cleaning throughout the day shall be repeated whenever possible.
 - Allocate enough time to do a thorough cleaning of surfaces of tools/equipment touched during the work day.
 - These surfaces/items include but not limited to spray bottles, mop handles, mop bucket handles, bucket pail handles, cleaning wands/extensions, keyboards, mouse, and monitor within the desk/workstation.
 - All sets of keys that are used by Operations staff and keys loaned out to other staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.
 - If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.
 - Limit sharing of any tools/equipment with other staff while on shift.
 - Daily change of work clothes is beneficial to limit the spread of infection. Soiled clothes need to be washed with detergent.

Cleaning of High Touch Surfaces

- School district staff need to continue to clean and disinfect all high touch surfaces throughout the workday.
- If school-based staff or other school district site staff require cleaning for their personal desk/workstation/area, they may request a spray bottle of the disinfectant solution and microfibre cloth from their custodian.

Principal and Vice Principal Guide






This supplemental summary is provided to support Principals to implement this Exposure Control Plan.

ISSUE	DISTRICT DIRECTION	ACTION AT SCHOOL
Hand Washing Etiquette	<ul style="list-style-type: none"> ○ Promote proper hand-washing technique, staggered breaks, and no unplanned gatherings. ○ Include signage and instructions in the Exposure Control Plan 	<ul style="list-style-type: none"> ○ Distribute the Hand-washing Poster to teaching staff to instruct their students ○ Remind staff to wash their hands often ○ Post hand washing signage at all sinks
Physical Distancing	<ul style="list-style-type: none"> ○ Limit the number of people in a space ○ Stagger entrance/exit/break times ○ Adjust furniture to slow movement and promote physical distancing ○ Using online meetings when possible 	<ul style="list-style-type: none"> ○ Establish protocols and capacities to limit occupants in any given school area ○ Adjust student scheduling and request staff to adjust their breaks accordingly ○ Adjust school and classroom furniture
Paper Towel and Tissues	<ul style="list-style-type: none"> ○ Expect paper towel use at an increased rate. Supply is not a concern. ○ Tissues will be supplied to schools 	<ul style="list-style-type: none"> ○ Ensure and provide adequate paper towel supplies (Day-shift custodian).
Hand Sanitizers	<ul style="list-style-type: none"> ○ Hand sanitizers are available from the Operations Department 	<ul style="list-style-type: none"> ○ Ensure and provide adequate hand sanitizer supplies (Day-shift custodian).
Cough & Sneeze Etiquette	<ul style="list-style-type: none"> ○ Promote proper cough & sneeze techniques. Poster available in the Exposure Control Plan 	<ul style="list-style-type: none"> ○ Distribute the Cough & Sneeze Etiquette Sheet to teaching staff. ○ Ask teaching staff to instruct on cough & sneeze etiquette.
Facial Tissues	<ul style="list-style-type: none"> ○ Monitor the use of facial tissue. ○ Ensure proper disposal after use. 	<ul style="list-style-type: none"> ○ Continue as per your school's usual practice.
Face Masks and Respirators	<ul style="list-style-type: none"> ○ All staff and students with flu-like symptoms are requested to stay home. ○ The district will supply up to two reusable masks to each employee ○ Respirators are not recommended; when needed, use a cloth mask. 	<ul style="list-style-type: none"> ○ Provide training to ensure staff know when and how to use required PPE. ○ Refer staff to BC Centre for Disease Control FAQ about masks/respirators: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions
Daily Cleaning Frequency	<ul style="list-style-type: none"> ○ Cleaning and disinfecting of high-touch-surfaces (surfaces touched by many people each day) will be carried out by custodians for common areas and otherwise by school staff. ○ In the event of any increased concern, custodians will follow safe work procedures to disinfect identified areas. 	<ul style="list-style-type: none"> ○ Inform all staff of the cleaning and frequency to be done by custodial staff. ○ Staff wiping surfaces should not bring cleaning products to the school, including bleach. Use district-supplied wipes. ○ Custodial staff will disinfect rooms when requested and approved by the District. ○ Immediate cleaning will take place upon request and approval by the principal.
Musical Instruments	<ul style="list-style-type: none"> ○ Programs involving the sharing of instruments or demonstrations have been postponed. ○ Wind instruments and mouth pieces must not be shared among students. 	<ul style="list-style-type: none"> ○ Ensure no sharing of instruments by students.
Higher-Risk Staff/Students	<ul style="list-style-type: none"> ○ High-risk staff and students should consult 8-1-1. 	<ul style="list-style-type: none"> ○ Encourage staff/students to contact 8-1-1 ○ Contact the School Board Office with any issues arising.

ISSUE	DISTRICT DIRECTION	ACTION AT SCHOOL
Case Confirmations	<ul style="list-style-type: none"> Staff and students should monitor for symptoms of COVID-19. Staff and students who have symptoms should remain at home. Staff and students who show symptoms while at school should quarantine and be sent home; disinfect as required. 	<ul style="list-style-type: none"> Provide training to school staff on how to identify and respond to symptoms. Provide support to staff who report that they have been in contact with someone who has a presumptive/confirmed case of COVID-19. Continue to practice physical distancing, self-monitoring and, as required, self-isolation.
Reporting	<ul style="list-style-type: none"> Principals are asked to be diligent in reporting Staff and students who test positive after being at a school shall notify the district. 	<ul style="list-style-type: none"> Notify School Board Office of any staff/students who report a positive test. Notify School Board Office of increased staff or student absences. Ensure that employees understand the need to not attend work if they are sick.
Vaccinations	<ul style="list-style-type: none"> Currently there is no vaccination for COVID-19 Annual seasonal flu vaccination program will continue in the Fall 2020 	<ul style="list-style-type: none"> Await further instructions from the District and the Northern Health Authority.
Complex Learners	<ul style="list-style-type: none"> In some cases, employees will be working in close proximity to learners during the pandemic. 	<ul style="list-style-type: none"> Ensure employees are aware of appropriate measures to reduce the risks are frequent hand washing and not to touch your face. Review and update any IEP to determine the appropriate step to be taken on a case by case basis.
Exposure Control Plan and COVID-19 Inquiries	<ul style="list-style-type: none"> Contact the School Board Office for general inquiries Visit the BC CDC website for up to date information about COVID-19. 	<ul style="list-style-type: none"> Contact the School Board Office with specific issues or questions that arise involving COVID-19 and the safety of employees. Advice for “Parents, Students or Schools” is available on the web at: http://www.bccdc.ca/health-info/diseases-conditions/covid-19.

Enhanced Environmental Cleaning

Custodial staff will engage in an enhanced environmental cleaning multiple times a day, including:

<p>Main entrance and exit doors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Door handles on both sides of door <input type="checkbox"/> Push area above door handle on both sides 	<p>Reception offices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Countertops 	<div data-bbox="927 344 1425 972"> <p>Enhanced Cleaning GUIDE FOR REGULAR CUSTODIANS AND REPLACEMENT CUSTODIAL STAFF</p> <p>Regular custodians and replacement staff will have regular daily duties with emphasis on all high-touch points, which include the following:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p>Main entrance doors</p> <ul style="list-style-type: none"> <input type="checkbox"/> door handles on both sides of door <input type="checkbox"/> push area above door handle on both sides of door (A) </div> <div style="width: 50%;"> <p>Exit doors</p> <ul style="list-style-type: none"> <input type="checkbox"/> handles on both sides of door <input type="checkbox"/> push area above door handle on both sides of door (A) </div> <div style="width: 50%;"> <p>Reception</p> <ul style="list-style-type: none"> <input type="checkbox"/> countertop </div> <div style="width: 50%;"> <p>Water fountains</p> <ul style="list-style-type: none"> <input type="checkbox"/> handles <input type="checkbox"/> buttons </div> <div style="width: 50%;"> <p>Classrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> door handles and area above door handles on both sides of door (A) <input type="checkbox"/> light switches <input type="checkbox"/> cabinet handles <input type="checkbox"/> teacher chairs: top back of chair top and bottom of arm rests (C) <input type="checkbox"/> classroom chairs and stools: top back of chair/sides of chair/stool (D) <input type="checkbox"/> desks/tables: top and sides of student desks/tables. Includes 1" x 2" of area immediately under the sides (E) </div> <div style="width: 50%;"> <p>Washrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> door handles <input type="checkbox"/> faucets <input type="checkbox"/> toilet stalls: locking mechanisms <input type="checkbox"/> toilet stalls: area around locking mechanisms (B) </div> <div style="width: 50%;"> <p>Handrails</p> <ul style="list-style-type: none"> <input type="checkbox"/> disinfection of handrails in the stairwell </div> <div style="width: 50%;"> <p>Exceptions</p> <p>Custodial staff do not clean the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> shop equipment <input type="checkbox"/> kitchen equipment <input type="checkbox"/> computers <input type="checkbox"/> furniture brought in by teachers <input type="checkbox"/> sensory room mats <input type="checkbox"/> telephones </div> </div> <p>Low priority cleaning: gym floor(s), office vacuuming, hallway and classroom spot mopping/mopping.</p> <p>Childcare spaces and StrongStarts: these groups are required to clean their own tables, counters, toys and chairs. Custodians replenish supplies, and also clean door handles (both sides of door and push area above door handle), washrooms, and sinks. Custodians also vacuum and wash the floors in these spaces.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>A</p>  <p>Push area above door handle</p> </div> <div style="text-align: center;"> <p>B</p>  <p>Toilet stall area around locking mechanisms</p> </div> <div style="text-align: center;"> <p>C</p>  <p>Teacher chairs top back of chair top and bottom of arm rest</p> </div> <div style="text-align: center;"> <p>D</p>  <p>Classroom chairs top back of chair sides of chair</p> </div> <div style="text-align: center;"> <p>E</p>  <p>Top and sides of desk, including 1" x 2" area immediately under door</p> </div> </div> <p>For questions about these enhanced cleaning procedures, contact the manager of operations at te@pr52.ca</p> </div>
<p>Classrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handles (and above handle on both sides) <input type="checkbox"/> Light switches <input type="checkbox"/> Cabinet handles <input type="checkbox"/> Teacher's chair (top back and arm rests) <input type="checkbox"/> Classroom chairs and stools (top back, sides) <input type="checkbox"/> Desks and tables (tops and area around sides) 	<p>Washroom</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handles (and above on both sides) <input type="checkbox"/> Faucets, Soap and towel dispenser <input type="checkbox"/> Toilet stall locking mechanisms and area 	
<p>Handrails and Elevators</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staircase handrails <input type="checkbox"/> Elevator push buttons 	<p>Water fountains</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handles <input type="checkbox"/> Buttons 	
<p>Exceptions – custodial staff do not clean the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shop equipment <input type="checkbox"/> Kitchen equipment <input type="checkbox"/> Computers <input type="checkbox"/> Furniture brought in by teachers <input type="checkbox"/> Sensory room mats <input type="checkbox"/> Telephones 		<p><i>Printable version embedded on p. 26</i></p>

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.

The District's "Working Remotely Procedures During COVID-19 Global Pandemic" applies to any employees working from home.

Posters

Printable documents and instructions. To add a document, insert a new row and copy/paste a PDF file.

Document	Description
 about-coronavirus-dis ease-covid-19-eng.p	About COVID-19 (Information)
 preventing-covid-19- workplace-employers	Prevention in the workplace: Employers and employees (Information)
 social-distancing-eng .pdf	Physical distancing (Fact sheet)
 COVID19_PhysicalDis tancingPoster.pdf	Physical distancing (Information)
 covid-19-handwashi ng-eng.pdf	Hand washing (Instructions)
 COVID-19_MOH_BC CDC_EnvironmentalC	Cleaning and disinfecting clinical spaces (Information)
 Fact Sheet - Regular Custodians and Repla	Enhanced Environmental Cleaning (Fact sheet)

Resources

[BC Centre for Disease Control – COVID-19 Signage Posters](#)

[Public Health Agency of Canada – COVID-19 Signage Posters](#)