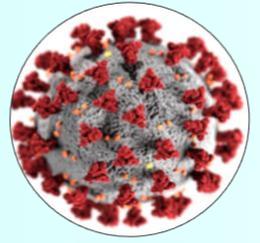


School District No. 59

COVID-19: Mandatory Protocol

Board Office Procedures: Stage 2

K-12 Education Restart Plan: Stage 2
(Revised April 5th, 2021 – updates are in red)



The primary directive from the Federal and BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employees are to review operations and take preventative measures to ensure workers are not exposed; everyone must do their part to help reduce the spread of the virus and help flatten the curve.

School District #59 is directing staff to follow these operational arrangements.

COVID-19 Preventative Measures for Staff



- Complete the active daily health check, checking for symptoms of COVID-19 each day prior to coming to work. Staff can utilize the [BC COVID-19 Self Assessment Tool app](#) for daily assessment of symptoms, or reference the SD59 Daily Health Check Form. The health check will include checking for fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea and vomiting, sore throat, loss of appetite, extreme fatigue, headache, body aches and diarrhea. School and district administrators are required to verify that staff and other adult health checks have been completed before they enter the work place.
- **Stay home when you are sick.**
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer, especially after blowing your nose, coughing, sneezing, going to the washroom, entering and exiting new spaces, and before eating or preparing food. If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Maintain physical distancing.
- Avoid close contact with people who are sick.
- All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in the District office –, except when:
 - Sitting in (or standing at) their seat or desk/workstation;
 - There is a barrier in place;
 - eating and drinking;

Entering/Leaving the Building

- Maintain safe social distancing guidelines of six feet/two meters between people when entering and leaving the building. **Do not enter or leave the building in groups!**
- Use the designated entrance and exit.
- Wash your hands or use hand sanitizer after you enter and clean your workspace as needed.

Office Hours/Public Access

- The office will be open to the public from 8:00 am -4:00 pm, Monday to Friday.
- Staff must ensure that visitors are aware of health and safety protocols and requirements prior to entering the building (e.g. maintaining physical distance, requirement to wear a non-medical mask while in the building).
- All visitors must confirm they are not ill and are not required to self-isolate before entering.

COVID-19 MANDATORY PROTOCOL: BOARD OFFICE PROCEDURES

- As part of the visitor registration/sign-in process, visitors must confirm they are not ill and are not required to self-isolate.
- All visitors must wear a non-medical mask when they are inside the building.
- Visitors must hand sanitize in main entryway before entering the office.
- A maximum of two visitors will be permitted at one time in the reception area.
- A two-metre area in front of main reception area is marked to maintain physical distancing.
- Hand sanitizer will be available, and signage posted in main entry.

Daily Sanitizing Routines

- After arriving to the office, wash your hands or use hand sanitizer right away.
- Use available soap and water solution to clean your work space as needed.
- If you must meet in a shared space or meeting room, clean any surfaces, handles, equipment, furniture, etc. that have been used following the meeting.
- Clean any shared surfaces, handles, equipment, furniture, etc. after you use it. This includes any appliances in the kitchen.
- If you leave the board office at any time during the day, follow the same guidelines as when you arrived.



Physical Distancing

- Do not enter or exit the building in a group. Enter and exit using safe social distancing guidelines of six feet/two metres between people.
- Work in your office or space as much as possible.
- If you need to talk to someone, make sure you stay six feet or two metres away or use your phone.
- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact. Wash your hands before and after accepting deliveries and handling mail.
- If you need to work in a group or meet with others, the number must be five or less. Ensure that the workspace allows you to keep the six feet/two metre distance between people.
- Use Zoom, Facetime, Skype, Microsoft teams, etc. as much as possible.
- Do not share food (candy jars are off limits and need to be put away).
- If there are members of the public in the office, ensure to maintain six feet/two metres physical distancing guidelines and clean door handles, surfaces, furniture, etc. after they leave.

Staff Room/Kitchen

- Wash your hands or use hand sanitizer before you go into the kitchen.
- Bring a lunch that doesn't require a lot of preparation (to limit microwave use, surface use, utensil use, etc.).
- Do not share food or drink.
- Whenever in shared spaces, maintain appropriate physical distancing.
- Use soap and water solution to clean any area or surface that you used.
- When you are finished wash your hands or use hand sanitizer again before you go back to your office or work space.

Photocopier/Mailroom

- Use soap and water solution to clean the photocopier after use.
- Clean any shared surfaces or equipment at the photocopy area such as staplers, hole punches, etc., that you used.
- Only **one** person allowed at the photocopier area and in the mailroom.
- When you are finished at the photocopier or in the mail room, wash your hands or use hand sanitizer again before you go back to your office or work space.

Washrooms

- Follow COVID-19 handwashing guidelines as posted.
- Make sure to wash your hands when you leave the washroom.
- For the downstairs washrooms, lock the main door to ensure that only one person uses the washroom at a time.

Carpooling/Vehicle Sharing

District Vehicles:

Attempt to adhere to physical distancing requirements while driving in vehicles for work purposes. Where 2-meter physical distancing cannot be maintained between employees while driving in fleet vehicles, non-medical masks must be worn by vehicle occupants to reduce the risk of transmission.

- Open windows whenever possible to increase fresh air ventilation while vehicle is occupied, and ensure the fresh air intake is open so that air in the vehicle is not being recirculated.
- Consider grouping workers into cohorts that travel together exclusively, keeping the same groups together each day to reduce the risk of broader transmission.
- Provide hand sanitizer for vehicle occupants to use at the start of each trip.
- Ensure high-touch points such as steering wheel, seat belts, driving controls, gear leaver, windows, keys, seats and door handles are wiped down each time occupants change seats.

Illness and Self-Assessment Policies and Protocols

The School District has developed local protocols that:

- Ensure staff and other individuals (e.g. parents, caregivers, visitors) entering school district buildings are aware of their responsibility to:
 - Assess themselves daily for symptoms of illness prior to entering the district office.
 - Stay home and self-isolate if they are sick **OR** travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak by their local health authority.
 - Seek assessment by a health-care provider and self-isolate while they await the results if they have cold, influenza, or COVID-19-like symptoms.

Daily Health Check

A daily health check is to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.

- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer's Order on Workplace Safety, prior to entering the building.

COVID-19 MANDATORY PROTOCOL: BOARD OFFICE PROCEDURES

- School and district administrators are required to verify that the staff and other adult health checks have been completed before they enter the building.
- If a staff member or other individual has any symptoms, they must not enter the building.

Staying Home, Self-Isolating and Symptoms

Stay Home When Required to Self-Isolate

The following staff or other adults **must stay home and self-isolate**

- A person confirmed by the health authority as testing positive for COVID-19; or
- A person confirmed by the health authority as a close contact of a confirmed case of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.
-

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test results.

Symptoms of Illness and Return to Work

Staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Staff and other adults can refer to the BCCDC's "[When to get tested for COVID-19](#)"
- Staff, students and parents/caregivers can also use the [BCCDC online Self-Assessment Tool](#), call 8-1-1 or their health care provider.

When a staff, other adult can return to work depends on the type of symptoms they experienced (as indicated in the BCCDC "[When to get tested for COVID-19](#)" resource) and if a COVID-19 test is recommended. See Appendix A – COVID-19 Symptoms, Testing and Return to School for more information.

Staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend work when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health-care provider.

Staff may still attend work if a member of their household develops new symptoms of illness, provided the staff member has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic staff member on self-isolation and when they may return to work. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

Protocol If A Staff Member Develops Symptoms Of Illness At Work

If a staff member develops symptoms at work, the employer will:

- Provide a non-medical mask if they don't have one (exceptions should be made for staff who cannot wear masks for medical and/or disability-related reasons).
- Make arrangements for the staff member to go home as soon as possible.

COVID-19 MANDATORY PROTOCOL: BOARD OFFICE PROCEDURES

- clean and disinfect the areas the staff member used.
- Encourage the staff member to seek assessment by a health-care provider.
- Request that the staff member staff stay home until COVID-19 has been excluded and symptoms have resolved.

Staff or other adults should stay home when sick.

Protocol In The Event Of A Confirmed COVID-19 Case

If staff member is confirmed to have COVID-19, and were potentially infectious while they were at work:

- Public health will perform an investigation to determine if there were any potential close contacts within the workplace and school community. (To learn more about contact tracing, visit the BCCDC website.)
 - Staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the workplace and school community, public health will notify the district office to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - Recommend 14-day isolation if necessary (for confirmed close contacts).
 - Recommend monitoring for symptoms if necessary.
 - Provide follow-up recommendations if necessary.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

Northern Health Online Clinic and Information Line: [1-844-645-7811](tel:1-844-645-7811)

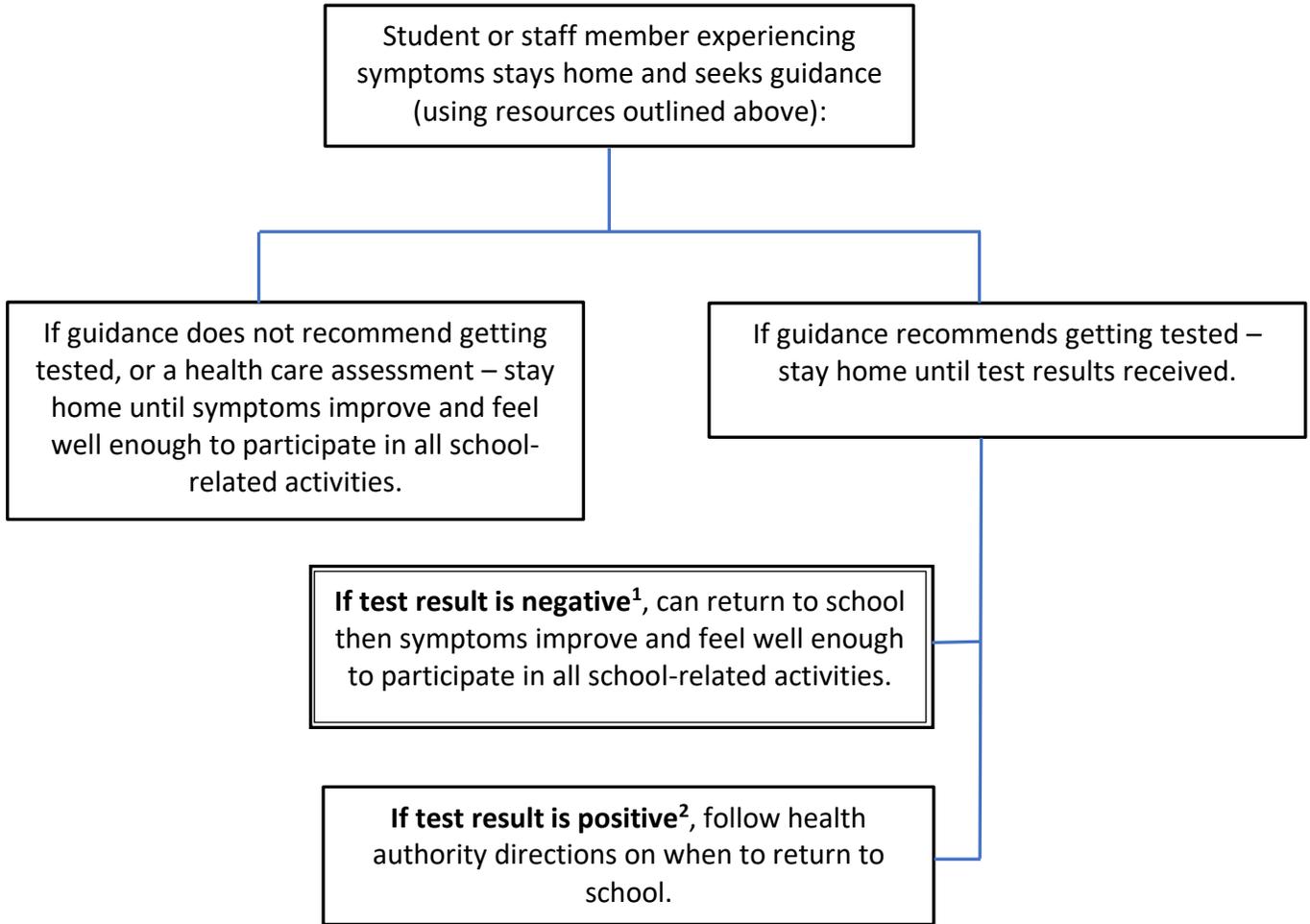
The District and school personnel must not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

Supporting Documents

- **BC's K-12 Education Restart Plan**: Updated July 29th, 2020 to outline the five-step approach for resuming in-class instruction.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
- **Provincial COVID-19 Health and Safety Guidelines for K-12 Setting**: Updated March 30th, 2021 to provide detailed information and guidelines pertaining to health and safety in K-12 schools.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
- **WorkSafeBC K-12 Education Protocols**: Updated February 2021 to provide guidance and protocols for returning to operation for K-12 education providers.
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- **BCCDC COVID-19 Public Health Guidance for K-12 School Settings**: Updated March 30th, 2021 to provide health and safety standards for schools to operate in Stage 3.
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

Appendix A: COVID-19 Symptoms, Testing and Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the K-12 Health Check app and BCCDC When to get tested for COVID-19 resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC on Self-Assessment Tool or call 8-1-1 or their health care provider.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the BCDC website for more information on negative test results.