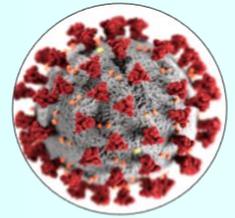


School District No. 59

COVID-19: Mandatory Protocol

Facilities/Transportation: Stage 2



K-12 Education Restart Plan: Stage 2
(Revised April 5, 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. The following protocols are to be used by Staff during Stage 2 of the K-12 Education Restart Plan.

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 workplace.
- **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 District buildings – , except when:**
 - **There is a barrier in place;**
 - **eating and drinking;**
 - **when outdoors.**

Hours & Access

- Maintain physical distancing. Do not enter or leave the building in groups.
- Use the designated entrance and exit.
- The facility office will be open with limited access to the public.
- Access to facilities after hours is allowed for employees, all protocols must be followed.
- Anyone entering the building will be provided the protocols and be expected to follow them (practice diligent hand hygiene and maintain physical distance).
- If you leave facilities at any time during the day, follow the same guidelines as when you arrived.

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

Maintain Cleaning/Disinfecting Procedures

Regular cleaning and disinfecting of objects and high-touch surfaces is very important to help to prevent the transmission of viruses from contaminated objects and surfaces.

- General cleaning and disinfecting of the premises will occur at least twice a day.
- Clean and disinfect high touch surfaces regularly.
- Clean and disinfect high-touch electronic devices (i.e., keyboards, tablets, smartboards).
- Soap and water will be used to clean work spaces.
- Regularly clean and sanitize items that are designed to be shared.
- Washrooms will be cleaned twice daily, keeping in line with high touch surface area protocols.
- Items that are not easily cleaned (e.g. fabric or soft items) will be limited.
- Garbage containers will be emptied daily.

Staff Should Wash Hands Frequently

Follow COVID-19 handwashing guidelines as posted.

Staff will wash hands:

- When they arrive at work, before they go home. Before/after breaks.
- Between different working environments.
- Before and after eating and drinking.
- Before and after handling food.
- After using the toilet.
- After contact with body fluids (i.e., coughing, sneezing, etc.).
- After removing gloves.



Staffroom and Breaks

- Wash your hands before you go into the staffroom.
- Whenever in shared spaces, maintain appropriate physical distancing.
- Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, utensil use, etc.). If you do leave for lunch, make sure you follow the same protocols that you did when you arrived.
- Clean the areas, surfaces, appliances, etc. that you use in the staffroom.
- Wash your hands again before you go back to your office or workspace.
- Do not share food or drink.



Additional Precautions

- All work plans are to be approved by Wade or Matt.
- Facilities staff will still have access to all school sites during regular work hours. Social distancing and disinfecting protocol will apply. **Sign in is required with school secretary or principal.**
- Use hand sanitizer before and after using fuel pumps.
- If in store purchasing is necessary, it must be approved by Wade or Matt and precautions must be taken to maintain safety and follow vendor protocol.

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- 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.

Other Shared or Specialty Spaces

- Management will develop procedures for use of other shared spaces within their work areas.
- Procedures for these spaces must be in line with District protocols.
- Clean or disinfect the photocopier or other shared equipment after each use.

Use of Personal Protective Equipment (PPE)

- 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 District buildings –, except when:
 - There is a barrier in place;
 - eating and drinking;
 - when outdoors.
- While wearing a non-medical mask, individuals must still seek to maintain physical distance from other people.

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.
 - 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**

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- 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.
- 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:

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- 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 schools 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.

**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 wash:
 - palm and back of each hand
 - between fingers
 - under nails
 - thumbs
- 4 Rinse well
- 5 Dry hands well with paper towel
- 6 Turn off tap using paper towel

1-833-784-4397 | canada.ca/coronavirus

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

Canada

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

Buses and School Transportation

- Bus drivers will clean and disinfect the high touch areas of the bus at the start of their shift and after drop offs. Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the BC CDC's Cleaning and Disinfectants for Public Settings document.
- Parents are encouraged to use their private vehicle to transport their children when possible to decrease transportation density.
- All students in grade 4 to grade 12 are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses. However, no student is required to wear a mask if they cannot tolerate it for health or behavioural reasons, or if the person is unable to put on or remove a mask without the assistance of another person;
- Students in Grades K - 3 are encouraged to wear a mask on school buses, but are not required to do so – mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
- Non-medical masks or face coverings should be put on before loading.
- Students will sit in their own seat wherever possible, **students from the same household or cohort can share seats if space is limited.**
- Bus drivers 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) on school buses except while driving or able to maintain physical distance (2M).
- Communication will be given to parents and caregivers outlining their responsibility to:
 - Assess their child daily for symptoms of common-cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. **If a child is sick, they must not take the bus or go to school.**
 - Help students understand and practice safe physical distancing. Students will sit one person to each seat wherever possible. Each seat will be marked with a sticker indicating if the child is to sit in the window or aisle seat.
 - Review bus safety and protocols with their child to help limit potential exposure to COVID-19.
- Schools/District will keep up-to-date passenger and seating arrangement lists to share with public health should contact tracing need to occur.
- The seating arrangement may be altered whenever necessary to support student health and safety (e.g. accommodating children with physical disability, responding to behavior issues, etc.).
- 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.
- Provide hand sanitizer for vehicle occupants to use at the start of each trip.

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 workers while driving in fleet vehicles, non-medical masks must be worn by vehicle occupants to reduce the risk of transmission.

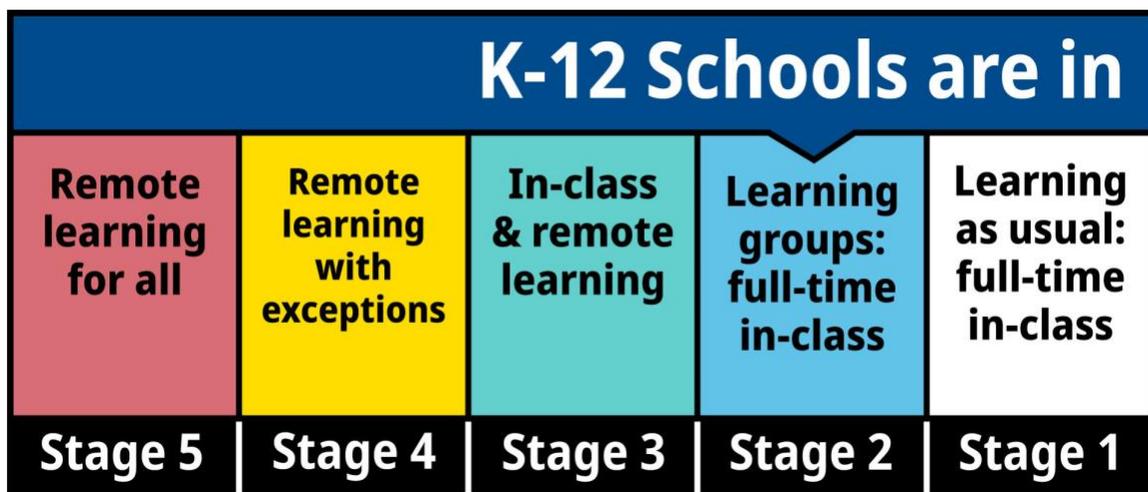
- Open windows whenever possible to increase fresh air ventilation while vehicle is occupied, and ensure the fresh air intake is open so that air in the vehicle is not being recirculated.

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- 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.

Supporting Documents

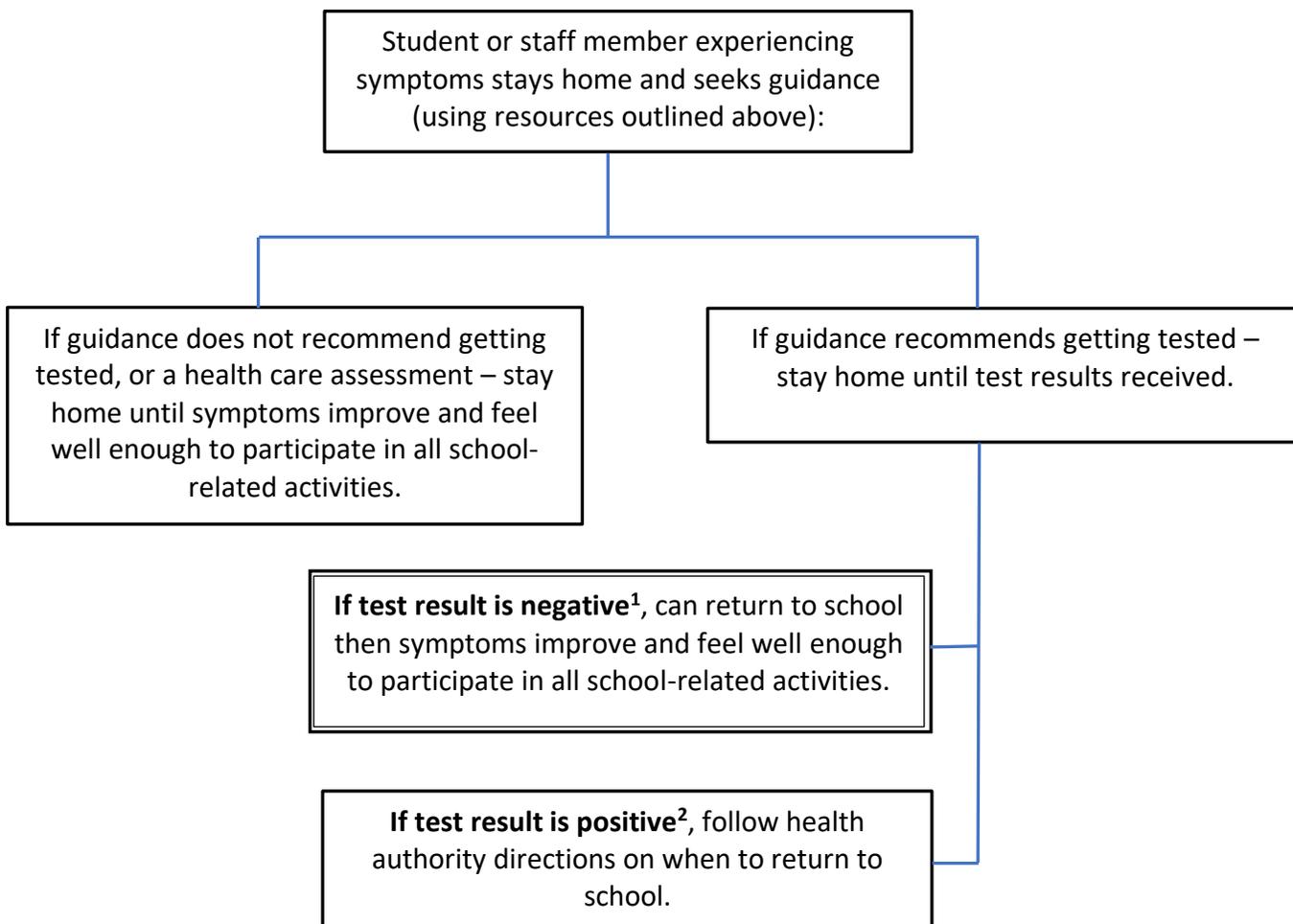
- **BC's K-12 Education Restart Plan**: Updated July 29th to outline the five-step approach for resuming in-class instruction.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
- **Provincial COVID-19 Health and Safety 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 2.
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf



COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

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.