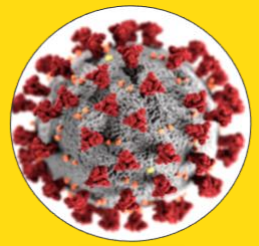


# COVID-19

## Communicable Disease Protocols for the District Office

K-12 Education Recovery Plan  
(Revised August 30th, 2021)



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.
- Manage flow of people and minimize crowding.
- 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:
  - There is a barrier in place (you are alone in your workspace);
  - eating and drinking;

### Entering/Leaving the Building

- Minimize crowding. 2 Metre physical distancing is not required. Respect individual comfort levels regarding physical space.
- 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 Communicable Disease Protocols and requirements prior to entering the building (e.g. minimize crowding, 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.
  - 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 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. Avoid crowding.
- Respecting individual comfort levels regarding personal space.
- 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.
- When meeting in groups use space available to spread people out as much as possible, respecting room occupancy limits, and ensuring enough space is available to prevent involuntarily physical contact between attendees (i.e. overcrowding).
- Use Zoom, Facetime, Skype, Microsoft teams, etc. as much as possible.

### **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, avoid crowding.
- When you are finished wash your hands or use hand sanitizer again before you go back to your office or work space.

### **Photocopier/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:**

- 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 and end 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 visitors entering the school/worksites are aware of their responsibility to complete a daily health check prior to entering the school/worksite and to stay home if they are sick.

## **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**

Staff or other adults **must stay home if required to self-isolate**

### **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, or other adult can return to school depends on the type of symptoms they experienced (as indicated in the BCCDC [“When to get tested for COVID-19 “](#) resource), if a COVID-19 test is recommended, and the type of illness they had

(e.g. COVID-19 or other illness). 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 has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic staff on self-isolation and when they may return to work.

### **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 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)**

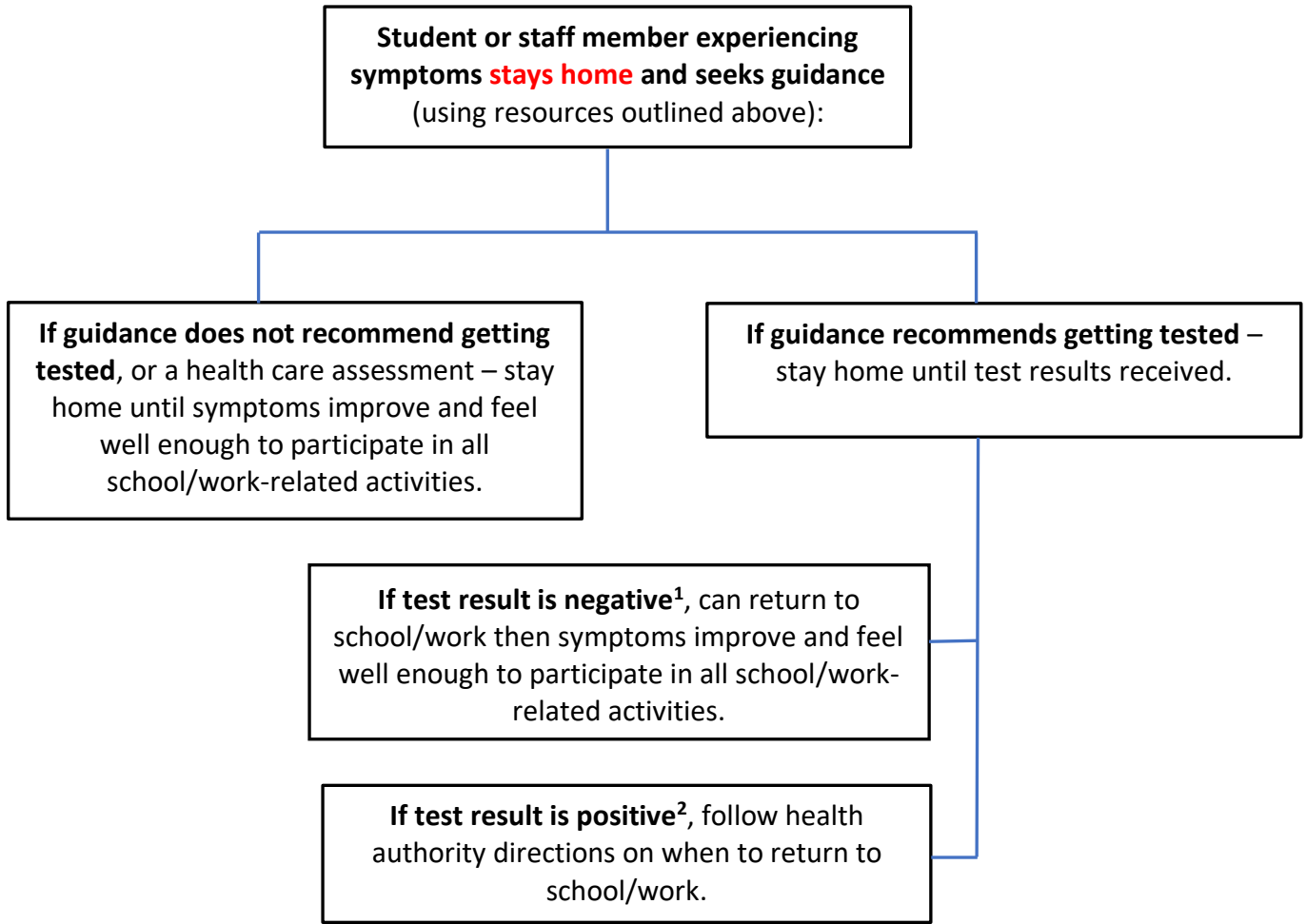
**The District and school personnel must not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.**

## Supporting Documents

- **[BC's K-12 Education Recovery Plan](#)**: Updated August 24<sup>th</sup>, 2020 provides direction to boards of education and independent school authorities to deliver educational programs and supports in line with provincial pandemic recovery efforts in the 2021/22 school year by:
- **[Provincial COVID-19 Health and Safety Guidelines for K-12 Setting](#)**: Updated August 24<sup>th</sup>, 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-guidlines.pdf>
- **[BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#)**: Updated August 24<sup>th</sup>, 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](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.