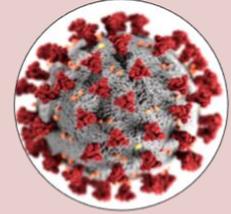


COVID-19 Communicable Disease Protocols for the District Office

K-12 Education Recovery Plan
(Revised March 19th, 2022)



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 a daily health check, checking for symptoms of COVID-19 each day prior to coming to work. Staff can utilize the **Daily Health Check & What To Do When Sick** resource for daily assessment of symptoms. 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.
- **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.
- **The decision to wear a mask or face covering is a personal choice for staff. A person's choice should be supported and respected.**

Entering/Leaving the Building

- Minimize crowding. 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).
- **The decision to wear a mask or face covering is a personal choice. A person's choice should be supported and respected.**
- Hand sanitizer and disposable masks will be made available.

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.
- For gatherings (e.g. meetings, pro-d, etc.) use available space to spread people out, and consider virtual options.

Staff Room/Kitchen

- There is no longer a capacity limit for indoor staff spaces (i.e. staffrooms, photocopy rooms, etc.). Staff are encouraged to spread out as much as possible in the available space.
- 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:

- 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 and end of each trip.

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/worksites 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 **should** complete a daily health check **and can utilize the [Daily Health Check & What To Do When Sick](#) resource for daily assessment of symptoms.**
- 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](#)
- **[Daily Health Check & What To Do When Sick](#) resource**
- 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 member can return to work depends on **if they have tested positive for COVID-19 and/or improvement of their symptoms**. See Appendix A - **[Daily Health Check & What To Do When Sick](#)**.

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, **and/or has tested positive for COVID-19, provided the student/staff has no symptoms themselves.**

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

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

The emergence of the more transmissible Omicron variant of COVID-19 has necessitated changes in public health management. With higher levels of community transmission, a shorter virus incubation period, and the increased use of rapid antigen testing, contact tracing and close contact notification by public health is no longer effective to minimize spread of COVID-19.

Public health has transitioned to individual self-management (i.e., individuals care for themselves, engaging with health care providers when needed), with public health focused on identifying and responding to larger clusters and outbreaks. Individuals who test positive are to notify those they live with or have had intimate contact with. **They do not need to notify the District or others at the office.**

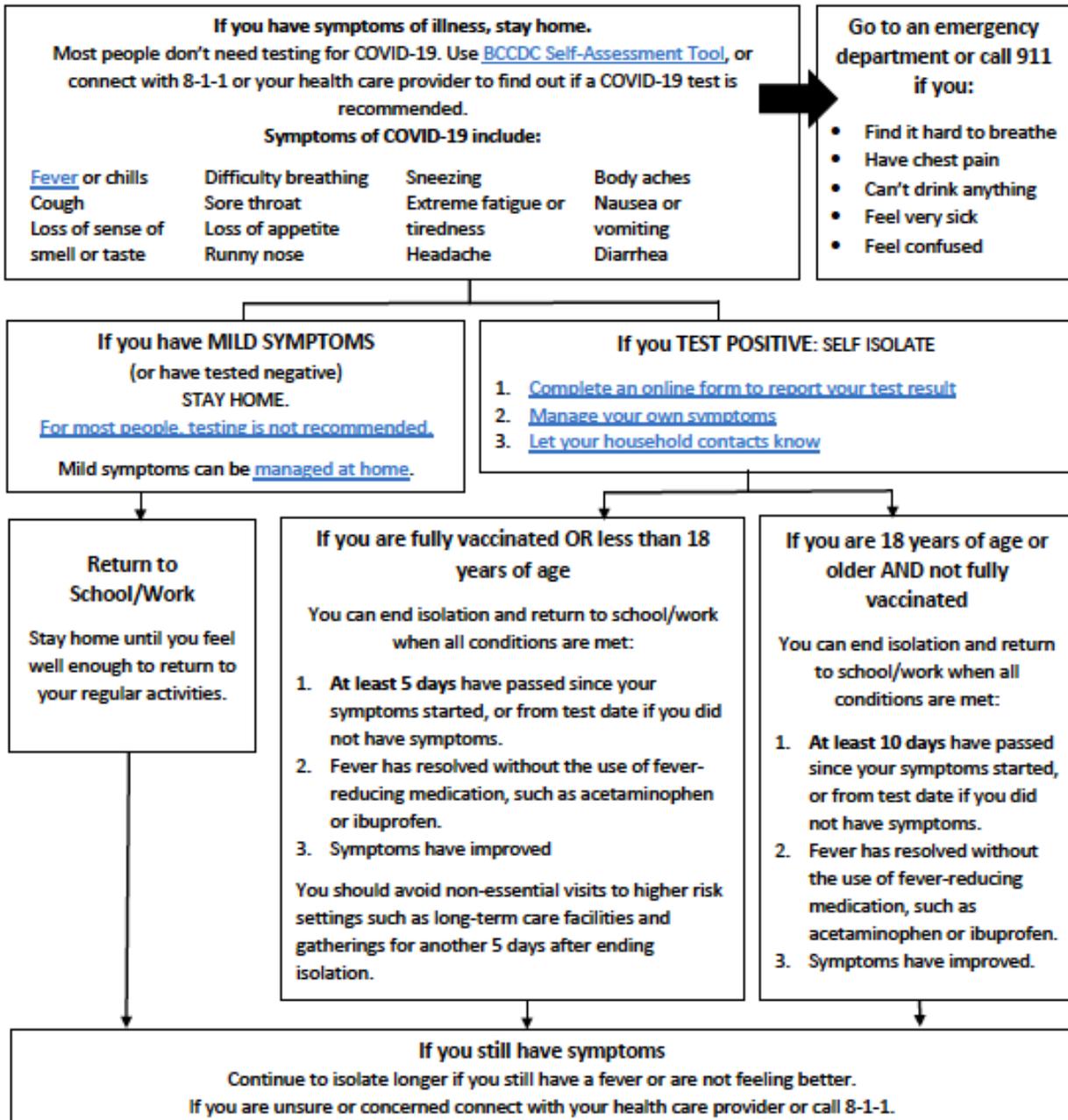
There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health-care professionals.

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 24th, 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 March 10, 2022 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 March 10, 2022 to provide health and safety standards for schools to operate.
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

Appendix A: Daily Health Check & What To Do When Sick



What to do if someone is sick in your household:

You can continue to attend school if someone in your household is sick and/or self-isolating as long as you do not have any symptoms of illness and feel well. This includes if they have tested positive for COVID-19. Ensure you closely monitor yourself (or your child) for symptoms of illness and stay home if you feel unwell. The best way to protect yourself and your family from COVID-19 is to get vaccinated. Vaccines are available for anyone ages 5 and up. Register now at: getvaccinated.gov.bc.ca