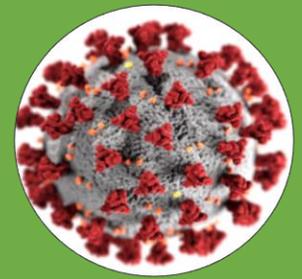


# School District No. 59

## COVID-19: Mandatory Protocol

### Board Office Procedures: Stage 2

K-12 Education Restart Plan: Stage 2  
(Revised September 3, 2020)



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



- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1. If you are having common cold, influenza, or COVID-19 like symptoms, **stay home until you have been assessed by a healthcare provider to exclude COVID-19, or other infectious diseases AND their symptoms have resolved.**
- 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.
- Clean frequently touched objects and surfaces with soap and water solution.
- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at <https://bc.thrive.health/covid19> and follow the directive.

#### Entering/Leaving the Building

- Maintain safe social distancing guidelines of six feet/two metres 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.**
- 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.



# COVID-19 MANDATORY PROTOCOL: BOARD OFFICE PROCEDURES

## Social 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 social 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.
- Try to 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.

## Illness

- If you are sick, stay home and log a sick leave.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home.
- If you are not sure whether you should stay home use the self -assessment tool at <https://bc.thrive.health/covid19>.

## 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.



## Illness and Self-Assessment Protocol

### Personal Measures: Stay Home When Sick

- Any staff or other person within the district office 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**.
- Any staff, or other person within the district office who has cold, influenza, or COVID-19-like symptoms, it is expected they seek assessment by a health-care provider.
- Staff may still attend work if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the staff member is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- Staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend work when they are experiencing these symptoms as normal. If they experience any change in symptoms, it is expected they seek assessment by a health-care provider.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the workplace. **If a staff member has any symptoms they must not enter the work place.**

Those unsure of if they should self-isolate or be tested for COVID-19 should use the [BC COVID-19 Self-Assessment Tool](#).

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

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If a staff member is confirmed by public health as positive for COVID-19, public health will work with the District to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

**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.**