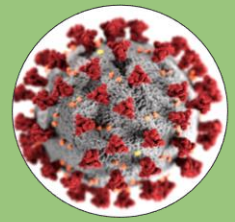


# School District No. 59

## COVID-19: Mandatory Protocol

### Facilities/Transportation: 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. 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



- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing, going to the bathroom, before eating or preparing food, and entering the building.
- 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, it is expected you be assessed by a healthcare provider and tested for COVID-19.
- Avoid close contact with people who are sick.
- Utilize isolation space for children who exhibit symptoms of COVID-19.
- Clean frequently touched objects and surfaces with soap and water.
- Maintain physical distancing.

#### 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.

#### 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.

#### Use of Personal Protective Equipment (PPE)

- Non-medical masks are required to be used in all situations where a person cannot maintain physical distance and in close proximity to other people.
- All maintenance staff must wear non-medical masks when in close proximity to students and staff in school facilities.
- While wearing a non-medical mask, individuals must still seek to maintain physical distance from other people.

# COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

## 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.

## 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.**
- Fuel pumps are to be sprayed with disinfectant after use.
- 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.
- 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.

## 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.

## Illness

- If you are sick, stay home and log a sick leave.
- If you start to develop symptoms of common cold, influenza or COVID-19 while at work use a tissue or mask to cover your nose and mouth. Separate yourself into an area away from others and contact your supervisor for further instructions.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated, and any areas used by them (e.g. classroom, washroom, common areas).
- **If a staff member is assessed by their family physician and it is determined that they do not have COVID-19, they may return to work once symptoms have resolved.**
- If you are not sure whether you should stay home, use the self -assessment tool at: <https://bc.thrive.health/covid19>
- 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 that the household member is seeking assessment by a health-care provider.

# COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

## Illness (cont.)

- 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.
- 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.**

## 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 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.
- **Middle and secondary students are required to wear non-medical masks when they are on the bus. However, no student is required to wear a mask if they can not tolerate it.**
- Students will sit in their own seat wherever possible, **students from the same household or cohort can share seats if space is limited.**
- Face shields and masks will be provided to bus drivers to wear when they are unable to maintain physical distancing with students.
- 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 has any symptoms, 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.).

# COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

## 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.
- 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 lever, windows, keys, seats and door handles are wiped down each time occupants change seats.

## Supporting Documents

- **[BC's K-12 Education Restart Plan](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf)**: Updated July 29<sup>th</sup> 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](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf)**: Updated August 17<sup>th</sup> 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](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education)**: Updated August 11<sup>th</sup> 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](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)**: Updated July 29<sup>th</sup> 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)