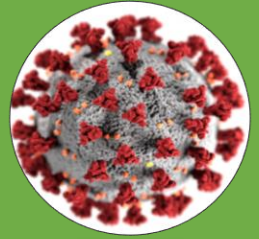


School District No. 59

COVID-19: Mandatory Protocol

Board Office Procedures: Stage 2

K-12 Education Restart Plan: Stage 2
(Revised September 30, 2020 – 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.

School District #59 is directing staff to follow these operational arrangements.

COVID-19 Preventative Measures for Staff



- Complete a daily health check. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea. **Stay home when you are sick.**
- For mild symptoms without fever, staff can monitor at home for 24 hours. If symptoms improve, they can return to work without further assessment.
- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, going to a COVID-19 testing centre, or calling the Northern Health Online Clinic at 1-844-645-7811.
- 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.

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.



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.



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.

Carpooling/Vehicle Sharing

District Vehicles:

Attempt to adhere to physical distancing requirements while driving in vehicles for work purposes. Where 2 metre physical distancing cannot be maintained between employees 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.

Illness and Self-Assessment Protocol

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 common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the district office.
 - Stay home and self-isolate if they have symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak.
 - 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.

SELF-ASSESSMENT

- Staff must complete a daily self assessment for symptoms using the recommended Daily Health Check.
- If a staff member or other individual has any symptoms, they must not enter the building.

SELF-ISOLATION AND SYMPTOMS

- Any staff or other person 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.
 - For a list of symptoms of COVID-19 refer to the Daily Health Check List or the BC Centre for Disease Control website.
- Any staff or other person within the school community who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider and self-isolate while they await the results.
- Those unsure if they should self-isolate or be tested for COVID-19 can use the BC COVID-19 Self-Assessment Tool.
 - If concerned, contact 8-1-1 or the local public health unit to seek further input, **OR**
 - contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- 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. As per public health guidance, 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, they should seek assessment by a health-care provider.

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.

Anyone experiencing symptoms of illness should not return to work until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

Schools and school districts will notify their local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance, to help with the early identification of clusters or outbreaks.

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 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 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](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 September 3rd 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 September 11th 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 September 11th 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