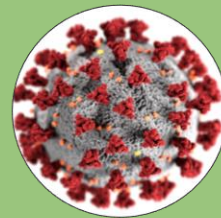


# School District No. 59

## COVID-19: Mandatory Protocol

### Facilities/Transportation: Stage 2

(Revised September 17, 2020 – updates are highlighted)



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



- 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, especially after blowing your nose, coughing, sneezing, going to the bathroom, before eating or preparing food, and entering the building.
- 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.

# 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.**
- Use hand sanitizer before and after using fuel pumps.
- 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.

## **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

## Illness and Self-Assessment Protocol

### Stay Home When Required to Self-Isolate:

The following students, staff or other persons **must stay home and self-isolate**:

- A person confirmed by public health as a case of COVID-19; or
- A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

Anyone required to self-isolate will be supported by public health. Additional information is available from [BCCDC](#).

### Stay Home When Sick:

**Staying home** when sick is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. When COVID-19 is present in the community, the risk of introducing COVID-19 into schools is reduced if staff, students and parents/caregivers:

- Perform a **daily health check**.
- **Stay at home** when sick.
- Get a health assessment and/or **COVID-19 test** when sick.

These steps do not replace usual health care. Health questions can be directed to 8-1-1 or your health care provider. These recommendations are discussed in more detail below and may change over time.

### Daily Health Check:

A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to school when they are infectious. Symptoms of COVID-19 can be mild and are similar to other respiratory infections. Most people in BC with these symptoms do not have COVID-19.

- School administrators must ensure parents, caregivers, school staff and other adults routinely entering the school are aware of their responsibility to assess themselves daily for key symptoms of illness prior to entering the school. (i.e. perform a daily health check).
- Parents and caregivers should assess their child daily for key symptoms of illness before sending them to school (i.e. perform a daily health check for their child)..
- Staff and other adults should assess themselves daily for key symptoms of illness prior to entering the school (i.e. perform a daily health check).
- There is no need for schools to verify that the health check has occurred every day, nor to require that parents submit a daily health check form to the school.

### Stay Home When New Symptoms of Illness Develop:

**Students and staff should stay at home** when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

## COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school 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.

When a **COVID-19 test is recommended** by the health assessment:

- If the COVID-19 test is **positive**, the person should stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, the person can return to school once symptoms have improved and they feel well enough. 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.
- If a COVID-19 test is recommended but is not done because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then may return if feeling well enough.

If a **COVID-19 test is not recommended** by the health assessment, the person can return to school when symptoms have improved and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

**Do not require a health-care provider note (i.e. a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.**

### Other Considerations for Managing Illness at Schools:

- A person with mild symptoms may elect to seek COVID-19 testing, even when this is not required according to the above guidance. Having a pending COVID-19 test result should not, by itself, be a reason to exclude a person from school if there are no other reasons to exclude them.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

Students and staff who experience symptoms consistent with a previously diagnosed health condition can continue to attend school 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.

If you have further concerns, please contact the local public health unit to seek further guidance (250-719-6500).

# COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

## 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.).

## 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**: 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**: Updated September 3<sup>rd</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**: Updated September 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**: Updated September 11<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)