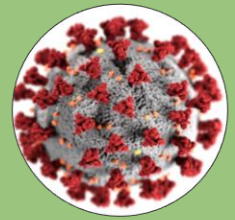


School District No. 59

COVID-19: Mandatory Protocol Facilities/Transportation: 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. 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.



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 any school buildings.

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 the staff member with a non-medical mask if they don't have one (exceptions will 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.

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- Encourage the staff member to seek assessment by a health-care provider.
- Request that the staff member staff 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 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.

**REDUCE THE SPREAD OF COVID-19.
WASH YOUR HANDS.**

- 1 Wet hands with warm water
- 2 Apply soap
- 3 For at least 20 seconds, make sure to wash:
 - palm and back of each hand
 - between fingers
 - under nails
 - thumbs
- 4 Rinse well
- 5 Dry hands well with paper towel
- 6 Turn off tap using paper towel

1-833-784-4397 | canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada | Canada

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 to 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.).
- 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.

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.

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

- 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 leaver, 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 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**: 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**: 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**: 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

