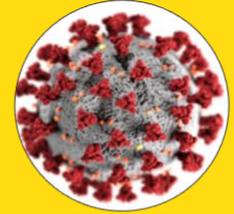


COVID-19 Communicable Disease Protocols for Facilities

K-12 Education Recovery Plan
(Revised August 30th, 2021)



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 the active daily health check, checking for symptoms of COVID-19 each day prior to coming to work. Staff can utilize the [BC COVID-19 Self Assessment Tool app](#) for daily assessment of symptoms, or reference the SD59 Daily Health Check Form. The health check will include checking for fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea and vomiting, sore throat, loss of appetite, extreme fatigue, headache, body aches and diarrhea. School and district administrators are required to verify that staff and other adult health checks have been completed before they enter the work place.
- **Stay home when you are sick.**
- 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.
- Manage flow of people and minimize crowding.
- All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in the District office –, except when:
 - There is a barrier in place (you are alone in your workspace);
 - eating and drinking;

Hours & Access

- The office will be open to the public from 8:00 am -4:00 pm, Monday to Friday.
- Staff must ensure that visitors are aware of Communicable Disease Protocols and requirements prior to entering the building (e.g. minimize crowding, requirement to wear a non-medical mask while in the building).
- All visitors must confirm they are not ill and are not required to self-isolate before entering.
 - As part of the visitor registration/sign-in process, visitors must confirm they are not ill and are not required to self-isolate.
- All visitors must wear a non-medical mask when they are inside the building.
- Visitors must hand sanitize in main entryway before entering the office.

Maintain Cleaning/Disinfecting Procedures

COVID-19 COMMUNICABLE DISEASE PROTOCOL: FACILITIES STAFF

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 once 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 once 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.

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.



Staffroom and Breaks

- Wash your hands or use hand sanitizer before you go into the kitchen.
- 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, avoid crowding.
- When you are finished wash your hands or use hand sanitizer again before you go back to your office or work space.

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. Avoid crowding. Respect individual comfort levels regarding personal space.
- **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.

Use of Personal Protective Equipment (PPE)

- All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in District buildings –, except when:
 - There is a barrier in place;
 - eating and drinking;
- While wearing a non-medical mask, individuals must still seek to void crowding and respect individual comfort levels regarding personal space.

Illness and Self-Assessment Policies and Protocols

The School District has developed local protocols that:

- Ensure staff and visitors entering the school/worksites are aware of their responsibility to complete a daily health check prior to entering the school/worksites and to stay home if they are sick.

Daily Health Check

A daily health check is to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.

- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer's Order on Workplace Safety, prior to entering the building.
 - School and district administrators are required to verify that the staff and other adult health checks have been completed before they enter the building.
- If a staff member or other individual has any symptoms, they must not enter the building.

Staying Home, Self Isolating and Symptoms

Stay Home When Required to Self-Isolate

Staff or other adults **must stay home if required to self-isolate.**

Symptoms of Illness and Return to Work

Staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Staff and other adults can refer to the BCCDC's "[When to get tested for COVID-19](#)"
- Staff, students and parents/caregivers can also use the [BCCDC online Self-Assessment Tool](#), call 8-1-1 or their health care provider.

COVID-19 COMMUNICABLE DISEASE PROTOCOL: FACILITIES STAFF

When a staff, other adult can return to work depends on the type of symptoms they experienced (as indicated in the BCCDC "[When to get tested for COVID-19](#)" resource) and if a COVID-19 test is recommended, and the type of illness they had (e.g. COVID-19 or other illness). See Appendix A – COVID-19 Symptoms, Testing and Return to School for more information.

Staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend work 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.

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

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 staff stay home until COVID-19 has been excluded and symptoms have resolved.

Staff or other adults should stay home when sick.

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.

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.
- All students in grade 4 to grade 12 are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses. However, no student is required to wear a mask if they can not tolerate it for health or behavioural reasons, or if the person who is unable to put on or remove a mask without the assistance of another person;
- Students in Grades K - 3 are encouraged to wear a mask on school buses, but are not required to do so – mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
- Non-medical masks or face coverings should be put on before loading.
- Spread students out if empty seats are available.
- Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses except while driving.
- 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 is sick, they must not take the bus or go to school.**
 - Review bus safety and protocols with their child to help limit potential exposure to COVID-19.
- 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.
- Provide hand sanitizer for vehicle occupants to use at the start of each trip.

Carpooling/Vehicle Sharing

District Vehicles:

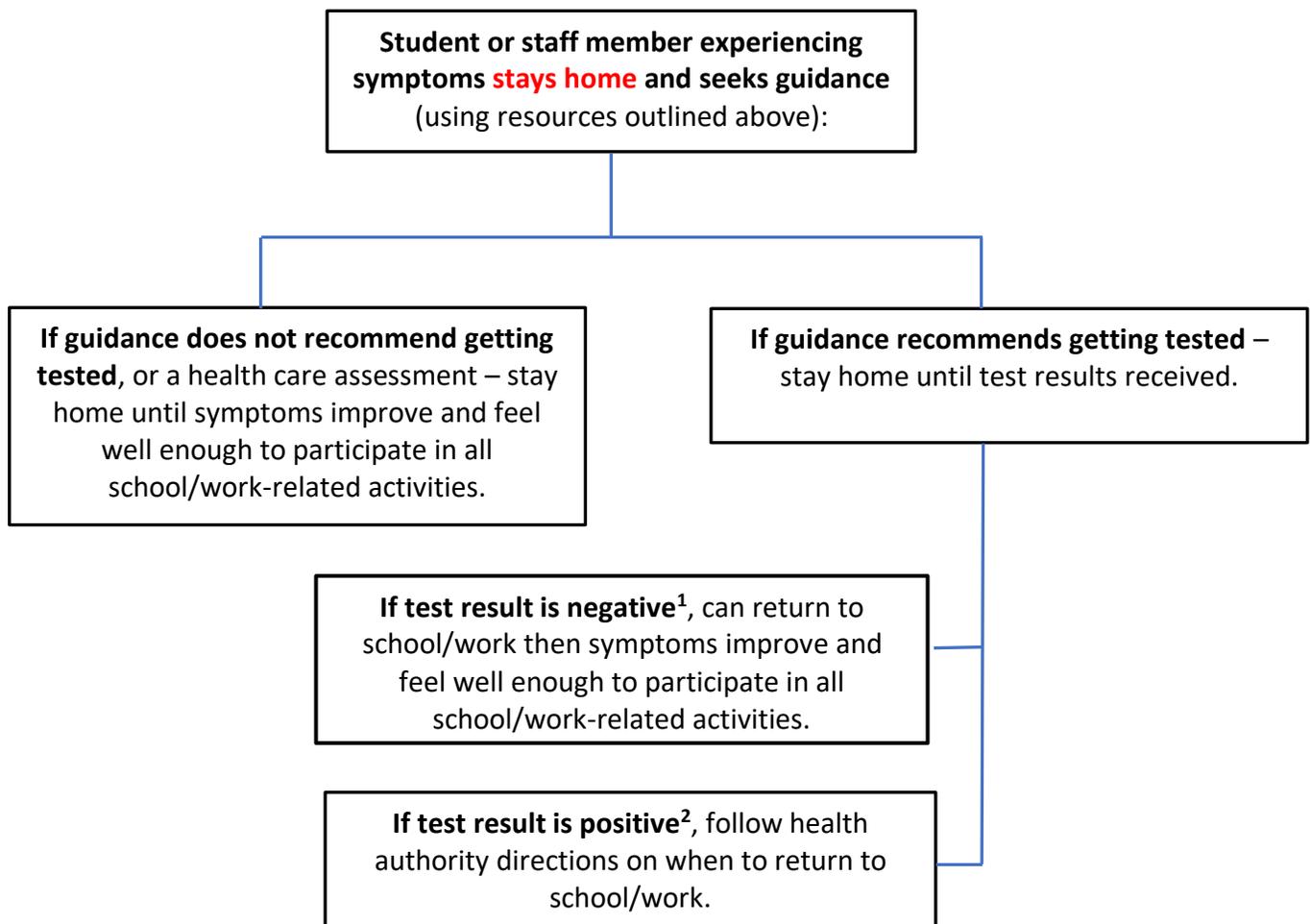
- Non-medical masks must be worn by vehicle occupants to reduce the risk of transmission
- Open windows whenever possible to increase fresh air ventilation while vehicle is occupied, and ensure the fresh air intake is open so that air in the vehicle is not being recirculated.
- Consider grouping workers 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 and end 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 Recovery Plan](#)**: Updated August 24th, 2020 provides direction to boards of education and independent school authorities to deliver educational programs and supports in line with provincial pandemic recovery efforts in the 2021/22 school year by:
- **[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-guidlines.pdf)**: Updated August 24th, 2021 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-guidlines.pdf>
- **[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 August 24th, 2021 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

Appendix A: COVID-19 Symptoms, Testing and Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the K-12 Health Check app and BCCDC When to get tested for COVID-19 resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC on Self-Assessment Tool or call 8-1-1 or their health care provider.



1. 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.
2. Public health will contact everyone with a positive test. Visit the BCDC website for more information on negative test results.