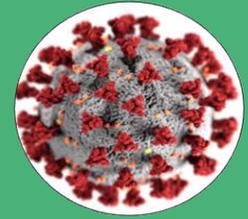


School District No. 82 COVID-19 School Site Safe Work Procedures - Updated: May 29, 2020



On March 17, 2020 the British Columbia government declared a provincial state of emergency to support the province wide response to the novel coronavirus (COVID-19) pandemic.

The primary directive from the Federal and BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employers are to review operations and take preventative measures to mitigate the risks of exposure to all workers. Everyone must do their part to help reduce the spread of the virus and help flatten the curve.

Coast Mountains School District 82 is requiring all staff to comply with the following measures and safe work procedures.

COVID-19 Preventative Measures to Mitigate Risk and Stop Transmission

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Maintain safe physical distancing of two meters between yourself and others.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- Please note: masks are not necessary for people who are not experiencing symptoms.
- If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at <https://bc.thrive.health/covid19>.

Illness

- If you are sick, stay home and contact your Principal or Supervisor.
- If you start to develop symptoms while at work, let your Supervisor know via email or phone and go home. Exit building safely.
- Principal or Supervisor will contact HR Wellness.
- HR Wellness will contact you with the next steps.
- If you have been in contact with someone that has been diagnosed with COVID-19 or a presumptive case, you **MUST** report this to your Principal or Supervisor.

Entering/Leaving the Building

- Maintain safe physical distancing guidelines of two meters between people when entering and leaving the building. **Do not enter or leave the building in groups!**
- Each school will identify entrances and exits to be used by all staff. These entrances and exits will be propped open during the 15-minute entry and exit period.
- Wash your hands after you enter the building and disinfect your workspace as needed.

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Daily Sanitizing Routines

Wash your hands when you arrive at school.

Disinfect your work area as needed.

If you must meet in an alternate space (as identified by your administration), disinfect the used, surfaces, furniture, equipment etc. after the meeting.

Disinfect all shared surfaces, furniture equipment etc. when finished.

Additional Cleaning and Disinfecting Procedures

- Schools will be cleaned and disinfected in accordance with the BC CDC's [Cleaning and Disinfectants for Public Settings](#). Cleaning practices will be in line with the provincial health officer's [COVID-19 Public Health Guidance for Childcare Settings](#).
- A cleaning policy that focuses on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices is in place.
- Cleaning and disinfecting schedules are in place such that high-touch surfaces are frequently cleaned during the day. General cleaning and disinfecting of the premises will occur at least once a day. Frequently-touched surfaces will be cleaned and disinfected at least twice a day.

Daily Communication Routines

1. When you arrive at school, head straight to your classroom or designated work area.
2. Check in at the office via procedure established by Principal/Vice Principal or Supervisor.
3. Call or email your Principal/Vice Principal or Supervisor with any questions throughout the day.
4. Check your email regularly for updates.
5. Check out at the office when you are leaving the building at the end of the day as per check-in/check-out procedure.



Physical Distancing

Follow safe social distancing guidelines of maintaining two meters' distance between people.

Work in your classroom, office or workspace 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 to contact them.

If you need to work in a group or meet with others, ensure that you are in a space that allows for the six feet/two metre distance among people.

Use Zoom, FaceTime, Skype, Microsoft teams, etc. as much as possible.

Social Distancing: Deliveries

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.

Use of Vehicles

Should staff need to travel to a different location in the within the school district, only one person per vehicle.

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Transportation

- Cleaning and disinfection of the high-touch areas of the bus at the start of the shift and after drop offs. Buses used for transporting students will be cleaned and disinfected according to the guidance provided in the BC CDC's [Cleaning and Disinfectants for Public Settings](#) document.
- We will encourage private vehicle use where possible to decrease transportation density.
- Have students sit in their own seat wherever possible, students from the same household can share seats if space is limited.

Pick-Up / Drop-Off

- Stagger start and end of shift times as well as break times for workers to prevent crowding when entering and leaving the workplace.
- Manage the flow of people in public spaces such as hallways and on stairs, consider the use of one-way systems.
- If staff need to travel between worksites, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people.

Photocopier or Supply Room

- If you need to use the photocopier, wash your hands before you begin.
- When you are done, disinfect the photocopier.
- Disinfect any shared surfaces or equipment at the photocopy area/room such as staplers, hole punches, etc. that you used.
- Only **one** person allowed at the photocopier, in the photocopy room and in the supply room at a time.
- When you are finished at the photocopier or in the supply room, wash your hands again before you go back to your office or workspace.

Playgrounds

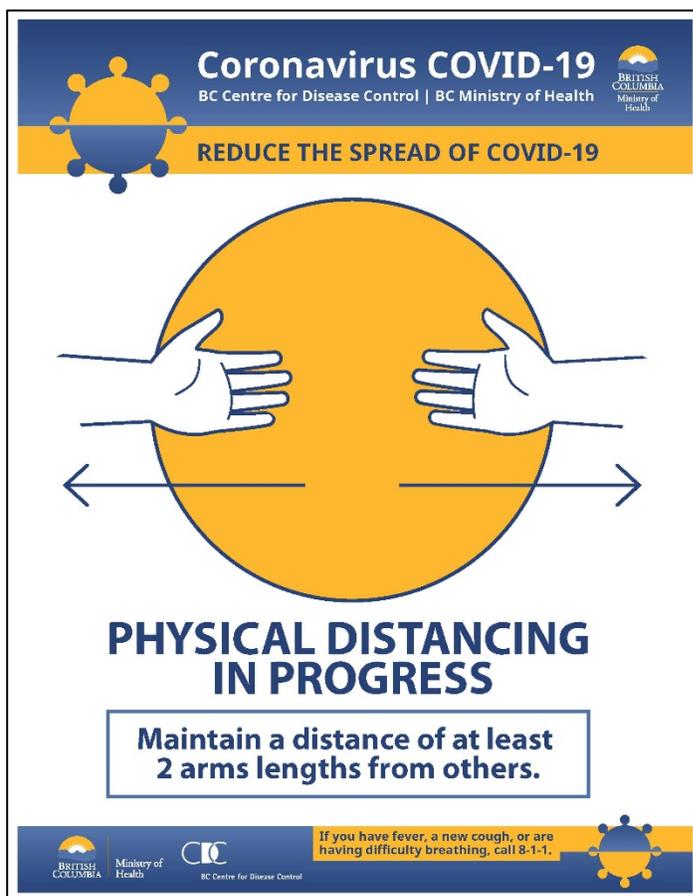
Playgrounds are a safe environment, and we encourage appropriate personal hygiene practices before, during, and after outdoor play.

Bathrooms

Follow the plan for bathroom use established by your Principal/Vice Principal or Supervisor. This plan will include which staff will use which bathrooms.

Make sure to wash your hands when you leave the bathroom.

Follow COVID-19 handwashing guidelines as posted.



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Physical Distancing Ideas

Many school districts and independent school authorities have asked how the Provincial Health Officer's (PHO) order banning gatherings of more than 50 people and applies in a K-12 school setting. It is important to understand that the PHO order is primarily intended to prevent large groups of people from gathering in close quarters with one another. The PHO recognizes that schools will require some flexibility when it comes to providing care and learning opportunities to the children of essential services workers and potentially vulnerable students.

The order does not apply to students or staff in a school setting provided that school physical distancing measures can be followed. This means that there can be more than 50 students and staff in a school at any given time, if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.

School districts should prioritize in-person visits to schools and reserve these opportunities for those that need it most (e.g. children of essential service workers or students that require unique supports).

Understandably, physical distancing is challenging in a K-12 educational setting, particularly with younger children. At the same time, it is important that we do what we can to try to assist children in understanding the importance of minimizing the frequency of physical contact with one another. The following ideas should be taken into consideration during planning:

- Avoiding close greetings like hugs or handshakes.
- Help younger children to learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Take children outside more often, perhaps breaking children into smaller groups to maintain a degree of distance.
- Set up regular learning activities outside such snack time, arts and craft time.
- Regularly clean and sanitize items that are designed to be shared, such as game controllers.
- Set up mini environments within the school to reduce number of children in a group, i.e., set up 2 or 3 learning areas for numeracy and literacy activities.
- Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym or library, outside).
- Increase the space between children during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- When children want to use the same area/activity, redirect some children to another area.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up.

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Physical Distancing Ideas *(continued)*

- Discourage any food or drink sharing.
- Consider staggering snack/lunch time so you can accommodate smaller groups with more space.
- Minimize the number of non-essential people entering the school.
- Reinforce and remind of the rule of “hands to yourself”.
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.

Children should wash their hands...

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Provide Reassurance, Good Listening and Maintain Routines

Children hear and take in a lot of the talk that is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly, but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in those physical distancing strategies into your learning activities.

Keeping Parents/Caregivers Informed

- Keep parents and caregivers informed about what you are doing in your educational setting to take extra precautions, be responsive to children.
- Be clear about your policy that children need to stay home if they are sick.

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International/Travelling Students

We will make contact with parents and/or guardians to make arrangements as needed regarding illness, summer accommodation, and continuity of education.

Staffroom and Breaks

1. Wash your hands before you go into the staffroom.
2. Maintaining a distance of two metres amongst each other. Staff room capacity is to be determined by the size of the room.
3. The staff room is available for eating. It can be used for food storage, accessing appliances, etc.
4. Bring your own lunch. We are asking you not to leave the building for lunch to limit potential exposure. If you leave, make sure you follow the same protocols that you did when you arrived.
5. Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, utensil use, etc.).
6. Disinfect the areas, surfaces, appliances, etc. that you use in the staffroom.
7. When you are finished wash your hands again before you go back to your classroom, office or workspace.
8. Do not share food or drink.
9. We encourage everyone to eat in their own work area or classroom.

Sharing Personal Items

Sharing personal items is discouraged. Have your own items for use on the job and use sanitizer to clean these items every day or as needed.

Disinfection/Sanitization Supplies

If you require additional information regarding supplies, please contact Custodial Services Supervisor, Chantal Callbreath at (250) 638-4430.

Enhanced Cleaning for Areas Exposed to Illness or COVID-19

- Immediately restrict access to area by all staff members.
- Hang "Do Not Enter" signs.
- Contact the Custodial Supervisor, Chantal Callbreath at (250) 638-4430 to have the Enhanced Cleaning Team dispatched to your location.
- Principal/Vice Principal or Supervisor will be notified when it is safe to enter

Other Shared or Specialty Spaces

Principal/Vice Principal or Supervisors will develop protocols for use of other shared spaces within their individual buildings (libraries, gyms, shops, etc.)

Bringing Materials In / Out Of School

Guidelines are specific to each school site and the protocols and procedures are listed in the school safety plans. Sanitation and sterilization measures are in place for each site.

Practice Self-care / Managing Stress

Build self-care into your day. All the things you do to take care of yourself will help manage your stress. By taking good care of yourself, you will be better prepared to take care of others. Some self-care ideas:

- Meditate
- Take a break outside
- Practice deep breathing
- Have a virtual coffee date with a friend
- Read about something other than the virus
- Start a digital detox (leave your phone alone for a while)
- Exercise

If you are struggling and feel that you need support, please access the school district's Employee & Family Assistance Program (FSEAP). *Services are free and confidential by contacting 1.800.667.0993 or visiting the FSEAP website at fseap.bc.ca.*

Additional information and resources can be found on the school district's website at www.cmsd.bc.ca.