

# COVID-19 Exposure Control Plan

## BOARD OFFICE PROCEDURES

May 28, 2020

Educators, administrators and support staff play a key role in protecting students and their families from, and minimizing the impact of, infection and illness. This is especially important at this time as we work to prevent and minimize the spread of the novel COVID-19 virus.

We have a shared responsibility in preventing the spread of the virus. We must continue to do our part by washing our hands, practicing safe physical distancing, and staying home if we feel sick.

The Greater Victoria School District is directing staff to follow these administrative controls in conjunction with the **BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 Settings**. All employees are expected to read, know and organize their work in accordance with the Exposure Control Plan and BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 Settings.

Additional resource: **Worksafe Preventing Exposure to COVID-19 in the Workplace**.

### COVID-19 Preventative Measures



- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Practice social distancing by staying at least six feet/two metres away from any other individual while working.
- 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.
- 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.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.

### Entering/Leaving the Building

- Maintain safe physical 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. The designated entrance is the main door. The designated exit is the door at the end of the hall, nearest the Associate Superintendents' offices. **There are signs and arrows indicating direction of travel.**
- Wash your hands after you enter the building and disinfect your workspace as needed.

### Office Hours

- Board office hours will remain 8am to 4pm.
- The main door will be open to the public during office hours with physical distancing measures and plexi-glass at reception in place.
- A locked mailbox will be located inside the main door for document delivery.

## Daily Sanitizing Routines

- After arriving to the office, wash your hands immediately.
- Use available disinfectant to disinfect your work space as needed.
- If you must meet in a shared space or meeting room, disinfect any surfaces, handles, equipment, furniture, etc. that have been used following the meeting.
- Disinfect 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.

## Physical Distancing

- Do not enter or exit the building in a group. Enter and exit using safe physical 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.
- If you need to work in a group or meet others, ensure that the workspace allows you to keep the six feet/ two metres distance between people.
- Use phone, email and Zoom as much as possible.
- Do not share food (candy jars are off limits and need to be put away!)
- If there are visitors to the office, ensure we maintain six feet/two metres physical distancing guidelines and disinfect door handles, surfaces, furniture, etc. after the visitor leaves.

## Washrooms

- Follow COVID-19 handwashing guidelines as posted in the washrooms.
- Make sure to wash your hands when you leave the washroom.
- Ensure washroom use follows physically distancing protocols.

**BC Centre For Disease Control:**  
<http://covid-19.bccdc.ca/>

## Illness

- If you are sick, stay home and log a sick leave.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home.
- If you are not sure whether you should stay home use the self-assessment tool at: [bc.thrive.health/covid19](https://bc.thrive.health/covid19)
- If you are concerned you do not have adequate sick leave available for the absence recommended by 811 or your physician and you do not have a short term disability plan, contact your supervisor for approval to work from home or additional sick leave.



## BC COVID-19 Symptom Self-Assessment Tool

### How to Hand Wash



1 Wash hands with warm (not hot or cold) running water



2 Apply liquid or foam soap



3 Lather soap, covering all surfaces of hands, for 20-30 seconds



4 Rinse thoroughly under running water



5 Pat hands dry thoroughly with paper towel



6 Use paper towel to turn off tap

### Staff Room/Kitchen

- Wash your hands before you go into the kitchen.
- Try to bring a lunch that doesn't require a lot of preparation (limit microwave use, surface use, utensil use, etc).
- Only one person will be in the staff room at any time. If there is one person in the staff room, don't enter it.
- Use disinfectant to clean any area or surface that you use.
- When you are finished wash your hands again before you go back to your office or work space.

### Photocopier/Mailroom

- 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 such as staplers, hole punches, etc. that you use.
- Only one person allowed at the photocopier area and in the mailroom at a time.
- When you are finished at the photocopier or in the mail room, wash your hands again before you go back to your office or work space.

### WorkSafeBC Requirements

If a worker is injured as part of their workplace duties/tasks, follow the established procedures. All documents should be sent to [MPledger@sd61.bc.ca](mailto:MPledger@sd61.bc.ca). Form 6A (Worker Report of Injury), Form 7 (Employer Report of Injury) and the SD61 Incident Investigation Form can be found on [www.sd61.bc.ca](http://www.sd61.bc.ca).

Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation. For more information about the steps to follow: [www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work](http://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work)

If workers are expected to follow special safety measures such as deep cleaning, working alone, or working from home, they should know and follow any "Safe Work Procedures" for those tasks. Contact Melissa Pledger ([MPledger@sd61.bc.ca](mailto:MPledger@sd61.bc.ca)), Brian Olohan ([BOlohan@sd61.bc.ca](mailto:BOlohan@sd61.bc.ca)), or the worker's supervisor/principal/vice-principal if you have any questions or concerns about work procedures.

Our partners at Morneau Shepell are continuing to work with the District through LifeWorks. They have developed tools to help with:

- **Working from home when you are not used to it**
- **Coping with COVID-19**
- **Emotional well-being during the COVID-19 pandemic** (webinar)

### Contact Information

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