

COVID-19 Exposure Control Plan

FACILITIES 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 2nd floor **stairwell beside Rentals is designated one way up.** The 2nd floor exit is the **stairwell by the Facilities Board Room is designated as one way down. 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

- No in person visits from consultants or sales people.
- From time to time there will be a need to access the building after hours. Those entering and exiting the facility (and any district facility) after hours will disinfect any high touch surface they have touched and wipe it down afterward. (It is recognized from time to time staff are called out because of an alarm.)

Daily Sanitizing Routines

- First one into the yard will disinfect and wipe down the gate latches and padlock on the entry gate.
- Last one to leave the yard by the designated exit will disinfect and wipe down the gate latches and padlock.
- After arriving to the office, wash your hands immediately.
- If you must meet in a shared space or meeting room, disinfect all surfaces, handles, equipment, furniture, etc. that have been used during the meeting.
- Wipe down all high frequency touch surfaces which include chair handles, computer keyboards, tools, countertops, work surfaces, switches, doorknobs or handles, phone etc. as required.
- If you leave facilities at any time during the day, follow the same guidelines as when you arrived.
- **ONLY ONE person per vehicle is permitted.** If a vehicle must be used multiple times by multiple people, it must be wiped down with disinfectant after each use. Each vehicle will have a bottle of disinfectant spray and wipes.

Physical Distancing

- Practise safe physical distancing of six feet / two metres between people.
- Work in your office or space as much as possible.
- If you need to speak with someone, make sure you stay six feet / two metres away or use your phone.
- If you need to work in a group or meet with others, the room must allow safe physical distancing between people of six feet/ two metres away or use your phone.
- Only one person in a vehicle if travelling to a meeting or work site.
- Deliveries from outside agencies/vendors, including mail delivery should be conducted in a manner as to minimize contact. Wash your hands before and after accepting deliveries and handling mail.
- Public access is limited; visiting is prohibited. In person appointments must be limited and pre-approved by the Director of Facilities.

Washrooms

- Follow COVID-19 handwashing guidelines as posted.
- Make sure to wash your hands when you leave the washroom.
- Follow the plan for washroom use established by your Supervisor that includes washroom occupancy limits and which employees are assigned to which washroom.

Staff Room/Kitchen

- Wash your hands before you go into the staff room.
- Try to bring a lunch that doesn't require a lot of preparation.
- 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 before you go back to your office or workspace.
- Do not share food or drink.

Photocopier/Mailroom

- Disinfect the photocopier when you are done using it.
- Disinfect any shared surfaces or equipment at the photocopy area such as staplers, hole punches, etc. that you use.
- Only one person at a time allowed at the photocopier area and in the mail area.
- When you are finished at the photocopier or in the mail area, **wash your hands again** before you go back to your office or workspace.

Communication

- We recognize that it may be more difficult to complete certain tasks. **The priority is to ensure everyone is safe and we are moving forward as best as we can. If you have any questions, please contact your supervisor.**
- We appreciate your understanding and efforts in taking the necessary precautionary measures to keep each other safe.

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 and follow the directive.
- 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.

Additional Information

- Facilities staff will still have access to all school sites during regular work hours. Physical distancing and disinfectant protocols will apply. Please check-in with School Secretary or Principal/VP.
- Only one person in a vehicle at a time is allowed. If multiple individuals are using the same vehicle it must be disinfected after each use.
- Fuel pumps are to be sprayed with disinfectant after use.
- When re-fueling a vehicle, wear nitrile gloves and discard once finished and fuel cap is back in place.
- In store purchasing should be limited. If necessary, phone ahead for the vendor's protocol and maintain physical distancing at the store.
- Inter office mail and delivery to school sites will be limited; delivery person will maintain physical distancing rules and must wear gloves. Precautions must be taken to not contaminate one site to the next.
- When working together inside the six feet / two metre distance, wear a mask and nitrile gloves (often times two people may be required to lift heavy object that cannot be moved by a forklift).

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**. 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**.

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**

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**), Brian Olohan (**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)

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