

COVID-19 Exposure Control Plan

SCHOOL SITE 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.
- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at: bc.thrive.health/covid19.

Entering/Leaving the Building

- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building. **Do not enter or leave the building in groups.**
- Each school will identify the entrances and exits to be used by students and staff.
- Wash your hands after you enter the building and disinfect your workspace as needed.

School Hours/Access

- The bell schedule has been disabled at each school.
- Only use the designated entrances and exits.
- Schools will lock their doors during the day to limit public access.
- Schools will not be used for community related events unless determined to be essential by the Board of Education.

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.
- Do not share food or drinks.

Physical Distancing Among Adults

- Follow safe social distancing guidelines by maintaining six feet or two metres 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, email or Zoom to contact them.
- Ensure that you are in a space that allows for the six feet/two metre distance among people.

Physical Distancing and Minimizing Physical Contact with Student

- Implement physical distancing strategies from the BCCDC COVID-19 Guidance for Schools, including:
 - » Organize students into smaller groups that stay together throughout the day.
 - » Consider different classroom and learning environment configurations to allow for distance between students and adults.
 - » Stagger pick-up and drop-off times.
 - » Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
 - » Take students outside more often.
 - » Large assemblies of staff and students will not be held.

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close proximity with the students. No additional personal protective equipment beyond normal universal precautions are required.

Daily Communication Routines

- When you arrive at school, wash your hands and head straight to your classroom, office or work area.
- Call, email or verbally check in at the office (with the designated person) and let them know you are there.
- Check your email as your administrator may have sent out a plan for the day.
- Call or email your administrator with any questions throughout the day.
- Check your email regularly for updates.
- Staff who do not have individual computers will be assigned a computer to be used while in the building.
- Call, email or verbally check out at the office when you are leaving the building at the end of the day.

Staff Washrooms

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

How to Hand Wash

 <p>1 Wash hands with warm (not hot or cold) running water</p>	 <p>2 Apply liquid or foam soap</p>
 <p>3 Lather soap, covering all surfaces of hands, for 20-30 seconds</p>	 <p>4 Rinse thoroughly under running water</p>
 <p>5 Pat hands dry thoroughly with paper towel</p>	 <p>6 Use paper towel to turn off tap</p>

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

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 at a time allowed at the photocopier, in the photocopy room and in the supply room (if your school has one).
- 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.

Staffroom and Breaks

- Wash your hands before you go into the staffroom.
- Maintain a distance of six feet/two metres between each other.
- It can be used for food storage, accessing appliances, etc.
- Bring your own lunch. We are asking you not to leave the building for lunch to limit potential exposure. If you have to leave make sure you follow the same protocols that you did when you arrived.
- Bring a lunch/snack that does not require a lot of preparation (limit microwave use, surface use, utensil use, etc.).
- Disinfect the areas, surfaces, appliances, etc. that you use in the staffroom.
- When you are finished, wash your hands again before you go back to your classroom, office or workspace.
- Do not share food or drinks.

Other Shared or Specialty Spaces

- Administrators will develop protocols for use of other shared spaces within their individual buildings (libraries, gyms, shops, etc.) and post signage.
- Protocols for these spaces must be in line with district protocols.
- Disinfect used surfaces, appliances, furniture, equipment, etc. before and after use.
- For shared resources such as books, learning materials and toys, please review BCCDC guidelines.
- Staff and students should not share personal items (devices, writing instruments, etc.)

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 or call 811.
- 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.
- Administrators are to communicate to parents/ caregivers their responsibility to assess their children daily before sending them to school.



BC COVID-19 Symptom Self-Assessment Tool

Know the Facts

Using reliable sources of information will ensure that what you do learn is fact, not fear-based.

- **The BC Centre for Disease Control:** covid-19.bccdc.ca
- **Health Link BC:** www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19
- **Health Canada:** www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
- **The World Health Organization:** www.who.int/emergencies/diseases/novel-coronavirus-2019

Practice Self-care

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'll be better prepared to take care of others.

Some self-care ideas:

- Set and maintain a routine
- Exercise regularly
- Aim to get seven to eight hours of sleep each night
- Take deep breaths and stretch
- Listen to music, read a book or reliable news sources
- Enjoy outdoor activities while following social distancing
- Acknowledge and appreciate what others are doing to help you and our community
- Practice regular hand washing to minimize your risks

Call 1-888-COVID-19 or text 604-630-0300 for details, advice, and further information on the virus in British Columbia.

Sited From:

www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/mental-health-addictions

**Additional Employee
Information on our Staff Portal:
[www.sd61.bc.ca/staff-support-portal/
covid-19](http://www.sd61.bc.ca/staff-support-portal/covid-19)**

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)

Contact Information

Melissa Pledger

HR-Occupational Health & Safety Advisor

250-475-4192

MPledger@sd61.bc.ca

Brian Olohan

Facilities' Department Health & Safety Advisor

250-920-3464

BOlohan@sd61.bc.ca

COVID-19 PROTOCOL RESPONSIBILITIES

Creating a safe and healthy environment for all of our students and staff is our top priority. We all have an important role to play and a responsibility to maintain and ensure safe working conditions in our learning community, for ourselves and for all others involved.

Employer (School District)

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources and materials required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of Exposure Control Plan.
- Conduct a periodic review of the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

Supervisors (Principals & Vice Principals)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

Workers (Teachers, Education Assistants, Support Staff)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

Facilities Managers

- Maintain an inventory of PPE for custodians, **cleaning and disinfectant products**, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this Exposure Control Plan.
- Direct the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revise the work schedule to ensure priority of intensive cleaning of impacted work area surfaces and touch points.

Joint Occupational Health and Safety Committee

- Make recommendations to the employer for the improvement and implementation of the COVID-19 Exposure Control Plan.
- Identify situations that may be unhealthy or unsafe for workers, and advise on effective systems for responding to those situations.
- Consult with workers and the employer on issues related to the COVID-19 Exposure Control Plan.
- Make recommendations to the employer on orientation/training on COVID-19 Exposure Control Plan and to monitor their effectiveness.
- Complete weekly COVID-19 Protocol checklist and submit to District Occupational Health and Safety Committee.