

COVID-19 Exposure Control Plan

SCHOOL SITE PROCEDURES

September 2, 2020

All school staff have a shared responsibility in protecting themselves and students from the spread of COVID-19. We know that school closures have significant negative mental health and socioeconomic impacts on vulnerable students. We need to be vigilant in practicing prevention measures and mitigation strategies for our children that are balanced with the risks in our schools.

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 resources: [Worksafe Preventing Exposure to COVID-19 in the Workplace](#)
[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)



COVID-19 Preventative Measures

1. **STAY HOME WHEN SICK** - All students and staff with common cold, influenza, COVID-19, or other respiratory symptoms must stay home and self-isolate.
2. **HAND HYGIENE** - Everyone should clean their hands more often! Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.
3. **RESPIRATORY AND PERSONAL HYGIENE** - Cover your coughs. Do not touch your face.
4. **PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT** - No sharing of food, drinks, or personal items. Spread students and staff out to different areas when possible. Take students outside more often. Stagger break and transition times. Incorporate individual activities. Remind students to keep their hands to themselves.
5. **CLEANING AND DISINFECTION** - Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day). General cleaning of the school should occur at least once a day.

Stay Home When Sick

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. A daily health checklist will be provided to parents and caregivers.
 - » **If a child has any symptoms, they must not go to school.**
- Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. A daily health checklist will be provided to all employees.
 - » **If staff or any adult has any symptoms, they must not enter the school.**

- School administrators must:
 - » Ensure school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
 - » Clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school.
- Any student or staff who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider. Those unsure of if they or a student should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment Tool or to contact 8-1-1, a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases. **Staff and families are expected to follow the advice of their health care provider on when they can safely return to school.**
- Any student, staff or other person within the school who has symptoms of COVID-19 OR travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak **must stay home and self-isolate**, including children of essential service workers.
- If a staff member is concerned they do not have adequate sick leave available for the absence recommended by their health care provider and does not have a short term disability plan (SIP), they should contact their supervisor for approval to work from home or additional paid sick leave.

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

- Only use the designated entrances and exits.
- Schools will be open to staff 7 a.m. to 7 p.m.
- Rentals for community events will be restricted and require appropriate approvals.
- Parents and guardians will be encouraged to use phone or email to meet with staff or make an appointment.
- School volunteers will be limited to essential educational support programs such as school meals.
- The school will keep a log of all visitors, that includes contact information.

Cleaning

- General cleaning and disinfecting of the premises at least **once every 24 hours**.
 - » This includes items that only a single student uses, like an individual desk or locker.
- Cleaning and disinfecting of frequently-touched surfaces at least **twice every 24 hours**.
 - » These include door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- Clean and disinfect any surface that is visibly dirty.
- Administrators will work with facilities staff to coordinate student transitions with cleaning schedules.

Daily Sanitizing Routines

- Staff and students to wash hands upon arrival 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.
- Staff and students should not share food, drinks, or other personal items (e.g. devices, writing implements, etc.).

Hand Hygiene

When Staff and Students Should Perform Hand Hygiene:

- When they arrive at school.
- Before and after any breaks (e.g., recess, lunch, outdoor learning activities, using playground equipment).
- Before and after eating and drinking (excluding drinks kept at a student's desk or locker).
- Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).
- After using the toilet.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.

Additional Staff Hand Hygiene:

- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning tasks.
- After removing gloves.
- After handling garbage

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

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

Physical Distancing Among Adults

- Follow safe social distancing guidelines by maintaining six feet or two metres distance between adults.
- Work in your classroom, office, or workspace as much as possible.
- If you need to talk to staff, 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 adults.

Physical Distancing and Minimizing Physical Contact with Students and Among Students

School Gatherings and Events:

- School gatherings should be kept to a minimum and where possible schools should seek virtual alternatives for larger gatherings and assemblies to continue to support these events in a different format.
- Any School gatherings should occur within a learning group.
- Gatherings must not exceed the maximum learning group size in the setting (which includes students and staff who are part of the learning group)
- In-person inter-school events (including competitions, tournaments and festivals) will not occur at this time.

Learning Groups:

- Staff and students will be organized into learning groups to reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.
 - » In **elementary and middle schools**, a cohort can be composed of up to **60** people.

- » *In **secondary schools**, a cohort can be composed of up to **120** people.*
- *The learning groups will remain consistent for all activities in the school including staggered drop off and pick up times, recess, lunch and transitions within the schools.*
- *Within the learning groups, minimized physical contact is encouraged, but the two metre physical distance does not need to be maintained. Within the learning group, consistent seating arrangements, limiting shared learning resources, and outdoor learning and physical health activities are encouraged.*
- *Students will be reminded to keep their hands to themselves, and avoid hugs and handshakes.*
- *Administrators will keep up to date lists of all students and staff in the learning groups for public health contact tracing.*
- *The composition of learning groups may be changed at the start of a new quarter, semester or term in the school year. Outside of these times, composition will be changed as minimally as possible, except where required to accommodate learning, operational or student health and safety considerations.*

Student Activities Outside Learning Groups:

- *Student breaks and transitions will be staggered to minimize interactions between learning groups.*
- *Administrators will manage the flow of people in common areas to minimize crowding and clearly mark hallways and other common areas to reduce contact between students.*
- *Students must maintain practice physical distancing with students and staff outside the learning group and students socializing with peers outside the learning group are encouraged to do so outdoors.*
- *Students in middle and secondary schools are required to wear masks when in hallways and other areas where physical distancing cannot be maintained. (Procedures for school buses are detailed at link)*

Staff Interacting with Multiple Learning Groups

- *Administrators will work with school staff to set schedules that minimize the number of staff that interact with a learning group that they are not a part of as much as practical.*
- *School staff interacting with multiple learning groups will practice two-metre physical distancing and mask/face shield wearing. Plexiglass barriers may be used where practical.*
- *School staff interacting with multiple learning groups will keep a daily log of contacts with learning groups and individual students.*
- *These procedures apply to: Administrators, prep/exploratory teachers, non-enrolling teachers, teachers with assignments in more than one school, education assistants, custodians, office support staff, itinerant specialist educators TTOC's and Spareboard education assistants and clerical staff. (Additional procedures for itinerant specialist educators, TTOC's and Spareboard education assistants can be found on the [District's website](#)).*

Students with Medical Complexity, Immune Suppression and/or Receiving Delegated Care

- *Managing students with medical complexities, immune suppression or receiving delegated care may require those providing health services (e.g. staff providing delegated care or other health-care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. In community-based clinical settings where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for routine practices is not required.*
- *If a person providing health services assesses the need for additional PPE following a point of care risk assessment it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g. children with immune suppression), particularly those who work at multiple sites.*

Personal Protective Equipment

- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household.
- Students in Middle and Secondary school are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.
- Exceptions will be made for students who cannot wear masks for medical reasons.
- Staff 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) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- Wearing a non-medical mask, face covering, or face shield in schools outside of the circumstances outlined above is a personal choice for students and adults. It is important to treat people wearing masks with respect.
- Those that choose to wear non-medical masks, face coverings or face shields must still seek to maintain physical distance from people outside of their learning group. There must be no crowding, gathering or congregating of people from different learning groups, even if non-medical masks are worn.

What to Do If a Student or Staff Member Develops Symptoms At School

IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL

Staff must take the following steps:

1. Immediately separate the symptomatic student from others in the designated area.
2. Ask the student to put on their mask. If the student does not have a mask they will be provided with a disposable mask or tissues to cover their coughs or sneezes. Used tissues will be disposed of as soon as possible and hand hygiene performed.
3. The office will contact the student's parent or caregiver to pick them up as soon as possible.
4. Where possible, a 2-metre distance from the ill student. If not possible, staff supervising the student will wear a mask or face covering.
5. Staff must avoid touching the student's body fluids (e.g., mucous, saliva). If staff do, practice diligent hand hygiene.
6. Once the student is picked up, all staff supervising the student must practice diligent hand hygiene.
7. The custodian must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

IF STAFF DEVELOPS SYMPTOMS AT WORK

Staff must notify the administrator and go home as soon as possible.

If unable to leave immediately:

1. Symptomatic staff must separate themselves into an area away from others, outside if practical
2. Maintain a distance of 2 metres from others.
3. Use a mask to cover their nose and mouth while they wait to be picked up.
4. The custodian must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).



**BC COVID-19 Symptom
Self-Assessment Tool**

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.

General Ventilation and Air Circulation

At this time, there is no evidence that a building's ventilation system, in good operating condition, is contributing to the spread of the virus. School districts are required to ensure that heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers.

In order to enhance school ventilation, schools should consider:

- moving activities outdoors when possible (for example, lunch, classes, physical activity) and consider moving classrooms outside when space and weather permit,
- ensuring that the ventilation system operates properly and maximize air exchange where possible, and
- opening windows when possible.

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.

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. If you have to leave the school during a break, 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.

WorkSafeBC Requirements

If a worker is injured as part of their workplace duties/tasks, follow the established procedures.

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 your supervisor/ principal/ vice-principal if you have any questions or concerns about work procedures.

Report all workplace injuries to your supervisor.

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