

# COVID-19 Exposure Control Plan

## BOARD OFFICE PROCEDURES

January 22, 2021

All district 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](#)  
[BCCDC COVID-19 Health & Safety Guidance for K-12 Settings](#)

### COVID-19 Preventative Measures



1. **STAY HOME WHEN SICK** - All staff must complete a daily health check - see the chart on next page for guidance.
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. Wash your hands after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
3. **RESPIRATORY AND PERSONAL HYGIENE** - Cover your coughs and sneezes. Do not touch your face. Avoid touching your eyes, nose, and mouth with unwashed hands.
4. **PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT** - Practice social distancing by staying at least six feet/two metres away from any other individual while working. Avoid close contact with people who are sick.
5. **CLEANING AND DISINFECTION** - Clean and disinfect shared equipment and furnishings after use. General cleaning of the Board Office should occur at least once a day.



Island Health continues to remind people across Vancouver Island to double down on their efforts to help stop the spread of the virus. COVID-19 is in all of our communities and everyone must continue to follow the steps we know are effective in reducing the risk of transmission.

Washing our hands regularly, keeping at least two metres apart, wearing a mask in public spaces, and getting tested if you feel unwell are fundamentals of defeating this virus. It is also so important that everyone limit their travel between communities and outside of the province, unless it is absolutely essential for work or medical care.

Testing is fast and easy - people aged 4 and older with symptoms of COVID-19 can be tested with a gargle test or nasopharyngeal swab and results are usually available within 24 hours.

## What to Do If Symptoms Present:

NEW

SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"> <li>Fever (above 38°C)</li> <li>Chills</li> <li>Cough</li> <li>Loss of sense of smell or taste</li> <li>Difficulty breathing</li> </ul>	<p><b>1 or more of these symptoms:</b> Get tested and stay home.</p>
<ul style="list-style-type: none"> <li>Sore throat</li> <li>Loss of appetite</li> <li>Headache</li> <li>Body aches</li> <li>Extreme fatigue or tiredness</li> <li>Nausea or vomiting</li> <li>Diarrhea</li> </ul>	<p>If you have <b>1 symptom:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>
<p>If you are a <b>close contact*</b> of someone who has COVID-19 and have any of the symptoms listed above: <b>Get tested and stay home.</b></p>	

\* **You will be notified by Island Health if you are a close contact. For more information on close contacts, go to: [www.bccdc.ca/covid19closecontacts](http://www.bccdc.ca/covid19closecontacts)**

- The following staff or other persons must stay home, self-isolate, and log sick leave:
  - » A person confirmed by public health as a case of COVID-19; or
  - » A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
  - » A person who has travelled outside of Canada in the last 14 days
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home.
- 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 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.**
- Staff use their their designated entrance and exit. The designated public entrance is the main door. The designated public 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/>



BRITISH COLUMBIA

## 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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