

# COVID-19 Exposure Control Plan

## FACILITIES 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** - See daily sanitizing routines.



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>

If you are a **close contact\*** of someone who has COVID-19 and have any of the symptoms listed above:  
**Get tested and stay home.**

\* **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.**
- Use the designated entrance and exit. The 2<sup>nd</sup> floor **stairwell beside Rentals is designated one way up.** The 2<sup>nd</sup> 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

- All consultants and sales people must make an appointment.
- 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 latch 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 arrive.
- **ONLY ONE person per vehicle is permitted.** If s 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 two people are required for a task, maintain six feet / two metres distance (if not practicable, masks are mandatory).
- When working inside the six foot / 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).
- Only 1 person in a vehicle if travelling to a meeting or work site.
- Stagger breaks to reduce congregation.
- 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.
- Lunch room at the office is to remain closed, utilize vehicles and other non-common areas for breaks and lunches.
- 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.
- Check emails at least daily for new information and additional guidance.
- Zoom meetings when possible.

### Additional Information

- Facilities staff will still have access to all school sites during regular work hours. Physical distancing, masks, and disinfectant protocol will apply. Ensure you sign in and out of each school.
- 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 back in place.
- In store purchasing should be limited. If necessary, phone ahead for the vendor's protocol and maintain physical distancing and wear a mask 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 inside the six foot / 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.

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 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

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