

Communicable Disease *Prevention Plan*

BOARD OFFICE PROCEDURES

October 15, 2021

All District staff have a shared responsibility in protecting themselves and students from the spread of COVID-19 and other communicable disease. The BCCDC reports that school-aged children have been negatively impacted by the pandemic, including worsened wellbeing, more child stress, less connection to friends, and learning impacts. Getting children to return to closer-to-normal learning, recreational and social activities is an important pandemic recovery action.

With BC's highly immunized population providing greater community protection against COVID-19, our schools can return to closer-to-normal operations balanced with ongoing prevention measures.

All employees are expected to read, know and organize their work in accordance with this Prevention Plan and [BC Centre for Disease Control Public Health Communicable Disease Guidance for K-12 Schools](#). The [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#) has been developed by the Ministry of Education to compliment the BCCDC and WorkSafeBC guidance and provides more details specific to school settings and applications of the health and safety guidelines to curriculum, programs and other educational activities.

Resources: [Worksafe BC Guidance for Workplaces](#)
[BCCDC Public Health Communicable Disease Guidance for K-12 Schools](#)
[Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#)



COVID-19 Preventative Measures

1. **GET FULLY VACCINATED** - Vaccines are the most effective way to reduce the risk of COVID-19 in schools.
2. **STAY HOME WHEN SICK** - All students, staff, and school visitors must complete the daily health check.
3. **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.
4. **RESPIRATORY AND PERSONAL HYGIENE** - Cover your coughs. Do not touch your face.
5. **MINIMIZE 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. Remind students to respect the personal space of others.
6. **CLEANING AND DISINFECTION** - Clean and disinfect frequently touched surfaces every 24 hours. General cleaning of the school should occur daily.
7. **NON-MEDICAL MASKS** can provide an additional layer of protection when more effective measures are not feasible.



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.

The best defense is immunization. Please continue with preventative measures such as good hygiene, washing hands regularly, wearing a mask in public spaces, and getting tested if you feel unwell. These are fundamentals of defeating this virus.

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:

SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"> Fever (above 38°C) Chills Cough Loss of sense of smell or taste Difficulty breathing 	<p>1 or more of these symptoms: Get tested and stay home.</p>
<ul style="list-style-type: none"> Sore throat Loss of appetite Headache Body aches Extreme fatigue or tiredness Nausea or vomiting Diarrhea 	<p>If you have 1 symptom: Stay home until you feel better.</p> <p>2 or more of these symptoms: 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 close contact* of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</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

- 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
- 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 (SID), they should contact their supervisor for approval to work from home or additional paid sick leave.
- If a staff member has been identified as a close contact by Island Health and has been directed to self-isolate, they should contact their supervisor about paid self-isolation leave.

Entering/Leaving the Building

- **Do not enter or leave the building in groups. Avoid crowding and respect the personal space of others.**
- Staff use their designated entrance and exit. The designated public entrance is the main door.
- Wash your hands after you enter the building and disinfect your workspace as needed.

Non-Medical Masks

A new order from the provincial health officer requires people 5 and older to wear masks in indoor public settings, regardless of vaccination status. This includes office buildings where services to the public are provided.

All Tolmie staff are required to wear a mask while indoors in common areas.

- When staff are visiting other departments they are required to wear a mask in the hallways and while interacting with others in different departments.
- Reception is required to wear masks when interacting with members of the public. All visitors are required to wear masks in the building.
- Masks are not required, given the following exceptions:
 - » If a person is unable to put on or remove a mask without the assistance of another person.
 - » If the mask is removed temporarily for the purposes of identifying the person wearing it.
 - » If a person is eating or drinking.
 - » If a person is behind a barrier (e.g., a divider, plexi-glass, a cubicle, or in a room by themselves).
 - » While providing a service to a person with a disability or diverse ability where visual cues, facial expressions and/or lip reading/movements are important.

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.



Physical Distancing

- Avoid crowding and respect the personal space of others.
- Work in your office or space as much as possible.
- If you need to speak with someone, make sure you respect each other's personal space, 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 to respect the personal space of others.

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.

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



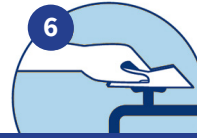
3
Lather soap, covering all surfaces of hands, for 20-30 seconds



4
Rinse thoroughly under running water



5
Pat hands dry thoroughly with paper towel



6
Use paper towel to turn off tap



BC COVID-19 Symptom
Self-Assessment Tool

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.

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. 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:

- [*Coping with COVID-19*](#)
- [*Emotional well-being during the COVID-19 pandemic*](#) (webinar)

Contact Information

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