

FACILITIES 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 (SIP), 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.**
- Use the designated entrance and exit. The 2nd floor **stairwell beside Rentals is designated one way up.** The 2nd 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.

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.



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 two people are required for a task, masks are mandatory.
- If there is more than one person in a vehicle, wear masks.
- 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.

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.*

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.*
- *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.*

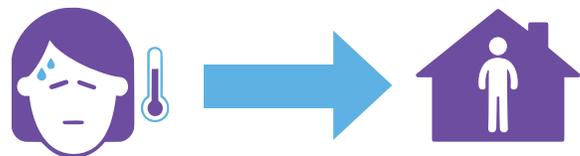
Communication

- *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.*



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 and follow the directive.*
- *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.*



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.*
- *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. Precautions must be taken to not contaminate one site to the next.*

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:

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

Contact Information

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