

Communicable Disease *Prevention Plan*

BOARD OFFICE PROCEDURES

August, 2022

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.

Daily Health Check:

Everyone going into work must complete a daily health check. A daily health check means checking yourself for new symptoms of illness, including symptoms of COVID-19.

Symptoms of illness (including COVID-19) include things like:

- Fever (above 38°C) or chills
- Difficulty breathing
- Runny Nose
- Headache
- Diarrhea
- Cough
- Sore throat
- Sneezing
- Body aches
- Loss of sense of smell or taste
- Loss of appetite
- Extreme fatigue or tiredness
- Nausea or vomiting



IF YOU ARE SICK OR FEEL UNWELL, STAY AT HOME.

This is important to stop the spread of illness, including COVID-19, in schools.

If you are unsure about your symptoms, you can use the [Self-Assessment Tool](#), contact your health care provider, or call 8-1-1.

You can attend work if:

- Your symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies), OR
- You have existing symptoms that have improved to where you feel well enough to return to regular activities,

AND if you are not required to self-isolate, or your self-isolation period is over (based on a positive COVID-19 test result, if taken). For more information on self isolation, please visit the [BCCDC website](#).

Staff or other persons must stay home, self-isolate, and log sick leave if confirmed a positive case.

- 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.
- When you self-isolate, you stay home and keep away from others to help stop the spread of COVID-19. You should self-isolate if:
 - » You have symptoms of COVID-19.
 - » You are a close contact of someone with COVID-19 and you are not fully vaccinated.
 - » For information on what to do when someone is sick in your household, please review our detailed [Covid Update from January 28, 2022](#).
 - » You have been asked to self-isolate by public health or because of recent travel.

For more information on self-isolation and self-monitoring, please visit the [BCCDC webpage on self-isolation](#).

Non-Medical Masks

- Staff are not required to wear a mask or face covering while indoors or in common areas.
- The decision to wear a mask or face covering is a personal choice for staff, students and visitors. **A person's choice should be supported and respected.**

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.

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 in person, ensure that the workspace allows you to respect personal space of others.
- 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.



Protect Yourself
and others from
communicable disease

We all have an important
role in helping prevent
the spread of an infection.

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

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).
- 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.

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.

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) 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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