

## FACILITIES 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**.

## Entering/Leaving the Building

- **Do not enter or leave the building in groups. Avoid crowding and respect the personal space of others.**
- 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

- 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.**

## 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.

## 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.

## 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 work in a group or meet in person, ensure that the workspace allows you to keep the six feet/ two metres distance between people.
- 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.

## 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.

## 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.

## 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.

## Additional Information

- *Facilities staff will still have access to all school sites during regular work hours. Staff must comply with all health and safety measures in K-12 settings.*
- *Fuel pumps are to be sprayed with disinfectant after use.*

## 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:

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

## Contact Information

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