



# SD64 COVID-19 Protocols for Returning to Stage 2 Operations

## Key Event

On March 17, 2020, the government of British Columbia declared a provincial state of emergency to support the province-wide response to the novel coronavirus (COVID-19) pandemic. As a precautionary measure in the context of the COVID-19 pandemic, all in-person instruction in public and independent K-12 schools was suspended. On June 1, 2020, school districts moved from Stage 4 to Stage 3 of the Restart Plan: partial in-class instruction resumed for all students. School District 64 (SD64) will begin Stage 2 operations of the *K-12 Education Restart Plan*<sup>1</sup> on September 8, 2020. Students will return to full-time, in-class instruction within the revised public health guidelines to reduce the risk of COVID-19 transmission. The importance of schools was magnified during this COVID-19 period: impact on learning, social/emotional and overall, mental wellness.

Enhanced safety measures and layers of protection implemented at all schools will enable SD64 to maximize in-class instruction for all students for continuity of learning. Through the guidance of the Provincial Health Officer, WorkSafe BC, and B.C. Centre for Disease Control, SD64 has implemented health and safety protocols and infection prevention/exposure control measures to create safe environments to reduce the transmission of COVID-19. As schools are controlled environments, multiple measures of various effectiveness can be routinely and consistently implemented such as various environmental and administrative measures. All staff have been directed to adhere to the administrative measures that were developed from *COVID-19 Public Health Guidance for K-12 School Settings*<sup>2</sup> and *Education (K-12) and Protocols for Returning to Operation*<sup>3</sup>.

SD64 employees are to review operations and take preventative measure to ensure that appropriate COVID-19 hygiene measures and physical distance protocols are followed. These measures are intended to reduce the exposure and transmission of the COVID-19 virus and ensure a safe, working environment.

The four foundational principles that were established at the beginning of the COVI-19 pandemic supports the September start-up: maintain a healthy and safe environment for all students, families, teachers and staff.

Provide the services needed to support the children of our essential service workers (ESWs).

- Support vulnerable students who may need special assistance.
- Provide continuity of educational opportunity for all students.

The Ministry of Education's *Five Stage Framework for K-12* has been updated based on the new public health guidance for K-12 schools. Along with the comprehensive COVID-19 health and safety measures, the Provincial Health Office (PHO) has recommended the use of learning groups for students and staff. The learning group model will reduce the number of people each student or staff member comes into contact with thus reducing the risk of transmission and ensuring quicker contact tracing by health authorities, if required. Learning groups will be no more than 60 individuals at the elementary and

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<sup>1</sup> BC Ministry of Education, February 4, 2021

<sup>2</sup> BC Centre for Disease Control, February 4, 2021

<sup>3</sup> WorkSafe BC, February 4, 2021



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middle schools and no more than 120 individuals at the secondary school. Learning groups will remain together throughout the term(s) or year. Students will primarily interact with others in their learning groups where minimal physical contact is required; physical distancing does not need to be maintained at all times. Interaction with others outside their learning group will require a physical distance of 2 metres. There are a range of benefits for students in learning groups: learning (allow for full-time attendance); social (increase peer interaction and avoid isolation); emotional (increase peer support and connection); and psychological (decrease in mental health impacts).

SD64 has met with representatives from GITA, CUPE, GIPVPA, and District Health and Safety Committee to help guide the transition to school (September 2020) in the safest manner possible, adhering strictly to the guidelines that are outlined in *COVID-19 Public Health Guidance for K-12 School Setting*. SD64 and the Operational Working Group comprised of representatives from GITA, CUPE, PVP and Senior Management meet on a monthly basis to review, share and discuss and COVID health and safety information.

## General Information

As information on COVID-19 illness is evolving, up-to-date information on symptoms and prevention can be found on the Canada.ca, BCCDC and WHO Novel Coronavirus websites. School District 64 (Gulf Islands) has a Frequently Asked Questions webpage. Please see SD64 FAQs During COVID-19.

## Foundational Principles

The Provincial Health Officer has been clear that the K-12 sector would only be reopened if they determined it to be safe to do so. Enhanced health and safety protocols, procedures and polices have been implemented to ensure that the known risks of COVID-19 in our region can be safely addressed. Enhanced measures have been implemented to decrease the risk of COVID-19 transmission.

Based on the current epidemiology of COVID-19 in BC, children are at a much lower risk of developing and transmitting COVID-19, allowing for the safe return of all students to elementary, middle and secondary schools. The COVID-19 virus has a very low infection rate in children, ages 0-19. In BC, less than 3% of children tested have been COVID-19 positive; most children are not at high risk for COVID-19 infection. Based on published reports, majority of cases in children are the result of household transmission from asymptomatic adult family member with COVID-19.<sup>4</sup>

A suite of health and safety measures have been implemented to reduce the risk of COVID-19 transmission. Organizing students into learning groups helps to limit contact and potential exposure:

- Physical distancing (maintaining a distance of 2 metres between individuals) is the most effective method of preventing the transmission of infection. The school environments have been organized to allow for physical distancing between individuals who are outside of their learning groups. Within learning groups, students will be required to minimize physical contact and a 2 metre distance does not need to be maintained.

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<sup>4</sup> BC Centre for Disease Control, *COVID-19 Public Health Guidance for K-12 School Setting*, February 4, 2021.



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- It is recognized that younger children may have more challenges with consistent application of personal measure (physical contact, hand washing and expressing symptoms of illness). Younger students, therefore, are in smaller learning groups and will be supported to apply personal measures consistently.
- COVID-19 hygiene practices are required by all students and employees. Diligent hand hygiene will have the most impact in reducing the spread of the illness. An educational emphasis on proper hand washing/sanitizing (with a minimum of 60% alcohol-based hand sanitizer) will be reinforced and practiced. Clear and prominent signage on proper hand hygiene will be displayed through the school environments, and hand sanitizing stations will be situated at entrances/exits and in key areas of the schools.
- Regular cleaning and disinfecting will be essential to preventing the spread of COVID-19 from areas that may be contaminated. In accordance with the BC CDC's, *Cleaning and Disinfectants for Public Settings*, SD64 will have protocols in place to ensure that enhanced cleaning will be performed daily: general premises will be cleaned and disinfected once per 24 hour period; in addition, high touch surfaces will be cleaned and disinfected twice every 24 hour period (once to occur during school hours); and surfaces that are visibly dirty will be cleaned and disinfected immediately.
- Stringent policy on illness will be in place and implemented to ensure that parents, students and staff are well aware of the procedures to take if experiencing symptoms or feeling unwell. Daily health screening will be required to be completed prior to coming to school. Access to schools will be restricted for individuals in the following circumstances: confirmed by public health as a case of COVID-19; travelled outside of Canada in the last 14 days; or identified as a close contact of a confirmed case or outbreak of COVID-19. Individuals must stay home and self-isolate and will be supported public health. The policy will be clearly communicated with parents/guardians/caregivers and staff. A copy of the daily health check will be provided to families and staff for their reference (Appendix A). If symptoms develop while at school, the schools will establish procedures that will ensure that those who become ill be sent home as soon as possible.

## Understanding the Risk

COVID-19 is an infectious disease caused by the SARS-COV2 coronavirus. Human to human transmission is primarily the result of direct and prolonged contact with an infected person and their droplets.<sup>5</sup> Respiratory droplets are the primary way of transmission. Droplets are generated via speaking, coughing and sneezing. Workplace COVID-19 protocols are developed and enforced to ensure that the known risks are addressed.<sup>6</sup>

- The risk of person to person transmission is increased the closer the contact and the greater the time exposed: exposure to an infected person (direct contact) lasts for more than a few moments.
- The risk of surface transmission is increased when many people contact the same surface and when contact happens in short intervals of time. Effective learning and hand hygiene practices help mitigate this risk.

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<sup>5</sup> BC CDC, *Tools and Strategies for Safer Operations During the COVID-19 Pandemic*, February 4, 2021.

<sup>6</sup> WorkSafe BC, February 4, 2021.

The purpose of the COVID-19 Protocols is to identify the known risks and develop SD64 policies and procedures that allow the risks to be mitigated, ensuring a safe and healthy work environment for all students and employers.

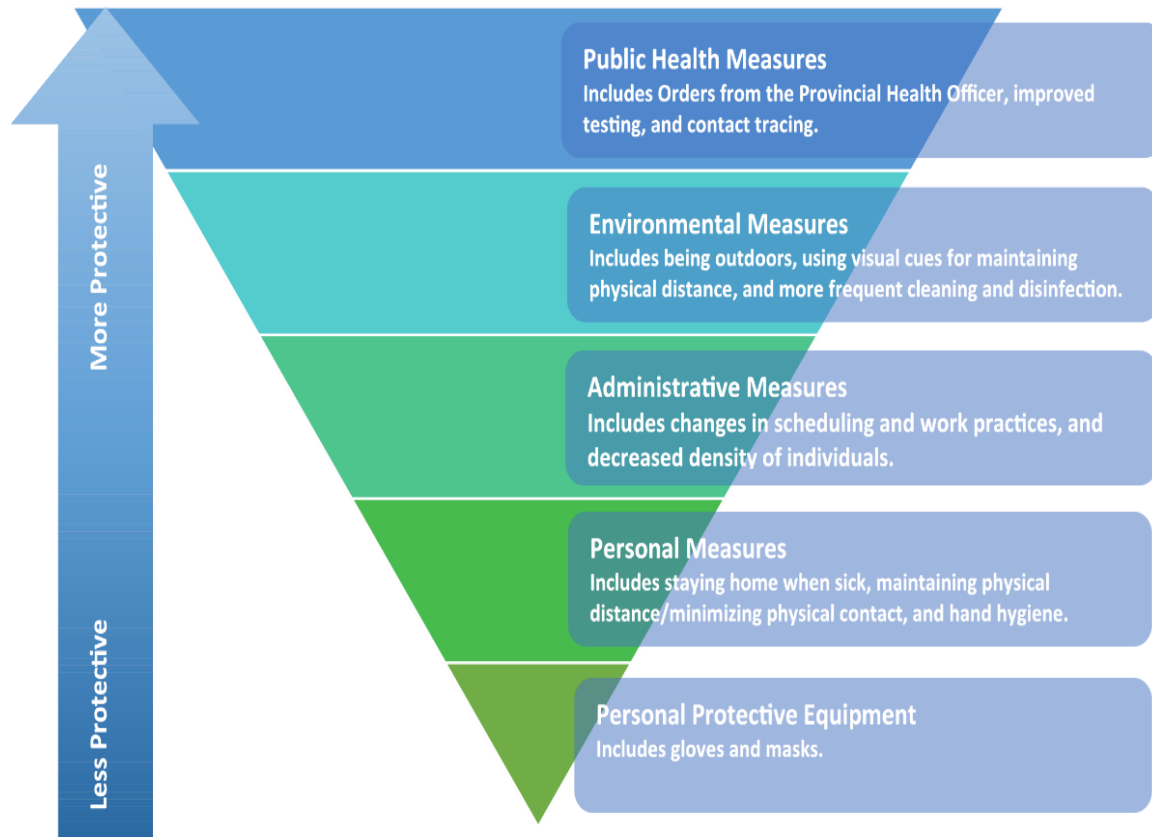
## Workplace COVID-19 Protocol Categories

The Infection and Prevention Exposure Framework outlines the five categories of measures that mitigate the risk of infection and exposure<sup>7</sup>. The key areas that the district can impact are in the following:

- Environmental Measures
- Administrative Measure
- Personal Measures
- Personal Protective Equipment (PPE) - in certain situations, PPE may be required to provide an additional layer to mitigate the transmission of COVID-19.

The district has developed protocols to ensure the health and safety of students and employees in all facilities.

### Infection Prevention and Exposure Measures for Communicable Disease



<sup>7</sup> BC CDC, COVID-19 Public Health Guidance for K-12 School Setting, July 29, 2020



### **Environmental Measures:**

Changes to the physical environment help to reduce the risk of exposure to COVID-19. The following are environmental measures that SD64 have undertaken to mitigate the risk and exposure in the school setting.

#### **Cleaning and Disinfection**

Regular cleaning and disinfecting are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Buildings will be cleaned and disinfected in accordance with the BC CDC document, *Cleaning and Disinfectants for Public Settings* (Appendix B).

This includes the following:

- General school cleaning and disinfecting of the premises to occur once per 24 hour period.
- Cleaning and disinfecting of frequently touched surfaces to occur twice per 24 hour period (once during the school day): high touch surfaces include door knobs, light switches, toilet handles, tables, desks, chairs (used by multiple students), keyboards and toys.
- Visibly dirty surfaces to be cleaned and disinfected.
- Garbage containers to be emptied daily.
- Washrooms to be cleaned at least twice per 24 hour period, adhering to the frequently touched surface area protocols.
- Common cleaning and disinfectant products to be used.
- Frequently touched items that can NOT be cleaned easily to be limited in use: fabric or soft items.
- Water fountains may be used as water access should not be restricted; students and staff are encouraged to bring own water bottles to school for personal use.
- Hand hygiene should be practiced before and after water fountain use.
- Water fountains are considered high touch surfaces so should be cleaned and disinfected accordingly.
- De-cluttering of classrooms to be considered to facilitate effective and efficient cleaning and disinfecting.
- Desktops and counter surface to be kept clear to facilitate on-going cleaning and disinfecting throughout the day and for regular evening cleaning and disinfecting.
- Each entrance to the building (or each classroom) to have available a sink with soap and paper towels or hand sanitizer.
- Classrooms with a hand-washing sink to be checked twice daily to ensure sufficient supplies.
- Entrances/classrooms without sinks to have hand-sanitizing stations, conveniently located near the entrance.
- Hand sanitizing dispenser to be checked and refilled daily to ensure sufficient supply.
- Disposable gloves to be used when cleaning blood or body fluids (runny nose, vomit, stool, urine). Hands to be washed before wearing and after removing gloves (as outlined in the Personal Protective Equipment section).
- Each school to designate a secluded room for students who become ill at school. Protocols to be followed for those who become ill while at school (Appendix C). Pillow cases and blankets to be single use items (discarded immediately after single use); where they are not single use, to be laundered between each student use. Building service worker will be informed immediately to clean and disinfect the designated area and previous areas occupied by the student.



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- As there is no evidence that COVID-19 virus is transmitted via textbooks, paper or other paper-based products, there is no need to limit the distribution, use or sharing of books, paper or paper-based educational resources to students.
- Laminated paper-based products will need to be cleaned and disinfected daily if touched by multiple individuals.
- Heat, ventilation and air conditioning (HVAC) systems in the district will be adjusted to help reduce the possible transmission of the COVID-19 virus in the schools. The current MERV 8 filters have been replaced with MERV 13 filters to enhance school ventilation.

### Building Flow

Buildings will encourage physical distancing between individuals through facilities set-up, visual cues (signage, posters and floor markings), learning groups and school schedules.

- Schools to limit the public from coming into the office. Schools to minimize parents, caregivers, and non-staff adults from entering school when possible. Reminders to individuals entering the schools to practice diligent hand washing, to maintain physical distancing while at school, conduct health checks prior to entering schools and to wear masks at all times. Sign-in sheet and active daily health checks to be completed upon arrival.
- School offices have been outfitted with plexiglass to separate administrative staff from the public; continue to encourage physical distancing.
- After-school access hours to be reduced to ensure proper cleaning and disinfecting can occur in the evening by building service workers.
- Use of floor marking and signage to manage the flow of people in common areas: hallways, stairs and bathrooms.
- Students to be in learning groups to limit number of individual interactions.
- Assemblies and other school-wide events to be held in learning groups to limit large gatherings of people in one space.
- Multiple entrances to be used for entering/exiting the building to reduce traffic congestion, limiting the number of interactions; learning groups may be designated specific entrances/exits.
- Staff traveling between worksites to maintain physical distance in vehicles whenever possible; traveling in separate vehicles recommended. Larger vehicles may allow for seating configuration that enable physical distancing between individuals.
- Visual cues to be clearly posted to remind physical distancing in areas where people congregate, especially when outside of learning groups.

### Student Transportation (Buses and Water Taxis)

Buses used for transporting students will be cleaned and disinfected according to the guidance provided in the BC CDC document, *Cleaning and Disinfectants for Public Settings* (Appendix B).

- Buses to be loaded from back to front; offloaded from front to back.
- Consistent seating/assigned seating to be used where possible.
- Each student to be seated alone or with family members of their household when possible.
- Students in Grades 4-12 are required to wear non-medical masks; students in Grades K-3 are encouraged to wear non-medical masks but are not required to do so as that remains a personal or



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family choice for these students. No student is required to wear a mask if the student cannot tolerate it. Exceptions will be made for health or disability related reasons.

- Masks are to be on prior to boarding and taken off after disembarking.
- Bus and water taxi manifests to be created and maintained daily to share with public health if contact tracing needs to occur.
- Students to clean hands before leaving home and leaving school and to wash hands upon arrival at school and home.
- Bus drivers to clean hands often, including before and after trips; hand sanitizers to be used regularly during trips.
- High touch areas of the bus to be cleaned and disinfected at the start of the shift and after bus drop off.
- K-12 staff and bus drivers are required to wear non-medical masks while on the bus with the exception for bus drivers, while driving the bus.
- Use of private vehicles and active transportation (walking, biking, etc.) to be encouraged.

### **Administrative Measures:**

Implementation of policies, procedures, training and education are measures that reduce the risk of exposure to COVID-19. The following administrative measures have been implemented by SD64 to mitigate the risk and exposure in the school setting.

### **Communication Strategies**

On-site Principals:

- Manage the orientation and the health and safety protocols, developed by the district.
- Ensure that the protocols developed at the local level are aligned with district directives.
- Conduct a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters.
- Communicate regularly to ensure up-to-date information is shared.
- Ensure there is effective and well-placed signage to communicate key messages to staff and students (hand hygiene signs, physical distancing poster, traffic flow floor markings, etc.). Refer to WorkSafe BC's document, *Hand Hygiene* (Appendix D).
- Remind staff that all health and safety measures in place prior to the pandemic are still in place and active.
- Ensure policy around illness is well communicated to parents and caregivers: students and staff must stay home if ill.
- Minimize the number of non-essential people coming into the building.
- Inform parents and caregivers of the extra-precautionary measures undertaken by the school to mitigate the exposure and spread of COVID-19. Ensure that staff are aware of protocols to raise safety concerns (through your joint health and safety committee).
- Establish a central location where new information is posted related to COVID-19 in your workplace.
- Maintain and confirm daily active health check lists for staff and visitors.
- Complete the Ministry Health and Safety checklist as required.



### Documentation and Training:

Staff training and education:

- The risk of exposure to COVID-19; signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand hygiene and respiratory etiquette (Appendix E).
- How to report an exposure to or symptoms of COVID-19 (Appendix C).
- Record keeping of work policies, practices and procedures due to the COVID-19 pandemic; keep records of training.
- Documentation of COVID-19 related meetings.

### Learning Groups:

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19<sup>8</sup>. A learning group is a group of students and staff who will remain together throughout the school quarter, semester or year. Following the guidance of the Public Health Officer, Principals will determine the composition of learning groups in their schools. Students and staff assigned to specific learning groups can reduce the transmission of COVID-19 and will ensure quicker contact tracing if required:

- Learning groups reduce the number of in-person, close interactions an individual has in school without requiring physical distancing to be practiced consistently.
- An elementary and middle school learning groups can be up to 60 individuals.
- A secondary learning group can be up to 120 individuals.
- Learning groups may include students and staff.
- Individuals in a learning group will primarily interact with each other.
- A learning group may be a single class of students and staff; multiple classes who join together for some activities like physical education; or a group of secondary students in same courses who are together for the quarter or semester.
- Learning groups should remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, class transitions).
- Within learning groups, minimizing physical contact is required; outside of learning groups, physical distancing will be required.
- Students may interact with others from different learning groups during break times such as recess and lunch (elementary students - maintain physical distancing while indoors and reduce physical contact when outdoors; middle and secondary students - maintain physical distancing while indoors and outdoors).
- When possible, learning groups should be encouraged to maintain consistent seating arrangements.
- Principals will maintain an up-to-date list of all members of a learning group to share with public health should contact tracing need to occur.

As schools are controlled environments where there is relatively a consistent set of people accessing the buildings where names and contact information are readily available. The Public Health Officer's order

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<sup>8</sup> BC CDC, *COVID-19 Public Health Guidance for K-12 School Setting*, February 4, 2021.





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on mass gathering of less than 50 does not apply to schools. This order applies to irregular gathering like in a party or celebration where names and contact information may be difficult to obtain or unknown.

Principals will implement additional strategies in their schools whenever possible to reduce exposure and transmission of COVID-19:

- Avoid close greetings (handshakes, hugs, etc.).
- Encourage students and staff to not touch their faces.
- Spread people out as much as it is practical to do - consider different classroom/learning environment configurations to allow distance between students and adults (different table or desk arrangements; consistent seating arrangements; seating plans where students are not facing each other).
- Consider strategies that prevent crowding at pick-up and drop-off times.
- Stagger recess/snack, lunch and class transition times to provide greater space for everyone.
- Take students outside more often for classes.
- Manage flow of people in common areas, including hallways, to minimize crowding.
- Prioritize access for visitors to those who support activities that support student learning and wellbeing.
- Ensure all visitors to the school have completed a daily health check before entering.
- Maintain a list of visitors to the school, including date, name and contact information in case public health requires the information for contact tracing.

### **Personal Measures:**

Personal measures are actions and behaviours individuals can take to protect themselves and others. In accordance with the guidance from the BC Centre for Disease Control, access to the schools will be restricted in the following circumstances:

- An individual who is confirmed by public health as a case of COVID-19.
- An individual who has travelled outside of Canada in the last 14 days.
- An individual who is identified as a close contact of a confirmed case.

Individual must stay home, self-isolate and will be supported by public health.

Schools will clearly communicate with parents and caregivers their responsibilities to assess their children daily before sending them to school:

- Parents are required to conduct a daily health check prior to leaving the house; a daily health checklist can be provided as a guide to ensure they understand how to complete the check.
- Any student or staff who develops new symptoms of illness (e.g. cold, influenza, or COVID-19) must stay home and should seek medical guidance from a health care provider (calling 8-1-1 or a primary-care provider like a physician or nurse practitioner or refer to the [BC Daily Health Check App](#)).
- Students or staff should not return to school until COVID-19 and other infectious respiratory disease has been excluded and symptoms have improved.
- A doctor's note should not be required for students or staff to return.
- All visitors to the school will need to confirm they have completed the requirements of a daily health check before entering the schools; sign in with name, date and contact information in case



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contact tracing is required; and should wear a non-medical mask when in school and unable to maintain physical distancing.

Schools will develop a procedure for workers to follow when a student becomes ill at school and while waiting to be picked up:

- Relocate student to a designated area away from others.
- Provide masks to be worn by student and attending adult.
- Apply physical distancing.
- Apply respiratory etiquette.
- Inform public health of a potential case and for further guidance.

Schools will continue with their regular practice of reporting to public health when their absenteeism rates have significantly increased: approximately 10% above the normal rate of absenteeism for the time of year as outlined by Island Health.

### Physical Distancing and Minimizing Physical Contact

Physical distancing is the most effective measure to reduce the risk of transmission between individuals. Reducing the number of close, in person interaction helps prevent the spread of COVID-19.

- A safe distance to be maintained (a minimum of 2 metres as recommended by BC CDC).
- Minimizing physical contact required for interacting with individuals in the same learning group; physical distancing for individuals (middle, secondary and staff) required for interacting with individuals outside their learning group.

The age of individuals will impact their ability to manage their own physical distancing parameters. As a group, children have currently shown to be at the lowest risk of developing and transmitting COVID-19. Current data indicate that children have very low infection rates, with less than 1% of BC children tested have been COVID-19 positive<sup>9</sup>. Accordingly, students at elementary schools are required to minimize physical contact with each other. Support to minimize physical contact is through environmental and administrative measures along with education of healthy COVID-19 hygiene habits.

### Student management and hygiene during COVID-19<sup>10</sup>

#### ***Hand Hygiene:***

Washing hands rigorously with soap and water is the most effective way to reduce the spread of COVID-19. If a sink is not available, a 60% (minimum) alcohol-based hand sanitizer should be used. As individuals can pick-up and spread germs from objects, surfaces, food and people, diligent hand washing can mitigate the spread of the illness. Hand washing policies and protocols will be taught and reinforced to ensure students become familiar and the practice become habitual. Hand washing should occur as follows:

- Upon entering school; prior to leaving school.
- Before and after eating and drinking.

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<sup>9</sup> BC CDC, *COVID-19 Public Health Guidance for K-12 School Settings*, February 4, 2021.

<sup>10</sup> WorkSafe, *Education (K-12): Protocols for returning to operation*, February 4, 2021.



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- After toilet use.
- After sneezing or coughing into hands or tissue.
- When hands are visibly dirty.
- When moving from one environment to another (outdoor-indoor transitions, gym to classroom).
- Before and after using indoor learning space used by multiple learning groups.
- Teachers and Education Assistants will assist younger students with hand hygiene as needed.
- If a sink is not available, use 60% (minimum) alcohol-based hand sanitizer.
- Food, drinks and personal items are not be shared with others.
- Students and staff should be encouraged to NOT touch their faces.
- Temperature of the water or type of soap (antibacterial) does not impact effectiveness.

### ***Physical Distancing:***

Physical distancing is the most effective measure to reduce the risk of transmission between individuals. The following policies and practices will mitigate the transmission of COVID-19:

- Parents and caregivers to remain outside of school to drop-off and pick-up their children.
- Students to be reminded to avoid close contact greeting (hugs, handshakes, etc.) and to keep hands to themselves.
- Educational videos and online programs as learning tools to use so students can sit independently and distanced from each other.
- Classes to be conducted outside when practical where more space is available.
- Adjustments to teaching schedules to minimize the number of teacher(s) and/or EA(s) that interact with groups of students throughout the day.
- Consideration of classroom configurations or different locations to maintain distance between students.
- Recess/snack, lunch and class transition times to be staggered to allow for greater amount of space for everyone.
- Hand hygiene practices to be reinforced before and after outdoor play.
- Extracurricular activities, including sports, arts and clubs, to occur if physical distancing can be maintained between members of different learning groups AND reduced physical contact is practiced by those within the same learning group.

### ***Use of personal protective equipment (PPE):***

Students in Grades 4-12 are required to wear masks in all indoors spaces (within and outside their learning groups) with the exception of the following:

- While eating or drinking
- When behind a barrier
- When wearing a mask cannot be tolerated for health or behavioural reasons
- Temporary removal of mask for the purpose of identifying the person wearing it
- Temporary removal of mask to engage in educational activities that are not possible with masks (eg. playing an instrument, hi-intensity physical activities, etc.)
- When unable to put on or remove a mask without assistance of another person.

Students in Grades 4-12 are required to wear masks when riding the bus or water taxi.

For students in Grades K-3, wearing masks are encouraged and will be a personal, family choice.



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No student is required to wear a mask if the student is unable to tolerate it. Exceptions will be made for medical and/or disability related reasons. If a student becomes ill at school, the student will be asked to wear a mask while being assessed by a first aid attendant and/or preparing to go home. Non-medical masks will be made available and distributed to students at the start of the school year.

### Safety for staff

#### *Physical distancing:*

- A 2 metre physical distance to be maintained whenever possible between workers and students. The use of virtual meetings or other means to reduce the number of staff onsite to be considered. Work process and practices to be modified to encourage physical distancing between staff-students and staff-other workers.
- In staff only spaces, schools must ensure that physical distancing is practiced in addition to mask use.
- Instructions to staff to be provided on various methods of maintaining physical distancing (such as not greeting others with hugs or handshakes).
- For in person meetings, physical distancing of 2 metres to be ensured between each worker.
- The flow of people in public spaces (such as hallways, stairways) to be managed to encourage physical distancing: flow of traffic (one way direction), designated entrances/exits, etc.
- School gatherings to be held within the learning group; gatherings should not exceed the maximum learning group size in the setting, plus the minimum number of additional people required (school staff, visitors etc.).
- Large school gatherings to be conducted virtually when practicable.
- Staff travelling between sites to maintain physical distancing in vehicles wherever possible; larger vehicles to be used to accommodate physical distancing between individuals.
- Administrative offices to continue physical distancing protocols; SD64 school offices are outfitted with plexiglass barriers between administrative staff and the public.

#### *Hygiene:*

- Staff and students encouraged to stay on site and not leave during lunch or at break times.
- Hand wash before and after assisting students (assisting with eating, medication)
- Hand wash after contact with body fluids, after cleaning tasks, after handling garbage, after removing gloves.
- Shared items where cross-contamination is possible to be removed: shared school supplies, coffee and water stations, snack bins.
- Hand washing supplies to be available at all times (soap/paper towels or 60% alcohol-based hand sanitizer when needed).
- Hand washing policies and procedures to be shared and reinforced with staff and others at school. WorkSafe hand washing signage (Appendix D) to be posted by all sinks and hand sanitizing stations to communicate good hand washing practices.
- Hand hygiene stations to be set-up at all entrances/exits and in classrooms without sinks.

#### *Use of personal protective equipment (PPE):*

All K-12 staff are required to wear a non-medical mask at all times while in school and on buses (within and outside their learning groups) with the exception of the following:



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- While eating or drinking
- When behind a barrier
- When wearing a mask cannot be tolerated for health or behavioural reasons
- Temporary removal of mask for the purpose of identifying the person wearing it
- Temporary removal of mask to engage in educational activities that are not possible with masks (eg. playing an instrument, hi-intensity physical activities, etc.)
- When unable to put on or remove a mask without assistance of another person.
- When providing service to a person with a disability or diverse ability (hearing impairments, visual cues, facial expressions, etc. are important).

As well, staff are to continue wearing protective equipment as part of regular precautions for the hazards normally encountered in their regular course of work.<sup>11</sup>

- Continue to use PPE if PPE was identified for tasks prior to COVID-19.
- Use disposable gloves when cleaning up blood or body fluids (examples - runny nose, vomit, stool, urine).
- Wash hands before wearing and after removing gloves.
- Non-medical masks will be available and distribute to students and staff at the beginning of the school year.

### ***Interacting with learning groups:***

Schools should minimize as much as practical to do so the number of adults (staff and others) who interact with learning groups - should include those who are supporting learning and contributing to a positive, healthy and safe environment.

- Physical distancing must be practiced by those who are interacting with students and staff outside of the learning group.
- Physical distancing is to be maintained between staff members if they are not part of the same learning group, including break times and in meetings.

## **Safety Responsibilities by Role**

### Employer

#### **(School District 64)**

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review of the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

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<sup>11</sup> BC CDC, *COVID-19 Public Health Guidance for K-12 School Setting*, July 29, 2020.



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- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, ensure workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the Provincial Health Officer.

### Supervisors

#### **(Principals and Vice Principals)**

Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.

- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.
- Ensure orientation for returning or new employees into your building related to COVID-19 health and safety; maintain records of these events.
- Access and hours to buildings are controlled by administrators of the buildings; ensure records are kept of areas of buildings accessed and that information is communicated to appropriate individuals.
- Developed school site specific protocols for your school that align with district and WSBC health and safety policy. Ensure the following are included in their protocols:
  - School staff are aware of their responsibility to self-assess daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Confirm that active health check has been completed by all staff members and visitors to the school.
  - Staff and students who are ill, including children of essential service workers, will not be permitted to attend school. They must stay home until an assessment has been completed by a health care provider and their symptoms have resolved.
  - Clearly communicates with parents and caregivers of their responsibility to do a daily health check on their children prior to sending them to school; a checklist may be provided to ensure parents understand how to complete daily checks.
  - Establish procedures for students and staff who become sick while at school to be sent home as soon as possible (Appendix C).
  - Include additional measures and direction on implementing physical distancing measures; clarifying different approaches for minimizing physical contact vs physical distancing; behaviours within learning groups and outside of learning groups; and protocols for transportation.
  - Clear protocols for employees, students, and others entering and exiting schools as well as school outdoor activities and student pick-up and drop-off.
  - Clear protocols for bringing materials personal items such as bags, school supplies into and out of schools.
  - Clear protocols for safe and healthy handling of all food items, such as labelling of beverage and food containers and no sharing policy.
  - Clear communication to students not to contact or share items, and other parameters deemed appropriate.
  - Schools should not be used for community related events unless determined essential by the Board.



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- Employees and students are not be sharing personal items such as electronic devices, personal school supplies, etc. Schools should not allow homemade food items to be made available to other students at this time (birthday treats, bake sale items, etc.).

### Employees

#### **(Teachers, Education Assistants, Support Staff and Outside Contractors)**

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

### Service Operations Managers

#### **(Director of Facilities and Transportation and Building Services Supervisor)**

- Maintaining an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Providing adequate instruction to building service workers on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Ensuring records of cleaning and disinfecting at each school sites and periodic site audits of work is retained.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points: high touch surfaces will need to be cleaned and disinfected 2 times per 24 hours, once to be cleaned and disinfected during school hours and general cleaning and disinfecting 1 time per 24 hours period (general evening cleaning).

### Joint Occupational Health and Safety Committee

In accordance with the general requirements of Section 36 of the Workers Compensation Act, the Joint Occupational Health and Safety Committee members at each location have a responsibility to thoroughly familiarize themselves with the content and requirements of this document and consult with workers and inspect the workplace.

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consider and expeditiously deal with complaints relating to the health and safety of workers.
- Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers.
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions and the regulations and to monitor their effectiveness.
- Advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;



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- Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery or the work processes that may affect the health or safety of workers.
- Ensure that accident investigations and regular inspections are carried out as required by the OHS provisions and the regulations.
- Participate in inspections, investigations and inquiries as provided in the OHS provisions and the regulations.





## Additional information

Appendix A: BC CDC, Health Checklist

Appendix B: BC CDC, Cleaning and Disinfectants for Public Settings

Appendix C: Protocol for Student Expressing Symptoms of Common Cold, Influenza or COVID-19

Appendix D: BC CDC, Hand Hygiene Signage

Appendix E: Respiratory Etiquette

Appendix E: BCCDC COVID-19 Public Health Guidance for K-12 School Settings UPDATED: July 29, 2020

## Appendix A: Daily Health Checklist

### Appendix C: Daily Health Check Example

The following is an example of a daily health check to determine if you should attend school that day.

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered "YES" to one of the questions included under 'Key Symptoms of Illness' (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered "YES" to two or more of the questions included under 'Symptoms of Illness' or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a COVID-19 test is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 test is **recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID-19.

**A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.**





BRITISH COLUMBIA

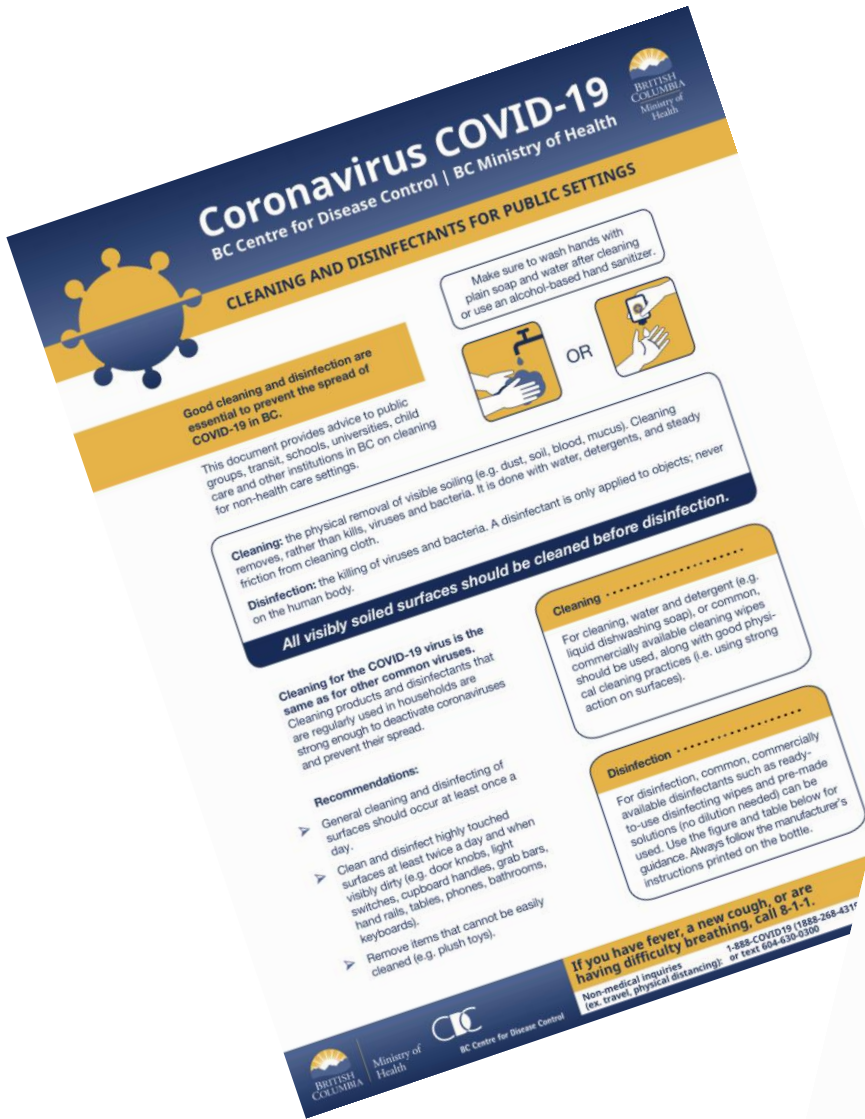
Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

## Appendix B: BC CDC, Cleaning and Disinfectants for Public Settings



**Coronavirus COVID-19**  
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**CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS**

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning and disinfection.

**Cleaning:** the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

**Disinfection:** the killing of viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

**All visibly soiled surfaces should be cleaned before disinfection.**

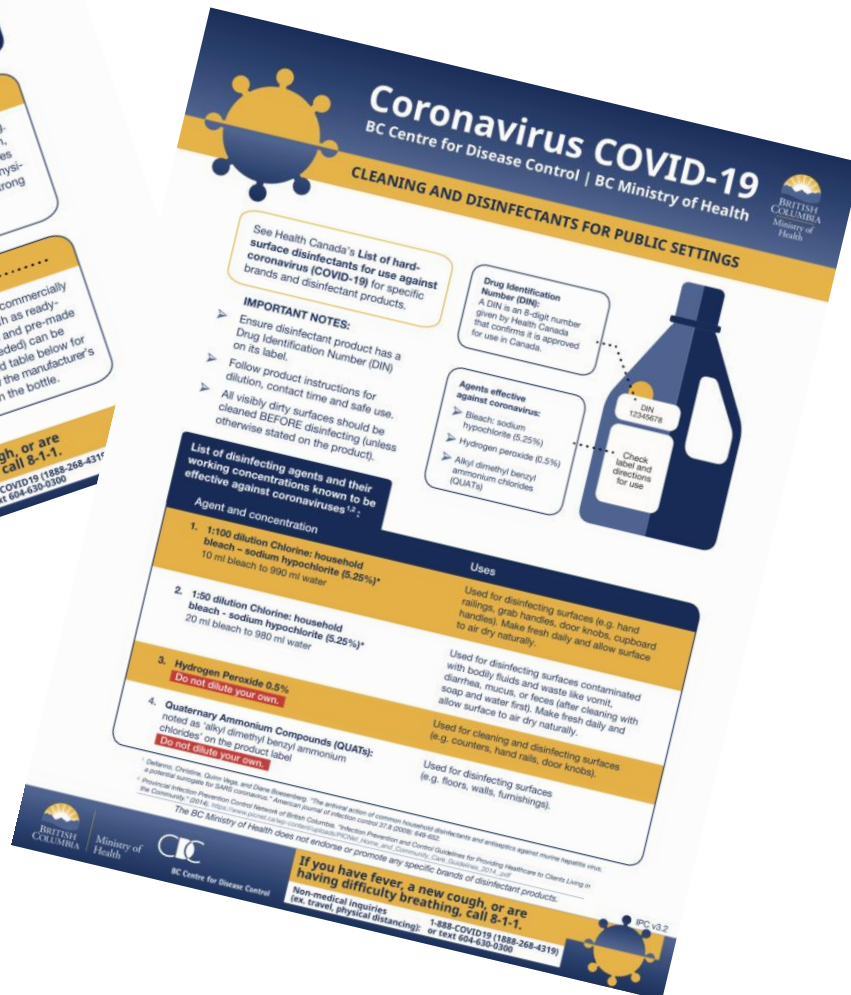
**Cleaning for the COVID-19 virus is the same as for other common viruses.** Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

**Recommendations:**

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

Non-medical inquiries (i.e. travel, physical distancing): or text 604-630-0200



**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

**CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS**

See Health Canada's List of hard-surface disinfectants for use against coronavirus (COVID-19) for specific brands and disinfectant products.

**IMPORTANT NOTES:**

- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

**Drug Identification Number (DIN):** A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

**Agents effective against coronavirus:**

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl benzyl ammonium chlorides (QUATs)

**Check label and directions for use**

**List of disinfecting agents and their effective concentrations known to be effective against coronaviruses<sup>1,2</sup>:**

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)* 10 ml bleach to 900 ml water	Used for disinfecting surfaces (e.g. hand railings, grab handles, door knobs, cupboard to air dry naturally).
2. 1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5% <b>Do not dilute your own.</b>	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label. <b>Do not dilute your own.</b>	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

Non-medical inquiries (i.e. travel, physical distancing): or text 604-630-0200

### Appendix C: Protocol for student and staff expressing symptoms for common cold, influenza for COVID-19



#### Students:

- Immediately separate the symptomatic student from others to a designated supervised area.
- Contact the student's parent or caregiver to pick up student as soon as possible.
- Inform public health to notify them of a potential case and seek further guidance.
- Provide student with mask to wear (if student does not have one and can tolerate).
- If masks cannot be tolerated, provide student with tissues to cover their coughs or sneezes. Discard tissues immediately after use and practice hand hygiene.
- Where possible, maintain a distance of 2 metres from the student.
- Avoid touching the student's body fluids (mucous, saliva, etc.); if you do, practice hand hygiene before putting on gloves and after removing gloves.
- Once the student is picked-up, practice diligent hand hygiene.
- Contact building service workers responsible for facility cleaning; they must clean and disinfect the space where the student was separated and any areas used by the student (classroom, bathroom, common areas, etc.).
- Parents or caregivers must pick-up their child as soon as possible if they are notified that their child is ill.

#### Staff:

- Go home as soon as possible.
- Separate into an area away from others if unable to leave immediately.
- Maintain a distance of 2 metres from others.
- Use a mask (or tissue) to cover nose and mouth while waiting to be picked-up.
- Contact building service workers responsible for facility cleaning; they must clean and disinfect the space(s) that were occupied by the symptomatic staff member.
- Contact public health for further direction.

## Appendix D: BC CDC, Hand Hygiene



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



### Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

**Either will clean your hands: use soap and water if hands are visibly soiled.**



Remove hand and wrist jewellery

HOW TO HAND WASH

- 1



Wet 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 the tap

HOW TO USE HAND RUB


- 1



Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 2



Apply about a loonie-sized amount to your hands
- 3



Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

## Appendix E: Respiratory Etiquette

# Help prevent the spread of COVID-19

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.



## SD64 Covid-19 Building Requirements & Protocols

### Appendix F: LINKS

[BC CDC, COVID-19 Public Health Guidance for K-12 School Settings  
\(Updated July 29, 2020\)](#)

[WorkSafe BC](#)