

COVID-19 Exposure Control Plan

SCHOOL SITE PROCEDURES

May 13, 2020

On March 17, 2020 the British Columbia government declared a provincial state of emergency to support the province wide response to the novel coronavirus (COVID-19) pandemic.

Educators, administrators and support staff play a key role in protecting students and their families from, and minimizing the impact of, infection and illness. This is especially important at this time as we work to prevent and minimize the spread of the novel COVID-19 virus.

We have shared a responsibility in preventing the spread of the virus. We must continue to do our part by washing our hands, practicing safe physical distancing, and staying home if we feel sick.

The Greater Victoria School District is directing staff to follow these administrative controls developed using **BC Centre for Disease Control (BCCDC) COVID-19: Public Health Guidance for K-12 Settings and WorkSafe BC's Preventing Exposure to COVID-19 in the Workplace.**

COVID-19 Preventative Measures



- Practice social distancing by staying at least six feet/two metres away from any other individual while working.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at: bc.thrive.health/covid19.

Entering/Leaving the Building

- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building. **Do not enter or leave the building in groups.**
- Each school will identify the entrances and exist to be used by students and staff.
- Wash your hands after you enter the building and disinfect your workspace as needed.
- Custodians will be focused on the entry/exit door and area throughout the day.

School Hours/Access

- The bell schedule has been disabled at each school.
- Only use the designated entrance and exit.
- Schools will lock their doors during the day to limit public access.

Daily Sanitizing Routines

- Wash your hands when you arrive at school.
- Disinfect your work area as needed.
- If you must meet in an alternate space (as identified by your administration), disinfect the used surfaces, furniture, equipment etc. after the meeting.
- Disinfect all shared surfaces, furniture, equipment etc. when finished.
- Do not share food or drinks.

Daily Communication Routines

- When you arrive at school, wash your hands and head straight to your classroom, office or work area.
- Call, email or verbally check in at the office (with the designated person) and let them know you are there.
- Check your email as your administrator may have sent out a plan for the day.
- Call or email your administrator with any questions throughout the day.
- Check your email regularly for updates.
- Staff who do not have individual computers will be assigned a computer to be used while in the building.
- Call, email or verbally check out at the office when you are leaving the building at the end of the day.

Social Distancing

- Follow safe social distancing guidelines by maintaining six feet or two metres distance between people.
- Work in your classroom, office or workspace as much as possible.
- If you need to talk to someone, make sure you **stay six feet or two metres away** or use your phone to contact them.
- Ensure that you are in a space that allows for the six feet/two metre distance among people.
- Use Zoom, Facetime, Skype, Microsoft teams, etc. as much as possible.

Photocopier or Supply Room

- 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/room such as staplers, hole punches, etc. that you used.
- Only one person at a time allowed at the photocopier, in the photocopy room and in the supply room (if your school has one).
- When you are finished at the photocopier or in the supply room, wash your hands again before you go back to your office or workspace.

Staff Washrooms

- Follow the plan for washroom use established by your administrators. This plan will include which staff will use which washroom.
- Make sure to wash your hands when you leave the washroom.
- Follow COVID-19 hand-washing guidelines as posted.

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 Centre For Disease Control:
<http://covid-19.bccdc.ca/>

Staffroom and Breaks

- Wash your hands before you go into the staffroom.
- Maintain a distance of six feet/two metres between each other.
- It can be used for food storage, accessing appliances, etc.
- Bring your own lunch. We are asking you not to leave the building for lunch to limit potential exposure. If you have to leave make sure you follow the same protocols that you did when you arrived.
- Bring a lunch/snack that does not require a lot of preparation (limit microwave use, surface use, utensil use, etc.).
- Disinfect the areas, surfaces, appliances, etc. that you use in the staffroom.
- When you are finished wash your hands again before you go back to your classroom, office or workspace.
- Do not share food or drinks.

Other Shared or Specialty Spaces

- Administrators will develop protocols for use of other shared spaces within their individual buildings (libraries, gyms, shops, etc.) and post signage.
- Protocols for these spaces must be in line with district protocols.
- Disinfect used surfaces, appliances, furniture, equipment, etc. before and after use.
- For shared resources such as books, learning materials and toys, please review BCCDC guidelines.

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 or call 811.



BC COVID-19 Symptom Self-Assessment Tool

Know the Facts

Using reliable sources of information will ensure that what you do learn is fact, not fear-based.

- **The BC Centre for Disease Control:**
covid-19.bccdc.ca
- **Health Link BC:**
www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19
- **Health Canada:**
www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
- **The World Health Organization:**
www.who.int/emergencies/diseases/novel-coronavirus-2019

Practice Self-care

Build self-care into your day. All the things you do to take care of yourself will help manage your stress. By taking good care of yourself, you'll be better prepared to take care of others. Some self-care ideas:

- Set and maintain a routine
- Exercise regularly
- Aim to get seven to eight hours of sleep each night
- Take deep breaths and stretch
- Listen to music, read a book or reliable news sources
- Enjoy outdoor activities while following social distancing
- Acknowledge and appreciate what others are doing to help you and our community.
- Practice regular hand washing to minimize your risks

Call 1-888-COVID-19 or text 604-630-0300 for details, advice, and further information on the virus in British Columbia.

Sited From:

www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/mental-health-addictions

Additional Employee Information on our Staff Portal:
www.sd61.bc.ca/staff-support-portal/covid-19

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 in B.C. continue to have the right to refuse work if they believe it presents an undue hazard. WorkSafeBC defines an undue hazard as “above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity”. The Greater Victoria School District would consider the refusal to work on a case-by-case basis.

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:

- **Working from home when you are not used to it**
- **Coping with COVID-19**
- **Emotional well-being during the COVID-19 pandemic** (webinar)

Contact Information

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COVID-19 PROTOCOL RESPONSIBILITIES

Creating a safe and healthy environment for all of our students and staff is our top priority. We all have an important role to play and a responsibility to maintain to ensure safe working conditions in our learning community, for ourselves and for all others involved.

Administrators are responsible to ensure:

1. The Health and Safety of workers and visitors.
2. Workers are properly informed of the up-to-date COVID-19 protocols and expectations.
3. Compliance with government regulations (Worksafe) regarding COVID-19.
4. That workers are aware of their right and obligation to refuse unsafe work.
5. That workers are informed of what is expected of them.

Educators/Support Staff are responsible to:

1. Protect the health and safety of themselves and other personnel on site.
2. Follow the provided protocols put in place.
3. Report any unsafe acts and make recommendations for improvement.

OHS Committee are responsible to:

1. Complete weekly Covid-19 protocol inspections checklist.
2. Support administrators by making recommendations/solutions to ensure a safe use of shared or specialty spaces (libraries, gym etc.).

Custodial Staff Responsibilities:

1. Support staff members with entry/exit protocols.
2. Ensure sufficient and adequate disinfectant supplies are readily available.
3. Regular cleaning procedures.

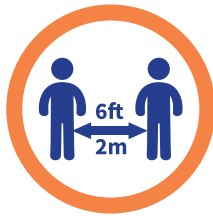
COVID-19

Coronavirus Disease

Preventative Measures - Protect Yourself



Wash hands (for 20-30 seconds) with soap and water thoroughly and often



Avoid close contact with others, particularly those with fever and cough



Avoid touching eyes, nose, or mouth with your hands



Do not hug, kiss, or shake hands when greeting others



Practice healthy habits (sleeping, eating, keeping physically active)

Key Facts

WHAT ARE THE SIGNS AND SYMPTOMS OF THE NEW CORONAVIRUS DISEASE (COVID-19)?

The following symptoms may appear 2-14 days after exposure:

- Fever
- Cough
- Shortness of breath

Reported illnesses have ranged from mild symptoms to severe illness and death. Call your doctor if you develop these symptoms, and have been in contact with a person known to have COVID-19, or have recently traveled.

HOW DOES THIS CORONAVIRUS DISEASE (COVID-19) SPREAD?

The virus that causes the disease, COVID-19, spreads very easily, person-to-person:

- Between people who are in close contact (within about 6 feet) with one another
- Through respiratory droplets produced when an infected person coughs or sneezes

These respiratory droplets can enter the mouths and noses of people nearby, or can be inhaled into their lungs.

If You Get Sick

PREVENT THE SPREAD OF COVID-19 IF YOU ARE SICK, BY TAKING THESE MEASURES TO PROTECT OTHERS:

- Stay home except to get medical care, for a minimum of 10 days
- Separate yourself from other people and animals in your home
- Wear a face mask if you are sick
- Clean your hands often
- Cover coughs and sneezes with a tissue, then dispose of tissue in garbage and wash your hands
- Avoid sharing personal household items
- Clean and disinfect all "high-touch" surfaces everyday
- Call ahead before visiting your doctor
- Pay attention to how you are feeling and call 811 any time to speak with a nurse at HealthLinkBC
- Seek urgent medical assistance if breathing becomes difficult