



New Westminister School District (#40) Covid-19 Safety Plan

Stage 3: Return to School Instruction Plan

Version 1.3

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Introduction

The purpose of this return to school plan is to outline the control measures that New Westminster School District (SD 40) is implementing to mitigate the risk of exposure to COVID-19 and ensure employees return to a safe workplace. Employees, students, volunteers, contractors and parents will be informed of the Operations and Health & Safety for all sites during this gradual return to in class instruction for June 2020. Site based Joint Occupational Health and Safety Committees will be provided with more information to ensure effective work collaboration.

B.C. is currently in phase 3 recovery of the COVID-19 pandemic response. As such, this plan will be reviewed and updated to meet future phase requirements, along with the School District's **Exposure Control Plan** and Safe Work Practices/Procedures (SWPs).

Information provided here is based on the health authorities' guidelines specific to the education sector available on COVID-19. References are made from the Ministry of Education, Ministry of Health, BCCDC, WorkSafeBC and the Fraser Health Authority. These comprehensive resources are available at:

https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe_caring-and-orderly-schools

Provincial Health Officer (BC Centre for Disease Control & Ministry of Health)

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

Minister of Education

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

WorkSafeBC Guidance

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education#collapse-F48D568D8CEA407A8D87B476F69D07D9>

Definitions

For the purpose of this document the following terms are defined as:

Universal Precautions and routine precautions will be used interchangeably to refer to infection-control precautions and procedures
Practicable: when reasonably possible
Safe Work Practices/ Procedures are referred to as SWPs

What we know about COVID-19

The BC Center for Disease Control has published the following information in its May 19, 2020 COVID-19: Public Health Guidance for K1-2 School Settings. Based on the current epidemiology of COVID-19 in B.C., and the fact that children are at a much lower risk of developing COVID-19, K-12 schools in British Columbia should begin increasing the number of students receiving in-class instruction within the school environment, while supporting the health and safety of children and adults.

COVID-19 and Children and Youth

- COVID-19 virus has a very low infection rate in children and youth. In BC, less than 1% of

children and youth tested have been COVID-19 positive. Most children and youth are not at high risk for COVID-19 infection.

- Children under 1 year of age and those who are immunocompromised or have pre-existing pulmonary conditions are at a higher risk of severe disease (visit the BCCDC Priority Populations page for further details).
 - Children who are considered more vulnerable can receive in-person instruction. Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend in-person instruction if they are uncertain.
- Children and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. GI symptoms are more common over the course of disease, while skin changes and lesions, are less common.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Clusters and outbreaks involving children and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Children are not the primary drivers of COVID-19 spread in schools or in community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children and youth.
- Prevention measures and mitigation strategies involving children and youth must be commensurate with risk.
- Adolescent children should physically distance themselves where possible when outside the family unit or household.
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

COVID-19 and Adults

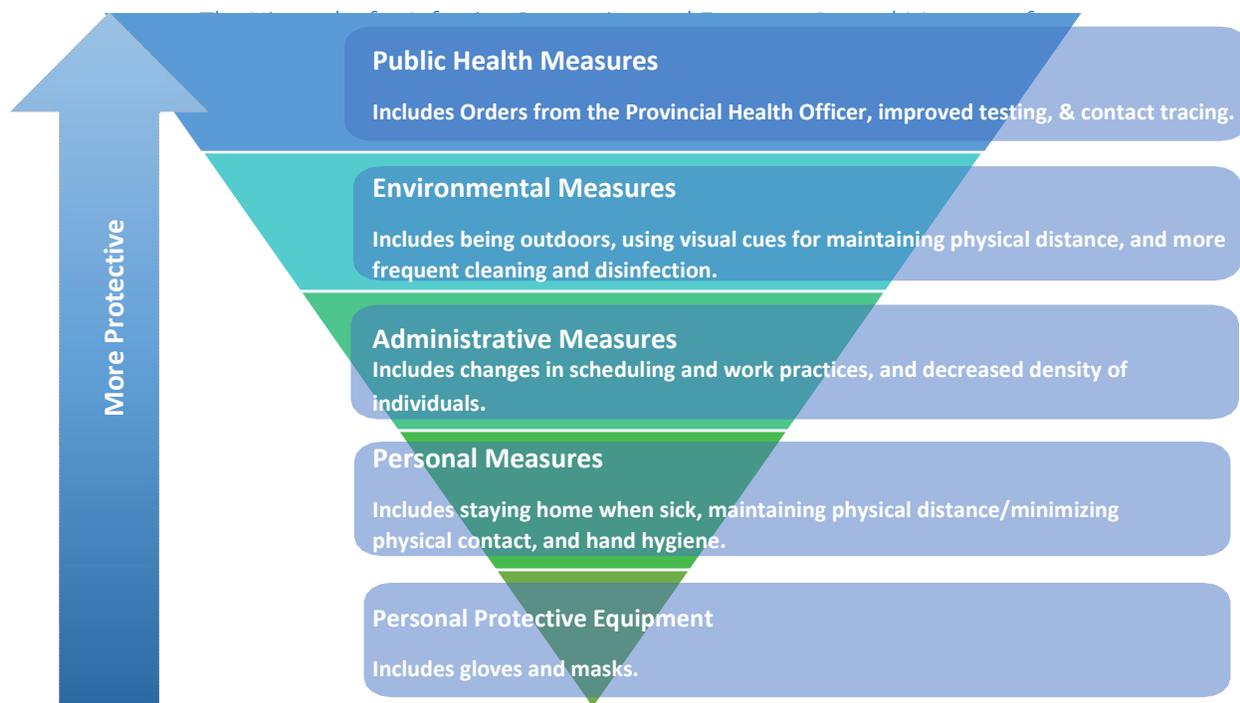
- While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:
 - Aged 65 and over,
 - With compromised immune systems, or
 - With underlying medical conditions.
- Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home.

Mass Gatherings

The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large assemblies of staff and students will not be held.

Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create a safe environment for students and staff. *Infection Prevention and Exposure Control Measures for Communicable Disease* describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease below provide example of safety control measures.



Environmental Measures are changes to your physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, ensuring good ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate and frequent cleaning and disinfection.

Administrative Measures are measures enabled through the implementation of policies, procedures, training and education. Examples of these include health and wellness policies, decreased density in classrooms, staggered schedules and using virtual learning opportunities.

Personal Measures are actions individuals can take to protect themselves and others. Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow and staying home from work if you are sick.

Personal Protective Equipment is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be infected.

Safety planning during the Covid-19 pandemic

All School District 40 employees must review the Exposure Control Plan, and review applicable COVID-19 Safe Work Practices/Procedures (SWPs) found on our [Staff Portal> HR> Occupational Health & Safety](#).

1.0 Restricting access to the school: *Stay home when sick*

The District has developed and distributed a consistent message to staff and parents on restricting access to schools to ensure staff and students entering schools are healthy.

1.1 Daily Health Assessment

- Parents and caregivers must assess their child daily for symptoms using the Daily Health Assessment for students (Appendix C) of common cold, Covid-19, or other infectious respiratory disease before sending them to school.
- If a student presents with symptoms, then parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
- Before arriving to work, all SD40 Staff must conduct a daily health assessment (Appendix D).
- **All students and staff that have travelled outside Canada in the last 14 days or were identified as a close contact of a confirmed case or outbreak of COVID-19 must stay home and self isolate.**

1.2 Staff and Student Illness Response

- If student develops symptoms at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
- If staff develops symptoms at home, they must remain at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
- Contact 811 for guidance if unsure of the symptoms. **Staff must advise their administrator if they are unable to attend work due to illness and log the absence accordingly in Atrieve™.**

Table: Illness response when student and staff develop Covid-19 like symptoms

(See next page)

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
IF STUDENT DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.	Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Contact the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further input.
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	

1.3 Access Control

- Access to SD 40 sites by non-school district personnel is not permitted unless deemed necessary by an administrator or site-manger. Communication should occur via the phone, virtual meeting, email, or by appointment.
- Signage at entrances serve as visual artifacts on the importance of staying home if presenting with COVID-19 symptoms as per WSBC guidance.

1.4 Arrival Protocol

- Parents/guardians must remain outside of the school to drop off their children. They must not enter the school.
- Administration in collaboration with the JOHS Committee will determine student entry points and if the drop-off and pick-up schedule needs to be staggered based on student attendance.
- Site-Specific Building Access procedures will be completed by the Administrator or Manager. Staff must review the procedures for their site.

1.5 Administration Areas

- Installed Plexiglas at secretary desks where sliding windows are unavailable.
- Floor decals (2m distancing) are applied as needed.

2.0 Practice good hygiene | Maintain Physical Distancing \ Minimizing Physical Contact

2.1 Student & staff hand hygiene

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g., recess, lunch). • Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • After using the toilet. • After handling common resources/equipment/supplies or pets. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g. recess, lunch). • Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student or self. • After using the toilet. • After contact with body fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.

- Hand Hygiene visuals are posted in sinks, washrooms (staff/students), common areas as required. (re: SWP4)
- Hand sanitizers will be available, where there is no sink.
- Staff should assist younger students with hand hygiene as needed.
- All required hygiene supplies will be maintained regularly throughout the day.
- Staff and students are encouraged to remain on site and not to leave during lunch or at break times; i.e. AM/PM shifts are scheduled.
- During peak times, transition areas, staff and student are encouraged to stagger and wait in line at entry/exit points/transitions areas to ensure sufficient hand washing are available during these times.
- SWP4 & orientation (video included)

2.2 Respiratory Etiquette

Students and staff should:

- Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Wearing cloth or homemade mask, particularly children, is not recommended. There is limited evidence outside of health care settings and only in uncontrolled situations where physical distancing between adults cannot be maintained for extended periods of time (greater than 15 minutes with a person who has probable or lab confirmed COVID-19). Wearing one is a personal choice. It is important to treat people wearing masks with respect.

- Parents and staff can teach and reinforce these practices amongst students.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

2.3 Food Handling

- Staff are discouraged from food preparation to avoid lingering in staff room.
- Students are not permitted to share food and group food preparation activities.
- If food is provided by parents, then food must be washed and ready to eat.
- Parent/Guardian will be asked to have food provided in clean containers.
- Where necessary, a designated space for food delivery will be provided.

2.4 Physical distancing

- Teachers & EAs to remind students to keep their hands to themselves when possible
- When possible and weather permitting, teachers and EAs are encouraged to take students outside.
- Student independent learning are encouraged by teachers and EAs.
- For younger students, adapt group activities to minimize physical contact and reduce shared items.
- For adolescent students, minimize group activities and avoid activities that require physical contact.
- Each class between Kindergarten to grade 5 will have a designated teacher.
- Consider different classroom configurations to maintain distance between students when possible.
- Administrator(s) will schedule transition times to provide a greater amount of space for everyone.
- Limit occupancy in common areas. Excess chairs and tables will be moved. When possible staff will stagger washroom breaks.
- Administrator(s) will minimize physical contact by staggering start and end times for staff when possible.
- Minimized onsite staffing by means of am/pm scheduling.
- Physical distancing posters are posted in common areas as required.
- As needed, hallways will include directional visuals or barriers.
- It is not permitted to greet others by hugging or shaking hands.
- Physical distancing posters are posted to ensure 2 metre (6ft) space between each worker.
- No in person assemblies/events.
- Most staff do not travel between sites. If staff need to travel between worksites, they need to maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible.
- Teachers are encouraged to engage students in outdoor activities. While outside, physical distancing should be maintained and visual cues are marked on the fields and intended to assist in the flow of students and staff.

2.5 Learners with Diverse Needs, if students need support for eating.

- Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food.
- Frequently wash hands with plain soap and water.
- Place all food items in sanitized designated area upon arrival.
- Parents will be asked to have food provided in clean containers.

2.6 Behaviour Support Plans, Care Plans and Staff Safety Plans

- Children are screened case by case to determine levels of support required to safely bring students into the school environment and any support plans will be provided to the site-based Administrator. Staff working

with children that have Behaviour Support Plans, Care Plans and/or Staff Safety Plans in place must review these plans prior to working with the child.

- Please see *Appendix F* for recommendations for Behaviour Support Plans, Personal Care Plans and/or Staff Safety Plans based on student need.

2.7 Personal Protective Equipment (PPE)

- PPE is only recommended for healthcare workers and other related professions. Good hand hygiene and sanitization practices are recommended.
- Masks are not recommended for use by children unless advised to do so by a health care provider. Masks on young children can be irritating and may lead to increased touching of the face and eyes.
- BC Centre for Disease Control (BCCDC) guidance for K-12 school settings is that personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
- Pre Covid-19 protocols will continue.
- Wearing PPE is a personal choice and individual decisions will be respected.

3.0 Work Environment/School Preparation

Administrators, staff and the JOHS Committee will utilize the following considerations to prepare classrooms and other SD 40 work environments.

3.1 Classrooms

- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- The green waste receptacle must be lined, emptied on a daily basis by custodians, and not overfill.
- Most classrooms have a handwashing sink, automatic soap dispenser (no bar soap and no anti-bacterial soap), and paper towels. If unavailable, then alcohol hand based sanitizers will be available.
- Classrooms, desktops and countertops must be decluttered with non-essential items to allow for custodial cleaning and disinfection.
- If assistance is needed with moving heavy items, please notify administration for support and they can submit a work order, as required.
- Workspaces and desks should be arranged in a way to minimize physical contact between students. Staff are expected to maintain physical distancing when possible.
- Access to science classrooms is permitted for instruction.
- Access to gyms, music rooms and library will be permitted for classroom space if needed.
 - Sharing of items will be discouraged; e.g. musical mouth pieces.
 - Gym equipment use will be limited to items that are easily cleaned.
 - Administration in collaboration with the JOHS Committee can determine any additional access limitations.

3.2 Office, Staff Room and Shared Space Access

Administrators will develop access protocols for their site in conjunction with the Site- Based JOHS Committee. These protocols must be in line with current SD 40 protocols discouraging congregation.

- Physical distancing must be maintained in common areas such as photocopier rooms, staff room, etc.

- Appropriate common areas will have a designated occupancy limit.
- Access to the school office will be limited.
 - Maximum occupancy requirements will be identified in common areas as required.
- The staffroom will not be available for eating nor food preparation.
- Staff may use the microwave and fridge.
- Weight rooms will remain closed.
- Community events that are non-essential are not permitted on school grounds until September 2020

3.3 Hand Washing Facilities

- Hand washing facilities are available in many classrooms and in designated classrooms.

3.4 Temporary Storage Area

- As classrooms should be decluttered removing difficult to clean items. Administrators may select a room, or area, if available for temporary storage during COVID-19. Boiler, electrical and mechanical rooms **MUST NOT** be used for storage.

3.5 Medical/Isolation Room

- Appropriate signage should be posted in designated medical/isolation room(s).
- Occupational First Aid attendants are provided with PPE
- After the Medical/isolation room is used, custodial Staff must be notified and conduct enhanced cleaning as per the Cleaning & Disinfection SWP COVID-19.
- Custodians must be provided with relevant information so they can be prepared with donning on the appropriate PPE.

4. Cleaning & Disinfection Protocols

4.1 Global Harmonization System (GHS) Requirements

- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of students.
- Safety Data Sheets for all cleaning products are available in our staff portal.
- SD 40 Staff who are using custodial products must review the SDS for the product before they use it, for the following information, but not limited to,
 - What to do in case of exposure and
 - What PPE is required for use?
- All chemicals must be properly labelled in accordance with WHMIS requirements and adhere to the guidelines from BCCDC: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

4.2 Cleaning Schedules

- The school will be cleaned and disinfected thoroughly every evening after the school is closed.
- Custodians will clean high touch points two times during the day.
- Custodians will ensure supplies (paper towels, soap and spray bottles) are checked daily when the classroom or area is unoccupied. If supplies are low contact the Custodian Foreman for supplies.
- Custodial Staff must be aware of areas that have been occupied and cleaning is required. See Appendix J.
- Principals will alert custodial staff that require additional or more frequent cleaning and disinfecting.
- Custodial Staff will keep spray bottles with disinfectant and paper towels readily accessible for staff to clean their work area and IT equipment.
- Under certain circumstances, non custodial staff may perform light cleaning.
- Custodians will clean plexi-glass/windows.
- Refer to Appendix J for cleaning protocols.

4.3 Facilities and Transportation

- Maintenance and operations Staff must keep their vehicles clean as per the Facilities and Transportation SWP. See Appendix G.

4.4 Keyboards and Electronic devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles should be cleaned and disinfected regularly. This will be the responsibility of the user.

When cleaning electronic devices please consider the following,

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- For screen, use a soft cloth and gently clean in a circular motion.
- Use a wetted paper towel with a small amount of soap to clean a touch screen
- Do not clean inside any ports or openings.
- Clean between users if required.

4.5 Toys and Sports Equipment

- Staff will select the minimum number of toys and sports related equipment required.
- Selected items must be easily cleaned. No stuffed toys or porous items.
- Toys and equipment, if used, will be cleaned twice a day before transitioning from the morning to afternoon shifts
- Parents/guardians must not allow students to bring toys from home(i.e. plush toys), **unless approved by administration**
- All toys, both morning and afternoon sets must be placed in a marked/designated locations so that custodians can disinfect items on a daily basis

Need Assistance?

If additional support is needed, Staff can reach out to the District Administration for specific student needs

5.0 Buses and school transportation (Lynch Bus lines)

- To date, student participation is minimal on buses and school transportation. However, the Manager of Facilities & Transportation is working closely with Lynch Bus Lines to ensure cleaning and disinfection procedures follow the BC CDC's [Cleaning and Disinfectants for Public Settings](#) document.
- Limit students travelling by bus to one student per seat.
- Wherever possible, encourage parents/caregiver vehicle use.
- COVID-19 related protections for the driver have been put in place by the bus company.

6.0 Communication Strategies

- Friendly reminder to staff that that all health and safety measures in place prior to the pandemic are still in place. For example, on our staff portal you can find a fillable form on *Reporting Occupational Health and Safety Hazards or Concerns*. You can find Joint Occupational Health and Safety (JOHS) Committee minutes are saved in the R: drive (JOHS Committee TORs, Minutes).
- Consistent district messaging is being corresponded with staff to avoid confusion.
- District Orientation for site based JOHS Committees was held on Monday June 25th.
- Administrators are scheduling daily check in meetings with workers when possible.
- District meetings are scheduled with a variety of stakeholders.
- Each site must review current lockdown processes to determine if changes need to occur due to COVID-19. Any changes to be communicated to all staff.

7.0 Training, Education, and Documentation

All SD 40 Staff must:

- Review this document and complete any and all meeting/training related to this document; such as SD40's Exposure Control Plan, Staff meetings regarding Covid-19, WHMIS, [Reporting Workplace Incidences and Injuries](#) etc.
- Review all applicable COVID-19 SWP's and revised SWPs as new information is provided.
- Complete a Staff orientation checklist on first day of return to work or attend the Weekly Orientation via MS Teams. See Appendix I.
- Review all updates/notices provided to Staff and maintain records.
- Participate in any additional training and or education sessions, as required (e.g. WHMIS).

8.0 Safety Responsibilities by role

All SD 40 Staff must:

8.1 Employer (school district)

- 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 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.
- 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, have 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.

8.2 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.

8.3 Workers (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.

8.4 Service operations managers (operations forepersons)

- Maintaining an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Providing adequate instruction to custodians 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.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

8.5 Site-Based Joint Occupational Health and Safety Committee

Joint Occupational Health and Safety (JOHS) Committee members are required to,

- Follow applicable WorkSafeBC legislation as laid out in the Site-Based Terms of Reference,
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers,
- Participate in the COVID-19 JOHS orientation and
- Complete the JOHS Site-Based Checklist COVID-19. See Appendix M.

8.6 Occupational First Aid Attendants

Administrators will identify a designated Occupational First Aid Attendant. They are eligible to receive the stipend. First Aid records must be kept for three years at the school sites. Refer to Appendix D.

Appendix A – Safe Work Procedures COVID-19

COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads (CDC, March 2020).
- There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper products (BCCDC May 14, 2020).
- COVID-19 has a very low infection rate in children, estimated at 1% in BC and 1-5% worldwide (BCCDC May 14, 2020).
- There is no documented evidence of child-to-adult transmission (BCCDC May 14, 2020).
- There is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults (BCCDC May 14, 2020).

Signs and Symptoms

- respiratory symptoms (shortness of breath and breathing difficulties)
- fever
- cough
- Symptoms may appear **2-14 days after exposure**.

How to avoid spread

- For Staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) to stay home from school/work. If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, physical distancing (2 meters/6 feet), minimizing physical contact, and hand hygiene.
- Please note, masks are **not** necessary for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 811 for guidance.
- Do not share office equipment like pens, scissors, staplers, etc.

- Do not share food (fruit trays, deli trays, etc.)
- No sharing of personal items (devices, writing instruments, phones, toys)
Avoid skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- All water fountains have been disabled and students have been asked to bring personal water bottles.
- No congregating in common rooms or areas (lunchroom, lobby, office washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the public health officer

Respiratory Etiquette

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and disposing of used tissues in a plastic-lined waste container.
- Followed by hand hygiene.

Handwashing is required

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

Follow video from World Health Organization <https://www.youtube.com/watch?v=3PmVJQUCm4E> and,

- remove jewelry
- clean hands for 20 seconds following steps 1-6
 1. Wash hands with warm 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
 6. Use paper towel to turn off the tap

Hand hygiene posters are posted as required.

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a minimum of 60% alcohol agent is required.
- If hands are soiled with visible contamination, they must first be washed with soap and water. Or use a
- Alcohol-based hand rubs don't work if your hands are greasy or visibly dirty. These products don't clean your hands and are not a substitute for handwashing. If your hands are visibly soiled, it is best to use soap and water.

- If it's not possible to wash with soap and water, use towelettes to remove the soil, then use an alcohol-based hand rub.

Appendix B: Parent Guidance document & Daily Health Surveillance

Excerpt from the Parent Guidance document requiring parents to complete the daily health surveillance.

Dear students, parents and staff,

Here's what to expect:

- K-5 will be operating at a maximum of 50% density: half days, five days a week
- Grades 6–12 will be operating at a maximum of 20%: two half days, two days a week
- A combination of in-class instruction and/or child care coverage at one of our Child Learning Centres will continue to be available 5 days a week for essential service workers (including for New Westminster School District staff who have school-aged children attending our Schools), as well as for students with diverse needs and abilities.
- Remote learners will continue to receive support and instruction via the channels being used now, just on a slightly modified schedule to account for the split teaching model

We also know you still have questions about health and safety, how schools will look different and what the implementation of Provincial Health Officer and WorkSafeBC guidance will mean inside our schools. And for families sending children back in June, you'll need to start a daily routine of doing health assessments for each of your children before sending them. We've created an online space to help answer all the questions you may have around these and other issues: <https://newwestschools.ca/phase-3-what-you-need-to-know/>

Appendix C – Daily Health Assessment for Students

Daily Health Assessment for Students

Parents or caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student develops symptoms, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.

Please check your child daily for the following symptoms:

- Coughing
- Fever (> 37.5 °C) or signs of fever
- Chills
- Sore throat and painful swallowing
- Shortness of breath/difficulty breathing
- Headache
- Chills
- Feeling unwell/fatigue
- Muscle aches and pains
- Stuffy or runny nose
- Loss of sense of smell
- Diarrhea
- Nausea/vomiting
- Loss of appetite

If ANY of these signs and symptoms are present, your child is NOT permitted to attend school. Contact 811 for more information and have your child assessed by a health care provider.

Please note, all students that have travelled outside Canada in the last 14 days or were identified as a close contact of a confirmed case or outbreak of COVID-19 must stay home and self-isolate and consult their health care provider.

For more information, visit: bccdc.ca

Appendix D – Daily Health Checks for Staff SWP COVID-19

Instructions:

Staff must complete this health check daily and not enter an SD 40 site if they present with the ill with any common cold, influenza or COVID-19 like symptoms or have unusual or persistent respiratory symptoms.

- Coughing
- Fever (> 37.5 °C) or signs of fever
- Chills
- Sore throat and painful swallowing
- Shortness of breath/difficulty breathing
- Headache
- Chills
- Feeling unwell/fatigue
- Muscle aches and pains
- Stuffy or runny nose
- Loss of sense of smell
- Diarrhea
- Nausea/vomiting
- Loss of appetite

If ANY of these signs and symptoms are present, you are NOT permitted to enter the school. Contact 811 for more information and see your health care provider for an assessment.

Please note, staff who have travelled outside Canada in the last 14 days or were identified as a close contact of a confirmed case or outbreak, must stay home and self isolate and consult their health care provider. Staff must advise their administrator if they are unable to attend work due to illness and log the absence accordingly in Atrieve™.

For more information, visit: bccdc.ca

Appendix E - Administering First Aid SWP - COVID-19

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or Staff at schools/sites during COVID 19 to ensure worker safety.

PPE

Nitrile gloves. Safety eyewear or other PPE is task dependent.

Before performing / administering first aid, the OFA designate must read and understand this procedure and watch the associated hand watching video (<https://www.youtube.com/watch?v=3PmVJQUcm4E>).

Procedure - Flu like Symptoms

- OFA designates are **not** to assess or approach patients with suspected flu like symptoms. Should a Staff or a child begin to show flu like symptoms:
 1. Ensure safe distance of 6 feet / 2 meters and reassure the patient
 2. Alert the Principal or Manager
 3. Direct Staff to move everyone to another room.
 4. If patient is a child, have them wait in the isolation room for pick from a parent or guardian.
 5. Advise custodial Staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.
-

Procedure - Non -Flu like Symptoms- Standard First Aid

- First Aid rooms / dressing rooms are to be kept as a clean staging area, **patients are NOT to enter.** Have patient sit in chair outside room or other designated area.
- Perform hand washing as per COVID 19 SWP regarding Hand Washing.
- Gather appropriate PPE, first aid supplies and leave first aid kit in staging area (First aid room / dressing area).
- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial of areas used/touched for disinfecting purposes.
- Remove Gloves:
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
 - Wash hands as per Hand Washing SWP.
- Complete -First Aid Record as per WorkSafeBC

Appendix F - Enhanced Cleaning SWP COVID-19

The purpose of this document is to provide a procedure for custodial Staff to follow while performing enhanced cleaning of schools/sites due to COVID 19 to ensure worker safety and effective disinfecting.

Enhanced Cleaning

Regular cleaning as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points such as: door handles, light switches, handrails, and water fountains. Please follow the process below to ensure cleaning is appropriate for COVID 19.

Personal Protective Equipment (PPE)

Rubber gloves, splash goggles if required

Procedure

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Put on required PPE.
3. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
 - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into room.
 - Use bucket to bring in essential supplies only to the room.
 - Bucket along with all its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
 - A waste bag will be placed on the floor by the doorway.
 - A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
4. Using the SD 40 approved disinfectant, begin cleaning at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
5. Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including;
 - Chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches, doorknobs, desktops and, any horizontal surfaces used during classroom activities that day.
6. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.
 - Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and any specific areas identified by the staff.
 - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
7. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
 - **Do not** leave additional liners in the bottom of the garbage container or hanging over the side.
8. Take garbage/soiled items to exterior dumpsters.
9. Wash hands as per Hand Washing Safe Work Procedure.
10. Cleaning high touch surfaces during the day should occur twice daily for areas in use.

Appendix G – Diverse Learners Support Considerations COVID-19

Purpose

Learners with diverse, complex needs are considered vulnerable students. Continuity of learning plans require personal care and Staff to be in closer proximity with the student. As a result, this document has been created to support students on Staff Safety Plan, Positive Behaviour Support Plans, and Nursing Support Services (NSS) Care Plans for students due to COVID-19. All student support plans that were in place prior to the pandemic will be followed. No additional personal protective equipment beyond normal universal precautions are required (for reducing COVID-19 transmission). Other more effective procedures, cleaning and disinfecting and hand hygiene are in place. Alcohol-based hand rub dispensers are available, where sinks are not available, along with posters to promote the importance of hand hygiene.

Personal Protective Equipment (PPE)

Dependent on Care Plan or Safe Work Procedure.

- Personal protective equipment such as masks, gloves and gowns are not recommended for Staff who work in the education sector (BCCDC, May 13, 2020).
- To mitigate risk, we have daily health checks before admittance and medical/isolation rooms should a child or Staff member become ill while on site.
- No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis by the health authority. For particularly complex cases, example feeding tubes, direct any inquiries to NSS.

Care Plans

- Students with complex health needs may have Care Plans developed in conjunction with Occupational Therapist and Physiotherapist. The same personal protective equipment (PPE) needed prior to COVID-19, for implementing a student's Care Plan, continues to be required during this time of concern due to COVID-19.

Food/Eating

Use good hand hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing SWP
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in the container it was brought in
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)

Toileting

- Staff to ensure the appropriate items are accessible in washroom to assist in toileting
- Wash hands as per Hand Washing SWP and follow recommended glove procedures
- Staff support student in areas required, follow pre-pandemic plans
- Staff to minimize physical contact when practicable

- Staff support student in washing hands, if required
- Remove Gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Hand over Hand

Support

Handwashing

- Staff support student to wash hands as required on page 4 of the handbook
“Handwashing is required”
 - In addition, if student touches face, mouth or nose, whenever possible Staff support student to wash hands
- Staff to provide verbal cues for hand washing
- If student requires hands on support, Staff to remain at student’s side using diagonal Nonviolent Intervention Crisis supportive stance
 - Staff support to wash hands with soap and water, dry hands with papertowel
- Wash hands as per Hand Hygiene SWP

Communication:

- Practice hands hygiene as per Hand Washing SWP
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe
 - Support student to wash hands, as above
- Practice hand hygiene as per Hand hygiene SWP

Other

- Self-regulation: student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items e.g.: cozy swing, SafeSpace for a designated student only (single use).

Specialized Equipment

(e.g.: Helmet, stander, stroller/wheelchair, lift)

- If Staff need to support students with specialized equipment
- Practice proper hand hygiene as per SWP
- Follow pre-pandemic plans

The following are examples for staff safety:

Although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with handwashing and cleaning & disinfection.

Review student's updated IEP, Positive Behaviour Support Plans, Staff Safety Plan and other appropriate plans follow Staff response accordingly

1.	Spitting <ul style="list-style-type: none">• Wipe down any area that has possible saliva with disinfectant• If in contact with saliva, wash hands and/or affected areas
2.	Biting <ul style="list-style-type: none">• If in contact with saliva, wash hands and/or affected areas• If skin is broken seek first aid and follow universal precautions• Wear Kevlar sleeves or other Kevlar products, as necessary
3.	Lunging <ul style="list-style-type: none">• Move self out of way
4.	Grabbing <ul style="list-style-type: none">• If in contact with saliva, wash hands and/or affected areas

Appendix H – Facilities / Transportation SWP COVID-19

Purpose

The purpose of this document is to provide a guidance for Facilities / Transportation Staff while working during the COVID- 19 pandemic to ensure worker safety.

PPE

Job/task dependent. See job/task specific procedures or SD for product being used.

- If you are using a vehicle after another worker, it must be re-sanitized before use.
- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- Staff will need to check in to Facilities / Transportation as per the Working Alone or From Home Safe Work Procedure COVID-19 to ensure they are safe and to get any information they may have missed.
- Do not share tools without disinfecting first.
- When arriving to work, do not congregate in common areas. Move directly to vehicle when possible.
- Contact your Manager or clerical Staff by email or phone rather than in person.
- Check emails daily for new information and additional guidance.
- If two people are required for a task, maintain 2 metre (6 feet) distance except.
- Always maintain a 2m distance except when there is an essential safety reason not to (IE holding onto a ladder).
- Stagger breaks to reduce congregation.
- Sign in/out at all sites visited each day.
- Make sure your presence is known in schools.

Procedure – District Vehicle

Cleaning PPE

None required for ES64 in vehicle. Additional PPE may be required depending on chemical and supply.

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using SD 40 approved disinfectant begin cleaning at the door and work your way into the vehicle.
 - Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
 - Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
 - To clean the microfiber cloth, please hand wash and hang to dry before next use.
3. Take garbage/soiled items to exterior dumpsters.
4. Wash hands as per Hand Washing WSP.
5. This procedure should be performed at end of every shift.

Please note: If a co-worker is assigned to use the vehicle after you they must also perform this procedure before they use the vehicle at the start of their shift.

Appendix I - Staff Orientation Checklist

Worker Name: _____ **Date:** _____

Items reviewed	Site Specific Information	Reviewed (X)
Site Based Admin/Contact		
Staff Check-in/out process		
Assembly/Muster Station Location		
Lockdown Process/Location		
JOHS Rep	CUPE: NWTU: P/VP:	
Medical Isolation Room Location(s)		
Occupational First Aid Designate		
How to Summon First Aid Designate	#:	
Staff self health check requirement	To be completed before entering school	
Staff Washroom Location		
Student Washroom Location		

To be completed with Staff upon return to the school/site, please note this can be done via MS teams.

Additional comments/information:

Appendix J - Cleaning & Disinfection Schedule for Custodians

Cleaning Tasks [Refer to 'COVID -19 Public Health Guidance for K-12 School Settings'] ⁴	Frequency	Disinfecting Tasks [Refer to 'COVID -19 Public Health Guidance for K-12 School Settings'] ⁴	Frequency
Clean Surfaces with Visible Dirt	Daily	Washrooms [sinks, counters, mirrors, toilets, urinals, partition walls, dispensers, doors, garbage bins, floors, grab bars, and all	Twice per day
		washroom supplies replenished]	
Empty Garbage Containers	Daily	Learning hubs, life skills room, resource room, classrooms as appropriate [desks, tables, chairs, sinks, faucets/light switches, doorknobs, telephones, appliance handles]	Twice per day
Empty Central Waste Collection Stations	Daily	Front Entry Doors [handles]	Twice per day
Spot Mop	Daily	Water Fountains [push control, basin/spout]	closed
Spot Vacuum	Daily	Hallways [handrails, light switches, push bars, door knobs, elevator buttons]	Twice per day
Wash All Resilient Floors	Weekly	Office [desks, counters, tables, chairs, telephones, keyboards, light switches, door knobs, plexi-glass]	Twice per day
Vacuum All Carpeted Floors	Weekly	Staff Room [appliance and cupboard handles, door knobs, sinks, tables/chairs, light switches, keyboards]	Twice per day

Appendix K: Posters and Floor Stickers

<p>Social Distancing Floor Sticker 1</p>	
<p>Designated Medical/Isolation room sign</p>	<p style="text-align: center;">Medical/ Isolation Room</p> 
<p>Signage at entrances serve as visual artifacts on the importance of staying home if presenting with COVID-19 symptoms as per WSBC guidance.</p>	<p>All workers and students</p> <ul style="list-style-type: none"> ▪ who have symptoms of COVID-19 or ▪ have travelled outside Canada in the last 14 days or ▪ were identified as a close contact of a person with a confirmed case of COVID-19 <p>must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control.</p>

STOP COVID-19 **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)

COVID-19 INFO

Provincial Health Services Authority, Vancouver Coastal Health, Fraser Health, Providence, Interior Health, northern health, island health, PHSA Western Health Authority

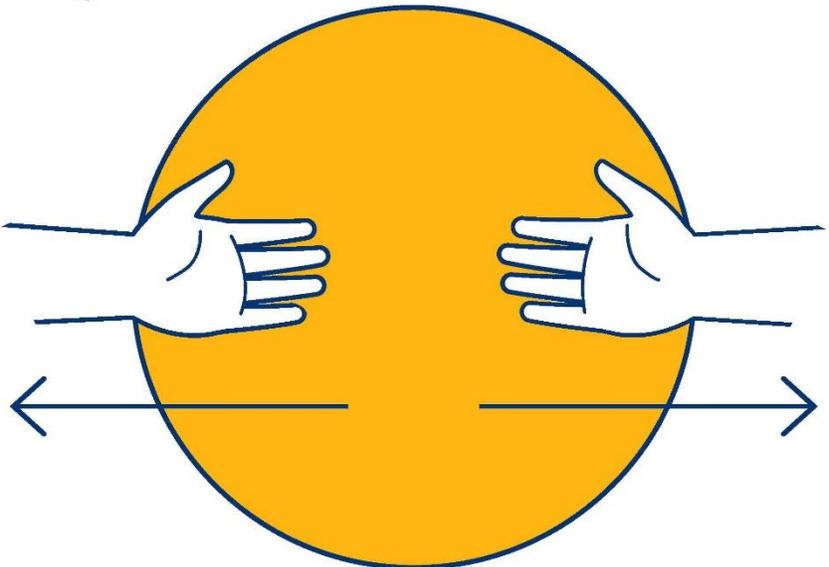


Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

BRITISH COLUMBIA
Ministry of Health

REDUCE THE SPREAD OF COVID-19



The diagram shows two hands, one on the left and one on the right, with their fingers spread. A large yellow circle is positioned between the hands. Two horizontal arrows point outwards from the center of the circle, indicating the distance to be maintained.

PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



BRITISH COLUMBIA

Ministry of Health



CDC
BC Centre for Disease Control

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



About Coronavirus

CORONAVIRUS

About Coronavirus (It's also called Covid-19)



Coronavirus
Is a sickness that makes most people a bit sick for a few weeks.



If you get Coronavirus
You might cough, feel just a bit of trouble breathing, or feel hot.



I'm Afraid
When everyone talks about Coronavirus all the time, it can get scary. Talk to your caregiver or family if you feel scared.



If You Feel Sick
Stay home. Make sure you have a caregiver to help you and let them know if you have any trouble breathing.

Are you scared or anxious right now?
-Talk to your caregiver or family.

-Or call:

Developmental Disabilities Mental Health Services | Fraser Health | Information accurate April 2020

I am a Parent...

CORONAVIRUS

I Am a Parent— What if My Child Gets Sick?



What To Do If They Get Sick
Have them go to bed. Give them fluids. Keep giving regular medication. They may need acetaminophen for fever - see child's medication plan.



Keep Yourself Safe
If they are sick wear a mask and gloves if you need to go close. Limit number of caregivers attending. Wash hands frequently. Don't share dishes, bedding, towels or bathroom if able.



Emergency Warning signs
Watch for trouble breathing, pain in chest, confusion, bluish lips, inability to arouse, uncontrollable fever.



What To Do In An Emergency
If you see emergency warning signs, or your you think child is getting worse, they will need to go to hospital. Call doctor, nurse (8-11) or ambulance (9-11).



Where To Get More Information
World Health Organization: www.who.int
B.C. Centre for Disease Control: www.health.ca



We Appreciate You
We understand this can be very scary and hard for you. You are one of the heroes in this Coronavirus crisis.

Are you scared or anxious right now?
-Talk to your co-workers, friends, family or doctor.

-Or call:

Developmental Disabilities Mental Health Services | Fraser Health | Information accurate April 2020

<p>I Am a Caregiver...</p>	<p>CORONA VIRUS I Am a Caregiver of a Person With an Intellectual Disability</p> <p>What To Do If They Get Sick Have them go to bed. Give them fluids. Keep giving regular medication. They may need acetaminophen for fever - see client's medication plan.</p> <p>Keep Yourself Safe If they are sick wear a mask and gloves if you need to go close. Limit number of caregivers attending. Wash hands frequently. Don't share dishes, bedding, towels or bathroom if able.</p> <p>Emergency Warning Signs Watch for trouble breathing, pain in chest, confusion, bluish lips, inability to arouse, uncontrollable fever.</p> <p>What To Do In An Emergency If you see emergency warning signs, or your you think client is getting worse, they will need to go to hospital. Call doctor, nurse (8-11) or ambulance (9-11).</p> <p>Where To Get More Information World Health Organization: www.who.int B.C. Centre for Disease Control: www.bccdc.ca</p> <p>We Appreciate You We understand this can be very scary and hard for you. You are one of the heroes in this Coronavirus crisis.</p> <p>Are you scared or anxious right now? -Talk to your co-workers, friends, family or doctor. -Or call <input type="text"/></p> <p><small>Developmental Disabilities Mental Health Services hvazh.health.ca Information accurate April 2020</small></p>
<p>I Feel Sick</p>	<p>CORONA VIRUS I Feel Sick</p> <p>Go to Bed Like any other time that you are sick you need to stay in your bed and sleep as much as you can.</p> <p>Have Enough to Drink Drink water, juice, even soup! It is important to keep your body as healthy as you can.</p> <p>Coughing + Sneezing Cough or sneeze into your elbows or use tissues and throw them out afterwards!</p> <p>Wash Your Hands Before Touching Use soap and water and wash long enough to sing "Happy Birthday" twice.</p> <p>Don't Share Dishes, Towels or Bedding This will keep others in your home safer from the Coronavirus.</p> <p>Tell Your Caregiver Let them know you are not feeling well. Tell them especially if you have a hard time breathing.</p> <p>Are you scared or anxious right now? -talk to your caregiver or family. -Or call <input type="text"/></p> <p><small>Developmental Disabilities Mental Health Services hvazh.health.ca Information accurate April 2020</small></p>
<p>I Feel So Anxious</p>	<p>CORONA VIRUS I Feel So Anxious! What Can I Do to Feel Better?</p> <p>Limit the News The news can be scary. Try to limit yourself to one half hour per day or less of viewing.</p> <p>Write Down Your Worries It's normal to feel anxious. Write down your feelings and let them leave your mind.</p> <p>Call a Friend Phone someone who makes you feel happy and have a great talk!</p> <p>Think About What is Good in Your Life Think about the good things. You are cared for and loved.</p> <p>Fill Your Time with Nice Activities Start a new routine at home. Do puzzles, sew, or do fun crafts.</p> <p>Breathe Deeply and Exercise at Home Do exercises and stretches at home. Take the time to breathe deeply and slowly.</p> <p>Are you scared or anxious right now? -talk to your caregiver or family. -Or call <input type="text"/></p> <p><small>Developmental Disabilities Mental Health Services hvazh.health.ca Information accurate April 2020</small></p>

What Am I Supposed to Do?

CORONA VIRUS

What Am I Supposed to Do?

Stay at Home
Keep yourself busy with things like a craft, watching T.V. or reading a book.

Wash Your Hands
Use soap and water and wash long enough to sing "Happy Birthday" twice.

Don't Go Near Others
Both of you reach your arms out. If you don't touch, you are as close as you should get.

Don't Feel Alone
If you are by yourself make sure to phone someone to keep in touch.

Don't Share Dishes and Food
Use only your own dishes and forks, knives, spoons and food.

Clean
If you share a house, clean surfaces with soap and water or cleaner wipes at least once a day.

Are you scared or anxious right now?
-talk to your caregiver or family.

-Or call

Developments: Diaz/1919 Mental Health Services | | Information accurate April 2020

Appendix L – Safety Data Sheets

- Safety Data Sheets are available for:
 - EnviroSolutions ES64 General Disinfectant
 - <https://swishclean.com/Products/Media/pdf/es64SDS.pdf>
 - EnviroSolutions ES72 Hydrogen Peroxide Disinfectant
 - <https://swishclean.com/Products/Media/pdf/ES72CSDS.pdf>

Appendix M – JOHS Committee- COVID19 Checklist

Date:

Names of participating JOHS Committee Member: _____

CONSIDERATION	Action Needed	No Action Needed
Staff room		
Max occupancy		
Signs and markings		
Photocopier room		
Max occupancy		
Signs and markings		
Office		
Access controlled		
Signs and markings		
Sign-in/out process (electronic)		
Classrooms		
Sink for handwashing?		
Layout		
If no sink, alt. site		
Staff mailbox access		
Email vs paper		
Schedule for access, if required		
Isolation Room		
Location		
Capacity		
Signs (occupied)		
First Aid Room		
First aid Station/dressing area		

CONSIDERATION	Action Needed	No Action Needed
Washroom considerations		
Max occupancy		
Signs and markings		
Student and Staff		
Sink spacing		
Hand washing locations		
Classrooms		
Washrooms		
Lockdown considerations		
Current lockdown processes sufficient		
Current hold and secure processes sufficient		
Electronic Plan Access		
Worker safety plan / threat synopsis		
Behavior support plan		
Personal care plans		
Student Attendance		
Staggered drop off		
Access points/entrance		
Access to Disinfectant for Staff		
ES64 access and sign-out		
Site Specific Considerations		
Library, gym and music room access		
Building access / entrance		