



New Westminster Schools

New Westminster School District (#40)

Communicable Disease Plan

Updated: 2025

Please note: This plan will be modified as required to align with the most current health and safety requirements and Ministry guidelines.

Introduction

The purpose of this plan is to outline the infection prevention and control measures that New Westminister School District (SD40) is implementing to mitigate your risk of exposure to COVID-19 and other communicable diseases to ensure employees return to a safe workplace. Employees, students, parents, volunteers, visitors, and contractors are expected to adhere to this plan.

New Westminister's Communicable Disease Plan is based on the Provincial COVID-19 Communicable Disease Guidelines for K-12 settings and the BCCDC's Public Health Communicable Disease Guidance for K-12 Schools. Necessary plans are in place to shift the plan if and when required, as directed by the Ministry of Education. This plan will be reviewed and updated to meet future requirements, along with the School District's plans for Exposure Control and Safe Work Practices/Procedures (SWPs) found on our Staff Portal > HR > Occupational Health & Safety. Wherever a member of the New Westminister School Community is unclear as to the appropriate action or response in relation to any protocol or procedure, they should contact their school site administrator (Principal or Vice Principal) or a member of District Administration. Contact information is available at www.newwestschools.ca. In the case of any variance between this plan and other guidance documents, staff and students should follow the guidance of this plan.

Variants of COVID-19 spread the same way as the original COVID-19, therefore the prevention measures already in place in schools continue to be effective at reducing the risk of COVID-19 Spreading.

Based on guidance from the Provincial Health Officer and experience to date within B.C. and other jurisdictions that schools continue to be low-risk sites for COVID-19 transmission, even with increased risk of COVID-19 in some communities, K-12 students can participate in full-time, in-class instruction in accordance with current public health guidelines for schools. Location-specific safety measures are included in the addendum for each school or site-specific safety plan.

BCCDC notes that transmission within K-12 school settings accounts for a minority of COVID-19 cases, even amongst students and staff. Moreover, with high immunization rates in BC and treatment options for people at higher risk of serious disease, public health advises that COVID-19 can be managed as are other serious respiratory infections in the community.

When to test for COVID-19?

- Similar to the approach to testing for other diseases, testing for COVID-19 is recommended when a positive or negative result will inform decisions about treatment or care. This includes people who have symptoms of COVID-19 and
 - are currently hospitalized (any age)
 - are pregnant
 - are at risk of more severe disease and currently eligible for treatment
 - live or work in settings with others who are high-risk for severe illness
- If you have mild symptoms of COVID-19, **you do not need a test**. Stay home and away from others until you feel well enough to return to your regular activities and you no longer have a fever.
- Mild symptoms are symptoms that can be managed at home.
- **If you have symptoms of COVID-19, there is no requirement to take any form of testing.**

Gatherings

School Gatherings

- Schools can resume all types of gatherings and events without capacity limits.

Self-Isolation/Quarantine for International Travellers

Refer to www.travel.gc.ca for the latest and most up to date information.

Health Awareness

Health awareness reduces the likelihood of a person with a communicable disease coming to school/work when they are infectious. Health awareness involves a person checking their health regularly whether they (or their child) are experiencing symptoms of illness and not coming to school/work when sick or leaving school/work when the symptoms develop. We all must continually be health aware and monitor ourselves for symptoms of illness throughout the day.

- Health awareness – everyone should do a health check to ensure they are not experiencing symptoms of illness before attending school/work. Schools do not need to monitor students or staff for symptoms of illness
- **If a student, staff member, or other adult is sick, they must not enter the school.**

STAYING HOME, SELF-ISOLATION AND SYMPTOMS

- There is no longer an isolation period for COVID-19

Symptoms of Illness and Return to School

- **Students, staff, or other adults should stay at home when sick**, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools.
- Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g., seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health-care provider.
- Students or staff may still attend school/work if a member of their household develops new symptoms of illness, provided the student/staff member has no symptoms themselves.

If a student or staff member suddenly become sick while attending school or at work, and may not be able to be picked up immediately, then the following protocol should be taken per Table 1.

- Supervising staff can choose to wear a non-medical mask and face shield if they are unable to physical distance, avoid touching fluids as much as possible, and practice diligent hand-hygiene.
- Separate the sick person from others and keep a 2 metre distance from the sick person.
- First aiders or adults supervising are provided with the emergency bag that includes a non-medical mask, face shield, and other first aid supplies (See OFA SWP).
- Have the following available for use:
 - Disposable pillow cases, sheets, blankets;
 - A trash bin lined with a garbage bag;
 - Supply of PPE appropriate for student/staff.
- If there was contaminated bodily fluids on surfaces, notify the custodian and conduct enhanced cleaning as per the Cleaning & Disinfection SWP COVID-19.

1.1 Table 1: Illness response

Illness response for student and staff

If a Student Develops Any New Symptoms of Illness At School	If a Staff Member Develops Any New Symptoms of Illness At School/Work
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student in a supervised area away from others. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff can choose to wear a non- medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask they may choose to wear or 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 recently used by them (e.g., classroom, bathroom, common areas). <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 in an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a mask they choose to wear to cover their nose and mouth while they wait to be picked up. <p>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).</p> <p>Staff attending a COVID-19 Vaccination appointment should log the absence accordingly in Atrieve™ identifying the absence as "COVID Vaccination" which is a paid leave of up to 3 hours.</p>
<ul style="list-style-type: none"> • A health-care provider note to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices, is not required for students or staff to return. 	

1.2 Access Control/Visitor Access

- Visitors are required to sign-in/out when accessing school buildings. Anyone considered a worker must also complete a school-specific health and safety orientation.

2.0 Practice Good Hygiene

2.1 Student & Staff Hand-hygiene

- Hand-hygiene visuals are posted near sinks, in washrooms (staff/students), and common areas as required (re: SWP4).
- Hand sanitizers containing at least 60% alcohol are available where there is no sink.
 - Procurement of commercial hand sanitizer products adhere to Health Canada's requirements and are authorized for sale in Canada.
- Staff should assist younger students with hand-hygiene as needed.
- All required hygiene supplies will be maintained regularly throughout the day.
- SWP4 & orientation hand-washing video from WHO:
<https://www.youtube.com/watch?v=lisgnbMfKvI>
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.

Table 2: Student and 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.▪ Before and after any breaks (e.g., recess, lunch).▪ Before and after eating and drinking (excluding drinks kept at a student's desk or locker).▪ After using the toilet.▪ After sneezing or coughing into hands.▪ Whenever hands are visibly dirty.	<ul style="list-style-type: none">▪ When they arrive at school.▪ Before and after any breaks (e.g., recess, lunch).▪ 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.

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.
 - Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.
- Parents and staff can teach and reinforce these practices among students.
 - Usual “FOODSAFE” requirements remain where applicable.
- Fundraisers
 - Schools can continue to offer fundraisers. They should align with the [Guidelines for Food and beverage Sales in B.C. Schools](#).

2.7 Personal Protective Equipment (PPE)

Although personal protective equipment is the lowest level on the hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Masks and face coverings (masks) have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them.

Masks and Face Coverings

- Masks are no longer required to be worn in schools. The decision to wear a mask beyond when it is recommended by public health is a personal one, based on individual preference. Some students and staff may choose to continue to wear a non-medical mask or face covering throughout the day or for certain activities.
- Masks can also be worn when a staff member or student becomes ill while in a school and has not yet left the school.

Schools and school districts will have non-medical masks available for staff and students, including anyone who becomes sick while at school. These masks include the masks found in the classroom emergency kits, and must be reported to the school administrator to replenish.

3.0 Work Environment/School Preparation

General Ventilation and Air Circulation

At this time, there is no evidence that a building’s ventilation system, in good operating condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures.

School districts have ensured that heating, ventilation, and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers ([Part 4 of the OHS Regulation](#)).

School districts and independent school authorities should regularly maintain HVAC systems for proper operation and ensure that:

- Schools with recycled/recirculated air systems upgrade their current filters to a minimum MERV 13 filter or higher if possible.
- Where a MERV 13 filter cannot be installed, a portable air scrubber equipped with a HEPA filter will be installed (for example: portable classrooms).
- schools with fresh air intake systems increase their average air exchanges as detailed on the [ASHRAE website](#) and the [Rocky Point Engineering Ltd website](#).

In order to enhance school ventilation, schools should consider:

- Ensuring that the ventilation system operates properly, increase air exchanges by adjusting the HVAC System, and opening windows where possible;
- School district and site-based safety plans provisions for when a school/worksite's ventilation system is temporarily compromised (e.g., partial power outage, ventilation break down) should include the following:
 - increasing air exchanges by adjusting the HVAC system;
 - where possible, opening windows;
 - other considerations, dependent on the emergency situation, will be reviewed at the school board level in collaboration with the site/school.
- Fans and air conditioners can be used on hot days. Avoid horizontal cross breezes, where air is directly blown from one person's breathing zone to another's. However, use of fans and portable air conditioners should be avoided without an outside source of fresh air such as an open window.

3.1 Classrooms

- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Most classrooms have a handwashing sink, automatic soap dispenser (no bar soap and no anti-bacterial soap), and paper towels. If unavailable, then alcohol-based hand sanitizers are available.
- Classrooms, workspaces and desks can again be arranged in the best layout for class instruction.

4.0 Cleaning & Disinfection Protocols

4.1 Workplace Hazardous Materials Information System (WHMIS) Requirements

- Staff are expected to be familiar with the hazards and safety controls of the chemicals used at work. This has been completed through their COVID-19 safety orientation.
- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of students.
- Safety Data Sheets (SDS) for all cleaning products are available in our Staff Portal and are available at product storage sites.
- SD 40 Staff who are using custodial products must review the product SDS 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

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces. Commercial disinfectant products procured adhere to Health Canada's hard-surface disinfectants for use against coronavirus (COVID-19) list.

Definitions

Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth. All visibly soiled surfaces should be cleaned before being disinfected.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body.

PRODUCTS & PROCEDURES

For **cleaning**, use water and detergent (e.g., liquid dishwashing soap), or common, commercially available cleaning wipes, along with good physical cleaning practices (i.e., using strong action on surfaces). For hard-to-reach areas, use a brush and rinse thoroughly prior to disinfecting.

For **disinfection**, use common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed). Refer to the [Cleaning and Disinfectants for Public Settings Guidelines](#) for additional information.

For specific brands and disinfectant products, see Health Canada's list of [hard-surface](#)

[disinfectants for use against coronavirus \(COVID-19\).](#)

CLEANING AND DISINFECTING FREQUENCY

The following frequency guidelines should be adhered to when cleaning and disinfecting:

- General cleaning and disinfecting of the premises at least once in a 24-hour period. This includes items that only a single student uses, like an individual desk.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least once in 24 hours. (See [Frequently Touched Surfaces](#) section below for examples of frequently touched surfaces.)
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

CLEANING AND DISINFECTING BODILY FLUIDS

Follow these procedures when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, Kevlar sleeves) for blood and bodily fluids (e.g., toileting, spitting, biting).

9.0 Vaccination

- Vaccinations remain the primary layer of protection that has limited severe health outcomes from COVID-19. As of March 10, 2022, 93.3% (4,322,690) of eligible people 12 and older in B.C. have received their first dose of COVID-19 vaccine, 90.7% (4,204,895) received their second dose and 55.7% (2,580,562) have received a third dose.
- The BCDC strongly recommends adults interacting with children to be fully vaccinated for COVID-19 as it protects against serious illness, including from the Omicron variant.
- For full protection, it is recommended that everyone get the Fall 2023 booster shot when made available to your age group.
- Every school should designate a space for public health nurses or other qualified personnel to carry out their duties, including immunizations, when needed.
- Ages 6 months and older are now eligible for COVID-19 Vaccination.

9.1 Facility Rentals

- Facility rentals must additionally follow all public health orders currently in effect and it is the responsibility of the event organizer to ensure these orders are followed.

- The details of all public health orders and the latest requirements must be verified and enforced by the event organizer. Check: <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions> for the latest guidance.
- Facility rentals are allowed if they follow the above guidance.
- Where possible, limit building access to only those areas required for the purpose of the activity only.

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.

The BC Center for Disease Control has published the following information in its May 19, 2020 COVID-19: Public Health Guidance for K-12 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.

Respiratory Etiquette

- Covering the mouth and nose with a tissue or a flexed elbow during coughing or sneezing and disposing of used tissues in a plastic-lined waste container, followed by appropriate hand-hygiene. [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.
- Alcohol-based hand rubs do not work if your hands are greasy or visibly dirty. These products do not 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 is not possible to wash with soap and water, use towelettes to remove the soil then use an alcohol-based hand rub.

Student (Kindergarten to grade 12)

Daily Health Check

Under the new protocols and processes that will keep our schools safer, each morning it is your responsibility to do a daily health check for your children (complete for each child), prior to them attending school. That check needs to include a full review of all symptoms and questions listed on this form.

1. Key symptoms of illness

Do you have any of the following key symptoms?

- ☐ Fever (above 38°C)
- ☐ Chills
- ☐ Cough
- ☐ Difficulty breathing
- ☐ Loss of sense of smell or taste

If you answered "YES" to 1 or more of these symptoms: stay home and get a health assessment, by contacting your health care provider or calling 8-1-1, to determine the next steps.

Other symptoms:

- ☐ Sore throat
- ☐ Loss of appetite
- ☐ Headache
- ☐ Body aches
- ☐ Extreme fatigue or tiredness
- ☐ Nausea and vomiting
- ☐ Diarrhea

If you answer "YES" to 1 symptom: stay home until you feel better.

If you answer "YES" to 2 or more of these symptoms: Stay home for 24 hours. If symptoms either don't get better or get worse, get a health assessment by contacting your health care provider or calling 8-1-1 to determine next steps.

2. Do you need to isolate or quarantine?

Have you been instructed to isolate or quarantine? If so, do not attend school and only return when you've been instructed that it is safe to do so.

If you are unsure if you're required to get a COVID-19 test or self-isolate, because you are worried about new symptoms, have travelled to a place where restrictions may apply, or are a confirmed contact of a person confirmed to have COVID-19, use the Province's K to 12 Health Check at k12dailycheck.gov.bc.ca or call 8-1-1.

After a period of illness, when is it safe to return to schools?

If a COVID-19 test has been recommended, follow the guidance provided by the health professional you're working with (guidelines also listed in BC Centre for Disease Control link below). If a COVID-19 test is not recommended by the health assessment, your child can return to school when symptoms improve and they feel well enough to do so.

Keeping New Westminster schools safer

Questions? Email info@sd40.bc.ca
Learn more at newwestschools.ca

Updated: August 24, 2021 — Based on BC Centre for Disease Control Guidelines:
bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf



Appendix D – Daily Health Check for Staff and Visitors

Staff and Visitors

Daily Health Check

Under the new protocols and processes that will keep our schools safer, each morning it is your responsibility to pass a daily health check, prior to arriving at work or entering a school. That check needs to include a full review of all the symptoms and questions listed on this form.

1. Key symptoms of illness

Do you have any of the following key symptoms?

- ☐ Fever (above 38°C)
- ☐ Chills
- ☐ Cough
- ☐ Difficulty breathing
- ☐ Loss of sense of smell or taste

If you answered "YES" to 1 or more of these symptoms: stay home and get a health assessment, by contacting your health care provider or calling 8-1-1, to determine the next steps.

Other symptoms:

- ☐ Sore throat
- ☐ Loss of appetite
- ☐ Headache
- ☐ Body aches
- ☐ Extreme fatigue or tiredness
- ☐ Nausea and vomiting
- ☐ Diarrhea

If you answer "YES" to 1 symptom: stay home until you feel better.

If you answer "YES" to 2 or more of these symptoms: Stay home for 24 hours. If symptoms either don't get better or get worse, get a health assessment by contacting your health care provider or calling 8-1-1 to determine next steps.

2. Do you need to isolate or quarantine?

Have you been instructed to isolate or quarantine? If so, do not attend work or enter a school, and only return when you've been instructed that it is safe to do so.

If you are unsure if you're required to get a COVID-19 test or self-isolate, because you are worried about new symptoms, have travelled to a place where restrictions may apply, or are a confirmed contact of a person confirmed to have COVID-19, use the COVID-19 Self-Assessment Tool at bc.thrive.health/covid19 or call 8-1-1.

After a period of illness, when is it safe to return to work?

If a COVID-19 test has been recommended, follow the guidance provided by the health professional you're working with (guidelines also listed in BC Centre for Disease Control link below). If a COVID-19 test is not recommended by the health assessment, you can return to work when symptoms improve and you feel well enough to do so.

Keeping New Westminster schools safer

Questions? Email info@sd40.bc.ca
Learn more at newwestschools.ca

Updated: August 24, 2021 – Based on BC Centre for Disease Control Guidelines:
bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf



Appendix N - 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		Disinfect washrooms [sinks, counters, mirrors, toilets, urinals, partition walls, dispensers, doors, garbage bins, floors, grab-bars, and all washroom supplies replenished]	Once every 24 hours
Empty Garbage Containers	Daily		Disinfect learning hubs, life-skills room, resource room, classrooms as appropriate [desks, tables, chairs, sinks, faucets, light switches, doorknobs, telephones,	Once every 24 hours
Empty Central Waste Collection	Daily		Disinfect front Entry Doors [handles]	Once every 24 hours
Spot Mop	Daily		Disinfect automatic water dispensers [push control, basin/spout]	Once every 24 hours
Spot Vacuum	Daily		Disinfect hallways [handrails, light switches, push-bars, doorknobs, elevator buttons]	Once every 24 hours
Wash All Resilient Floors	Weekly		Disinfect office [desks, counters, tables, chairs, telephones, keyboards, light switches, doorknobs, plexiglass]	Weekly
Vacuum All Carpeted Floors	Weekly		Disinfect Staff Room [appliance and cupboard handles, doorknobs, sinks, tables/chairs, light switches, keyboards]	Weekly

Appendix Q: Ventilation

VENTILATION SYSTEM OVERVIEW

This template has been developed to support school districts in sharing information on ventilation systems at the school level. This includes information on how systems meet requirements for regular inspection and maintenance, and additional mitigations that have been put in place to promote student and staff safety throughout the pandemic.

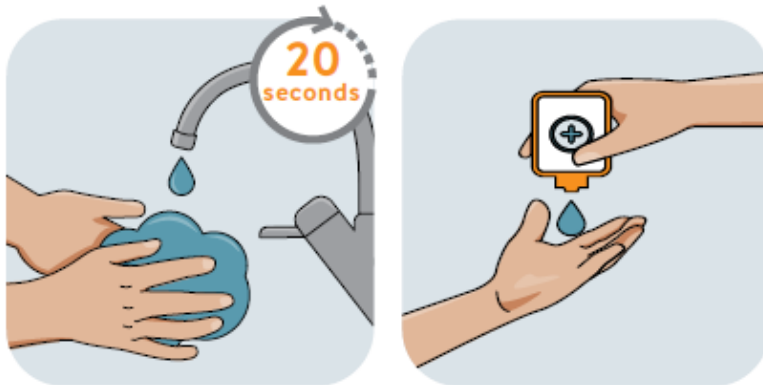
School District:	Select School District.
School Name:	
REQUIREMENT: Regular inspection and maintenance of HVAC systems	Yes/No: Choose an item.
	Date of last inspection: Click to enter a date.
	Date of next inspection: Click to enter a date.
	Date and type of most recent maintenance:
RECOMMENDATION: Increase supply of outside air	Yes/No: Choose an item.
	Detail:
RECOMMENDATION: Upgrade filtration, including installing MERV-13 filters, where possible	Yes/No: Choose an item.
	Detail (Including filter grade):
RECOMMENDATION: Use other air cleaning or treatment technologies	Yes/No: Choose an item.
	Detail:
RECOMMENDATION:	Yes/No: Choose an item.

Manage energy use and air distribution through building automation control systems	Detail:
Other Relevant Information:	
District Contact for any Questions:	Name:
	Phone Number:
	Email:

Appendix R: Hand Cleaning Instructions to Prevent the Spread of Communicable Disease



Prevent the spread of communicable disease



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment