

2020

# COVID-19 Protocols for School Care Operations



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SD5 Southeast Kootenay  
4/17/2020

# COVID-19 Protocols for School Care Operations

## Contents

- Guiding Principles ..... 2
- School Care Environment..... 2
- Staffing ..... 2
- Daily Health Checks for Staff..... 2
- Access Control..... 3
- Arrival Procedures..... 3
- Child Health Screening ..... 3
- Hand Washing Protocols ..... 3
- Social Distancing ..... 4
- Custodial ..... 4
- Toys and Sports Equipment ..... 4
- Food ..... 4
- Sick Child ..... 5
- PPE ..... 5
- Hazardous Materials ..... 5
- Appendix A Daily Health Checks for Staff ..... 6
- Appendix B Daily Health Checks for Children ..... 7
- Appendix C Hand Washing Protocol ..... 8
- Appendix D Physical Distancing ..... 9
- Appendix E Enhanced Cleaning Procedures ..... 10

# COVID-19 Protocols for School Care Operations

## Guiding Principles

1. Ensure a healthy and safe environment for all students, families and employees.
2. Provide the services needed to support children of our essential workers.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students.

## School Care Environment

All areas used for school care operations must have:

- Good ventilation that meets or exceeds WorkSafeBC standards. Good ventilation reduces the potential for COVID-19 transmission.
- An adjacent separate room with door to isolate a child who presents symptoms of COVID-19.
- Double the number of waste receptacles normally required in classrooms.
- A conveniently located hand sanitizer station.
- Tissues located within easy reach and in direct proximity to each commonly used entrance and exit to the school care room.
- Additional boxes of tissues strategically located in the room to provide ready access.
- Access to a hand washing sink with soap and warm water.

## Staffing

Staffing levels in school care areas must be such that a symptomatic child can be isolated and supervised without compromising minimum required supervision ratios. The levels will be dependent on available staff **with every effort** not to exceed one responsible adult for every four children. The Ministries level for supervision are:

- Kindergarten to Grade 1: One responsible adult for 12 children (max. 24 children per group with two responsible adults)
- Grade 2 and older: One responsible adult for 15 children (max. 30 children per group with two responsible adults)
- One additional responsible adult is required for each facility. This individual's duties will include:
  - Perform arrival procedures and complete SD5 Health Checklists upon arrival of children. Escort children to school care room
  - Assist with isolation procedures in the event of a sick child
  - Assist with washroom breaks and hand washing procedures
  - Other coverage as required

## Daily Health Checks for Staff

SD5 employees offering school care (or entering the school care area) must complete and document daily health checks. Results must be documented and retained. SD5 school care staff must in all cases use the prescribed SD5 Health Check form.

# COVID-19 Protocols for School Care Operations

No person who answers yes to any of the health check questions listed in the health check document may enter/occupy the school care area. See Appendix A.

## Access Control

Parent/guardians and visitors must not enter the facility. Only school care workers and authorized SD5 Maintenance or Operations staff may enter the school care area. In all cases authorized Maintenance and /or Operations staff must: contact the Principal of the school to coordinate; make every effort to access the school care room when children are not present; thoroughly sanitize hands prior to entering the school care area; and, notify custodial staff to ensure cleaning is completed after exiting.

## Arrival Procedures

Wherever possible school care staff shall work with parents/guardians and arrange for staggered arrival and pick-up times for parents/ guardians. Social distancing (Appendix D) of 2 meters must be maintained regardless of the number of parents/ guardians arriving.

Parents must remain outside of the facility to drop off their children.

Children must wash their hands when they arrive and before they go home.

## Child Health Screening

Parents / guardians are required to keep symptomatic children home.

Children showing symptoms of COVID-19 or with a temperature greater than 38 degrees C must not be allowed in the facility.

Parents/ guardians must communicate with school care staff upon arrival and assist in completing daily health care screening for their child. School care screening must be completed prior to the child being granted access. Parents / guardians must await the assessment before leaving. See Appendix B.

## Hand Washing Protocols

See standard BCCDC procedures in Appendix C.

Children and employees must wash their hands:

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking (or handling food)
- After using the toilet
- After sneezing or coughing into hands (refer to Sick Child procedures)
- Whenever hands are visibly dirty



# COVID-19 Protocols for School Care Operations

- After cleaning tasks (employees)

## Social Distancing

School care staff must endeavor to maintain 2-metre social distancing between staff and children area. See Appendix D.

## Custodial

Custodial staff must clean the school care spaces/area thoroughly every evening after the school care is closed. Custodians must also clean all touch points and check supplies in the school care mid-day at lunch time or at another time as agreed to by school care staff when the school care is not otherwise unoccupied.

Custodians must complete and document daily health checks see Appendix A.

Custodians will follow standardized “enhanced cleaning procedures” as directed by the SD5 Custodial Manager. See Appendix E.

Custodians will use liquid solutions only with no dry sweeping.

## Toys and Sports Equipment

School care staff will select the minimum number of toys and sports related equipment required. Selected items must be easily cleaned. No stuffed toys. Items that may encourage group play in close proximity or increase the risk of hand-to-hand contact should be avoided.

Parents / guardians must not allow children to bring toys from home without first notifying school care staff. Items from home will be considered personal items for use of the child (or children within the same household) and not to be shared with other children. Every effort should be made to have the items properly sanitized upon arrival and before being brought into the school care. No stuffed toys.

There will be no access to outdoor play equipment. Every effort will be made to allow children outdoors while following the social distancing protocols to be followed (Appendix D).

## Food

Children and employees must wash their hands before and after eating.

Food is the responsibility of the parent / guardians. No food sharing is permitted. No food preparation in the school care area. Only fresh fruits and vegetables, parent / guardian provided or pre-packaged commercial food items allowed. There will be no access to a fridge or microwave.

Please contact your school Principal if there are unforeseen circumstances with respect to your child’s food requirements.

Place all school care and parent / guardian provided food items in a designated, delineated and freshly sanitized table top / countertop area labelled “Incoming Food” upon arrival.

## COVID-19 Protocols for School Care Operations

Tips for ensuring food / packaging are sanitized: The exterior packaging on all individualized food items must be wiped with alcohol disinfectant and then placed in a designated, delineated area. Wash all fruits and vegetables with soap and cold water then rinse (only applicable for SD5 provided items). In the event a school care provider is required to assist with a child's food, they should wash hand thoroughly before and after handling and make every effort to avoid contact with the food.

### Sick Child

Any child exhibiting COVID-19 symptoms (refer to Appendix B), or feeling ill, must be isolated from others and supervised in a separate room with a door. Parents / guardians must be notified and advised to pick-up the child immediately. Staff supervising symptomatic children must use strict hand washing techniques and wear a surgical mask. **Parents / guardians must provide an emergency contact number and be available to pick up their child as soon as possible in order to protect the other children and employees.**

Where available, help a symptomatic child don a child sized surgical mask.

Except for the designated Supervisor, there must be no access to the seclusion room during isolation. Contact Joe Tank (Operations: 250-417-2085 or joe.tank@sd5.bc.ca) immediately if a child or employee shows symptomatic signs. There must be no access to the room after child pick-up until cleaning has been effected by custodial staff. The isolation room must be Super Cleaned before reuse.

### PPE

PPE will be provided in cases of symptomatic cases and for custodians performing super cleans.

Gloves are not recommended; good handwashing and sanitization practices are.

### Hazardous Materials

All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.

Soap and water is the preferred method of cleaning a child's hands and hand sanitizers should only be used with children under the direct control of school care staff.

All chemicals must be properly labelled in accordance with WHMIS requirements.

# COVID-19 Protocols for School Care Operations

## Appendix A Daily Health Checks for Staff

### SD5 - Health Check Form

#### Instructions - SD5 Employees ( \_\_\_\_\_ )

Complete this health check daily.

Our schools are cleaned and sanitized daily and there is low risk for virus transmission. Do not enter SD5 facility if you:

- answer yes to any of the health check questions
- have a temperature above 38 degrees C
- have unusual or persistent respiratory symptoms

<p>Date: <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p style="text-align: center;">MM      DD      YY</p> <p style="text-align: right;">Time: <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: right;">                 AM      PM</p> <p>Work Location: _____</p> <p style="text-align: right;"><b>Yes      No</b></p> <p>Do you have a fever? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have a cough? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have congestion? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have a nasal drip? <input type="checkbox"/> <input type="checkbox"/></p> <p>Are you sneezing? <input type="checkbox"/> <input type="checkbox"/></p> <p>Is anyone in your household sick? <input type="checkbox"/> <input type="checkbox"/></p>	<p>Date: <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p style="text-align: center;">MM      DD      YY</p> <p style="text-align: right;">Time: <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: right;">                 AM      PM</p> <p>Work Location: _____</p> <p style="text-align: right;"><b>Yes      No</b></p> <p>Do you have a fever? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have a cough? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have congestion? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have a nasal drip? <input type="checkbox"/> <input type="checkbox"/></p> <p>Are you sneezing? <input type="checkbox"/> <input type="checkbox"/></p> <p>Is anyone in your household sick? <input type="checkbox"/> <input type="checkbox"/></p>	<p>Date: <input type="text"/> / <input type="text"/> / <input type="text"/></p> <p style="text-align: center;">MM      DD      YY</p> <p style="text-align: right;">Time: <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: right;">                 AM      PM</p> <p>Work Location: _____</p> <p style="text-align: right;"><b>Yes      No</b></p> <p>Do you have a fever? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have a cough? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have congestion? <input type="checkbox"/> <input type="checkbox"/></p> <p>Do you have a nasal drip? <input type="checkbox"/> <input type="checkbox"/></p> <p>Are you sneezing? <input type="checkbox"/> <input type="checkbox"/></p> <p>Is anyone in your household sick? <input type="checkbox"/> <input type="checkbox"/></p>
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# COVID-19 Protocols for School Care Operations

## Appendix B Daily Health Checks for Children

### SD5 - Health Check Form Instructions - Childcare Children

Complete this health check daily.


Our schools are cleaned and sanitized daily and there is low risk for virus transmission. Do not enter SD5 facility if you:

- answer yes to any of the health check questions
- have a temperature above 38 degrees C
- have unusual or persistent respiratory symptoms

Student Names(s):



Date: <input style="width: 100%;" type="text" value="MM / DD / YY"/> Emergency contact _____ Emergency contact # _____ Drop off time: _____ Pick-up time: _____ Location: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; width: 10%;"><b>Yes</b></td> <td style="text-align: center; width: 10%;"><b>No</b></td> </tr> </table> Have your children shown any symptoms or illness? <input type="checkbox"/> <input type="checkbox"/> Do they have a fever? <input type="checkbox"/> <input type="checkbox"/> Do they have a cough? <input type="checkbox"/> <input type="checkbox"/> Any congestion or runny nose? <input type="checkbox"/> <input type="checkbox"/> Are they sneezing? <input type="checkbox"/> <input type="checkbox"/> Is anyone in your household sick? <input type="checkbox"/> <input type="checkbox"/> Does your student(s) have a lunch/snacks for the day? <input type="checkbox"/> <input type="checkbox"/> Other (medication/etc): _____ <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		<b>Yes</b>	<b>No</b>	Date: <input style="width: 100%;" type="text" value="MM / DD / YY"/> Emergency contact _____ Emergency contact # _____ Drop off time: _____ Pick-up time: _____ Location: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; width: 10%;"><b>Yes</b></td> <td style="text-align: center; width: 10%;"><b>No</b></td> </tr> </table> Have your children shown any symptoms or illness? <input type="checkbox"/> <input type="checkbox"/> Do they have a fever? <input type="checkbox"/> <input type="checkbox"/> Do they have a cough? <input type="checkbox"/> <input type="checkbox"/> Any congestion or runny nose? <input type="checkbox"/> <input type="checkbox"/> Are they sneezing? <input type="checkbox"/> <input type="checkbox"/> Is anyone in your household sick? <input type="checkbox"/> <input type="checkbox"/> Does your student(s) have a lunch/snacks for the day? <input type="checkbox"/> <input type="checkbox"/> Other (medication/etc): _____ <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		<b>Yes</b>	<b>No</b>	Date: <input style="width: 100%;" type="text" value="MM / DD / YY"/> Emergency contact _____ Emergency contact # _____ Drop off time: _____ Pick-up time: _____ Location: _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; width: 10%;"><b>Yes</b></td> <td style="text-align: center; width: 10%;"><b>No</b></td> </tr> </table> Have your children shown any symptoms or illness? <input type="checkbox"/> <input type="checkbox"/> Do they have a fever? <input type="checkbox"/> <input type="checkbox"/> Do they have a cough? <input type="checkbox"/> <input type="checkbox"/> Any congestion or runny nose? <input type="checkbox"/> <input type="checkbox"/> Are they sneezing? <input type="checkbox"/> <input type="checkbox"/> Is anyone in your household sick? <input type="checkbox"/> <input type="checkbox"/> Does your student(s) have a lunch/snacks for the day? <input type="checkbox"/> <input type="checkbox"/> Other (medication/etc): _____ <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		<b>Yes</b>	<b>No</b>
	<b>Yes</b>	<b>No</b>									
	<b>Yes</b>	<b>No</b>									
	<b>Yes</b>	<b>No</b>									







# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health




## Hand Hygiene


**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**  **Either will clean your hands: use soap and water if hands are visibly soiled.**





**Remove hand and wrist jewellery**


### HOW TO HAND WASH


- 

1 Wet hands with warm (not hot or cold) running water
- 

2 Apply liquid or foam soap
- 


3 Lather soap covering all surfaces of hands for 20-30 seconds
- 


4 Rinse thoroughly under running water
- 


5 Pat hands dry thoroughly with paper towel
- 

6 Use paper towel to turn off the tap

### HOW TO USE HAND RUB


- 



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

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


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

COVID19\_JH1\_001




 **Ministry of Health**  **BC Centre for Disease Control**

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



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health




## Physical distancing

Protect yourself, your loved ones and your community from COVID-19  
March 23, 2020

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Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



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Here are some other tips to practice physical distancing while keeping up mental wellness:

<ul style="list-style-type: none"><li>✓ Greet with a wave instead of a handshake, kiss or hug</li><li>✓ Exercise at home or outside</li><li>✓ Get groceries and medicines at off-peak times</li><li>✓ Go for a walk with family or others you are living with</li><li>✓ Work from home</li></ul>	<ul style="list-style-type: none"><li>✓ Use food delivery services or online shopping</li><li>✓ Go outside for some fresh air<ul style="list-style-type: none"><li>• Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others</li></ul></li><li>✓ Use public transportation at off-peak times</li><li>✓ Have kids play in the backyard or park</li></ul>
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Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
  - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly




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Learn more at [bccdc.ca/covid19](https://bccdc.ca/covid19)


Physical distancing: Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

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BRITISH COLUMBIA  
Ministry of Health



CCDC  
BC Centre for Disease Control

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



### Enhanced Cleaning

#### GUIDE FOR REGULAR CUSTODIANS AND REPLACEMENT CUSTODIAL STAFF

Regular custodians and replacement staff will have regular daily duties with emphasis on all high-touch points, which include the following:



#### Main entrance doors

- door handles on both sides of door
- push area above door handle on both sides of door (see fig.1)



#### Exit doors

- handles on both sides of door
- push area above door handle on both sides of door (see fig.1)



#### Reception

- countertop
- telephones



#### Water fountains

- handles
- buttons



#### Classrooms

- door handles and area above door handles on both sides of door (see fig.1)
- light switches
- cabinet handles
- teacher chairs:** top back of chair; top and bottom of arm rests (see fig.3)
- classroom chairs and stools:** top back of chair; sides of chair/stool (see fig.4)
- desks/tables:** top and sides of student desks/tables. Includes 1"-2" of area immediately under the sides (see fig.5)
- telephones



#### Washrooms

- door handles
- toilet seat and handle
- lever on paper towel dispenser
- lever on soap dispenser
- faucets
- toilet stall:** locking mechanisms
- toilet stall:** area around locking mechanisms on both sides (see fig.2)



#### Handrails

- disinfection of handrails in the stairwell



#### Exceptions

- Custodial staff do not clean the following:
- shop equipment
  - kitchen equipment
  - computers
  - furniture brought in by teachers
  - sensory room mats

**Low priority cleaning:** gym floor(s), office vacuuming, hallway and classroom spot vacuuming/mopping.

FIG 1.



Push area above door handle

FIG 2.



Toilet stall: area around locking mechanisms

FIG 3.



Teacher chairs: top back of chair; top and bottom of arm rest

FIG 4.



Classroom chairs: top back of chair; sides of chair

FIG 5.



Top and sides of desk, including 1"-2" area immediately under sides

If you have additional questions about these enhanced cleaning procedures, contact the manager of operations at 250.421.3067