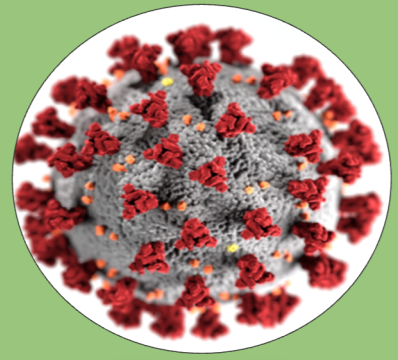


# School District No. 05

## COVID-19

### Mandatory Protocol

### School Site Procedures



On March 18, 2020, the British Columbia government declared a provincial state of emergency to support the province wide response to the novel coronavirus (COVID-19) pandemic.

The primary directive from the Federal and BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employers are to review operations and take preventative measures to ensure workers are not exposed; everyone must do their part to help reduce the spread of the virus and help flatten the curve.

School District #5 is directing staff to begin the following operational arrangements.

#### COVID-19 Preventative Measures



- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Maintain safe social distancing of **six feet/two metres** between yourself and others.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.**
- **If you are sharing a residence with someone who has been exposed to COVID-19, stay at home and contact your supervisor.**
- **If you are under mandatory self-isolation for International travel, contact your supervisor for direction.**
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at <https://bc.thrive.health/covid19>.

#### Entering/Leaving the Building

- Maintain safe social distancing guidelines of **six feet/two metres** between people when entering and leaving the building.
- **Do not enter or leave the building in groups!**
- Each school will identify entrances and exits to be used by all staff.
- Designated entrance and exit doors will be propped open during the 15-minute entrance and exit times.
- Wash your hands after you enter the building and disinfect your workspace as needed.

#### School Hours/Access

- Schools will lock their doors during the day to control public access.
- The Administrator will determine the workload allocations and school hours of operations.
- Where available, additional custodial will be provided to assist with cleaning and disinfecting during the hours outside of regular custodial services.
- When custodial staff is available, the employee is responsible for notifying the custodial staff of areas where their services are required (as identified in the subsequent procedures).

# COVID-19 MANDATORY PROCEDURES: SCHOOL SITE PROCEDURES

## Daily Sanitizing Routines

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

## Daily Communication Routines

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

## Social Distancing

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

## Photocopier or Supply Room

- If you need to use the photocopier wash your hands before you begin.
- When you are done, disinfect the photocopier (or notify custodial staff).
- Disinfect any shared surfaces or equipment at the photocopy area/room such as staplers, hole punches, etc that you used (or notify custodial staff).
- Only **one** person allowed at the photocopier, in the photocopy room and in the supply room.
- When you are finished at the photocopier or in the supply room, wash your hands again before you go back to your office or workspace.

## Bathrooms

- Follow the plan for bathroom use established by your administrators. This plan will include which staff will use which bathrooms (both staff and student bathrooms may be used by staff).
- One person in the bathroom at a time.
- Make sure to wash your hands when you leave the bathroom.
- Follow COVID-19 handwashing guidelines as posted.



# COVID-19 MANDATORY PROCEDURES: SCHOOL SITE PROCEDURES

## Staffroom and Breaks

- Wash your hands before you go into the staffroom.
- A maximum of two people will be in the staffroom at any time maintaining a distance of **six feet/two metres** amongst each other. If there are two people in the staff room, do not enter it.
- The staff room will not be available for eating. It can be used for food storage, accessing appliances, etc.
- Bring your own lunch. We are asking you not to leave the building for lunch to limit potential exposure. If you have to leave make sure you follow the same protocols that you did when you arrived.
- Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, utensil use, etc).
- Disinfect the areas, surfaces, appliances, etc. that you use in the staffroom.
- When you are finished wash your hands again before you go back to your classroom, office or workspace.
- Do not share food or drink.

## Other Shared or Specialty Spaces

- Administrators will develop protocols for use of other shared spaces within their individual buildings (libraries, gyms, shops, etc.).
- Protocols for these spaces must maintain **six feet or two metres** distance between people.

## Illness

- If you are sick, stay home and log a sick leave.
- If you start to develop symptoms while at work, let your supervisor know via email or phone.
- If you are not sure whether you should stay home use the self -assessment tool at <https://bc.thrive.health/covid19>

## Know the Facts

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

The BC Centre For Disease Control:

<http://covid-19.bccdc.ca/>

Health Link BC:

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

Health Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

The World Health Organization:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

## Practice Self-care

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

- Meditate
- Play a board game
- Practice deep breathing
- Take a bath
- Read about something other than the virus
- Start a digital detox (leave your phone alone for a while)
- Exercise

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

Sited From:

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



# COVID-19

## Coronavirus Disease

### Preventative Measures – Protect Yourself



Wash hands with soap and water thoroughly and often



Avoid close contact with sick people (those with fever and cough)



Avoid touching eyes, nose, or mouth with unwashed hands



Avoid hugging, kissing, and shaking hands when greeting



Practice good health habits (sleeping, eating, keeping physically active)

### Key Facts

#### What are the signs and symptoms of coronavirus disease 2019 (COVID-19)?

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

- Fever
- Cough
- Shortness of breath

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

#### How does this coronavirus disease 2019 (COVID-19) spread?

The virus that causes COVID-19 seems to be spreading 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.

### If You Get Sick

#### Prevent the spread of COVID-19 if you are sick, by taking the following steps to protect others

- Stay home if you're sick, except to get medical care
- Separate yourself from other people – and animals – in your home
- Call ahead before visiting your doctor
- Wear a facemask if you are sick
- Cover coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean and disinfect all “high-touch” surfaces everyday

### Be Prepared

#### Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick.

#### Acquire necessary types of PPE and cleaning supplies.



Masks



Respiratory



Protective Coveralls



Boots and Shoe Covers



Face Shield



Disposable Gloves



Biohazard Response Kits

### Stay Informed

Don't panic – it's important to remain calm and take everyday actions to stay healthy. The following resources are updated regularly as information becomes available:



**Centers for Disease Control and Prevention**  
1-800-232-4636 | [www.cdc.gov](http://www.cdc.gov)



**Occupational Safety and Health Administration**  
1-800-321-OSHA | [www.osha.gov](http://www.osha.gov)



**World Health Organization**  
1-202-974-3000 | [www.who.int](http://www.who.int)



**American Red Cross**  
1-202-303-5000 | [www.redcross.org](http://www.redcross.org)