



Chilliwack School District

Chilliwack School District (SD33)

Exposure Control Plan for COVID-19

In-progress

Revised April 8, 2020

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Introduction

The purpose of this document is to outline control measures to minimize or eliminate the potential for transmission of communicable disease. To coordinate the district's response and safety measures, a combination of measures will be used to minimize the potential of exposure to COVID-19 at school sites.

A copy of this plan will be maintained by each school administrator and all staff will receive an orientation for this plan prior to commencing work during a pandemic event.

The purposes of this Exposure Control Plan for COVID-19 include:

1. To ensure all school district staff reduce the risk of infection through the transmission of COVID-19.
2. To follow the direction of the Provincial Health Officer and BC Health Minister (Public Health) on the measures for infection control based on current COVID-19 related information available.
3. To ensure all school district staff take reasonable care and cooperate with the district to ensure the health and safety of themselves and other staff.

COVID-19

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. In March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic.

Symptoms

Symptoms may take up to 14 days to appear after exposure to COVID-19. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. Staff and students are encouraged to use the BC COVID-19 self-assessment test <https://bc.thrive.health/>

Symptoms of COVID-19 may include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Sneezing

Spread

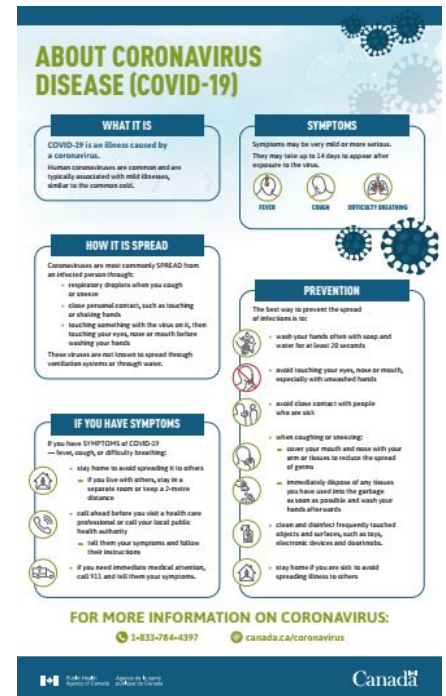
Coronaviruses are not known to spread through ventilation systems or through water. Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

Prevention

The best way to prevent the spread of infections is to:

- wash your hands often
- avoid touching your eyes, nose or mouth
- maintain 2 meters physical distance from others
- cover your mouth and nose with your arm to cough or sneeze
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs



ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS
COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, and act as the common cold.

SYMPTOMS
Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.
FEVER, COUGH, DIFFICULTY BREATHING

HOW IT IS SPREAD
Coronaviruses are most commonly SPREAD from an infected person through:
- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands
These viruses are not known to spread through ventilation systems or through water.

PREVENTION
The best way to prevent the spread of infections is to:
- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose or mouth, especially with unwashed hands
- avoid close contact with people who are sick
- when coughing or sneezing:
- cover your mouth and nose with your arm or tissues to reduce the spread of germs
- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- stay home if you are sick to avoid spreading illness to others

IF YOU HAVE SYMPTOMS
If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:
- stay home to avoid spreading it to others
- if you live with others, stay in a separate room or keep as much distance
- call ahead before you visit a health care professional or call your local public health authority
- tell them your symptoms and follow their instructions
- if you need immediate medical attention, call 911 and tell them your symptoms.

FOR MORE INFORMATION ON CORONAVIRUS:
1-833-784-4397 | canada.ca/coronavirus

Public Health Agency of Canada | www.canada.ca

- stay home if you are sick to avoid spreading illness to others

Purpose

The Chilliwack School District is committed to providing a safe working and learning environment. In accordance with the *Workers Compensation Act Occupational Health and Safety Regulation 6.34*, this plan outlines measures to ensure the safety of all employees when there is an increased risk of exposure to a chemical or biological agent.

For advice and more information, refer to the [WorkSafeBC Exposure Control Planning Guidelines](#) and [Public Health Agency Workplace and Risk-Informed Decision-Making Guidelines for COVID-19](#)

Responsibilities

All staff must follow the procedures or instructions outlined in or referred to in this plan as this will minimize the risk and reduce exposure and transmission. As required by WorkSafeBC, this plan supports measures to eliminate or minimize risk of exposure to employees. The control measures and procedures prescribed in this plan are in place not only for our employees, but also for students and visitors who enter our facilities.

Emergency Operations Centre

The school district will:

- Oversee this Exposure Control Plan for pandemic influenza
- Closely monitor illnesses within the school district
- Report high absenteeism rates to the Regional Health Authority
- Coordinate the flow of information to the school community.

Employer

Chilliwack School District will:

- Ensure that a copy of the exposure control plan implemented, maintained and available to workers.
- Select, implement, and document the risk assessment and appropriate site-specific control measures.
- Ensure that the 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 the plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of this plan.
- Conduct a periodic review of the plan's effectiveness. 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.

Supervisors

Following recommendations outlined by both the Provincial Health Officer and WorkSafeBC, administrators and supervisors of the school district will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Educate staff and students on good respiratory etiquette and hand hygiene
- Ensure cleaning requirements are met as per Public Health
- Maintain privacy and protect an individual's right to confidentiality.
- Ensure that workers use proper PPE as outlined in this.
- 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 see.
- Continue to have clear lines of communication with external groups using their facilities (such as daycares and/or others) regarding possible cases of COVID-19.

Workers

All on-site staff and contractors will:

- Follow established safe work procedures and instructions provided by the employer or supervisor.
- Appropriately use and maintain any required PPE as instructed and trained.
- Report any unsafe conditions or acts to the supervisor.
- Notify their supervisor of high student absenteeism rates
- Notify their supervisor immediately of confirmed illness, such as COVID-19, and other reportable illnesses
- Practice good respiratory etiquette and hand hygiene
- Follow the advice given by medical professionals and stay home/hospital when ill or required
- Consider acquiring immunization as recommended or required by Public Health
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

Service Operations Managers

Service Operations Managers are responsible for:

- Maintaining an inventory of
 - PPE for custodians,
 - Disinfectant / antiviral chemicals
 - 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.

Parents and Students

Parents and students are responsible for the following:

- Practicing and encouraging good respiratory etiquette and hand hygiene
- Follow the advice given by 8-1-1 and/or medical professionals
- Keep children home/stay home when required or necessary

Risk Assessment

As COVID-19 poses a risk to everyone, this risk assessment correlates the ability of staff to practice physical distancing to their level of risk.

Low Risk: Workers who typically are not required to work within 2 meters of students or others.

Moderate Risk: Workers, who must work within 2 meters of others, or who clean and disinfect areas.

High Risk: Workers who must work within 2 meters of symptomatic students.

Role	Low	Moderate	High
Reception/Administration	X		
Teachers/Educational Assistants	X		
Supporting complex learners		X	
Supporting students with care plans		X	
Custodians		X	
Trades	X		
Drivers	X		
First Aid Attendants			X

Risk Control Measures

Control measures are planned interventions to eliminate or minimize risk of exposure to workers. This plan prescribes precautionary measures and safe work procedures. Precautionary measures apply for all job duties, while safe work procedures apply job-specific control measures and documented procedures.

For COVID-19, it is expected that precautionary measures of physical distancing and hand washing will have the most significant impact on exposure risk. These controls are implemented and outlined in safe work procedures.

The School District prescribes the following controls to be considered for implementation in the following order of preference for safe work procedures for the job duties identified in the risk assessment:

A. Engineering controls

1. Droplet shield barriers for service counters providing face-to-face service to public
2. Increase HVAC fresh air make-up
3. Quarantine area

B. Administrative controls

1. School site protocols
2. Room capacity limits
3. Floor lines (2 meter markers)
4. Hand washing signage
5. Physical distancing signage
6. Sneeze etiquette signage
7. Limited site access signage
8. Staggered breaks
9. Self monitor
10. Self-isolate
11. Sick days policy amendments
12. Work from home flex options

C. Personal Protective Equipment (PPE)

1. Airway Protection – surgical mask
2. Body protection – Apron or gown
3. Disposable gloves
4. Eye protection – goggles or face shield

Personal Protective Equipment (PPE)

In most cases, precautionary measures (physical distancing and regular hand washing) are sufficient to prevent transmission of COVID-19. In some cases, personal protective equipment may be required when physical distancing or regular hand washing may be inadequate.

For more information about how to properly use and dispose of PPE, please refer to the safe work procedures and posters included in this plan.

The table below identifies PPE prescribed to eliminate or minimize exposure risks identified above.

	Low	Moderate	High
Airway protection (Surgical mask)	Not required	Required when working with students with high risk for droplet contact	Required
Body Protection (Aprons or gown)	Not required	Not required	Not required
Disposable gloves	Not required	Required when handling potentially contaminated objects	Required
Eye protection (Goggles or face shield)	Not required	Required when working with students with high risk for droplet contact	Required

Education and Training

Staff will receive training in the following:

1. The risk of exposure to COVID-19 and the signs and symptoms of the disease
2. Safe work procedures to be followed, including hand washing and cough/sneeze etiquette
3. Location of washing facilities, including locations of alcohol-based hand rubs
4. How to report an exposure to or symptoms of the COVID-19 virus.

Record keeping

The Chilliwack School District will keep records of instruction and training provided to workers regarding the COVID-19, as well as reports of exposure and first aid records.

These documents include:

- Safe Work Procedures
- Workplace Inspection Reports
- Joint Occupational Health and Safety meeting minutes
- Accident/Incident Investigation Reports
- Training Records.

Periodic Review

This Exposure Control Plan will be reviewed at least annually or following a pandemic. The plan will be updated, as new and updated information is made available.

Precautionary Measures

All employees should ensure they understand and comply with the infection prevention policies and practices in place in their workplaces.

Physical Distancing

- Keep a distance of 2 meters between you, your co-workers, and customers.
- Increase distance between desks, tables and workstations.
- Reduce activities that require close physical proximity or contact with people, such as team meetings.
- Limit any contacts closer than 2 meters to the shortest time possible.

Hygiene Etiquette

- [Wash your hands](#) often with soap and water for at least 20 seconds
- If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth
- Cough or sneeze into the bend of your arm
- Avoid touching surfaces people touch often
- Instead of a handshake, give a friendly wave or elbow bump
- Use any necessary personal protective equipment, as directed.

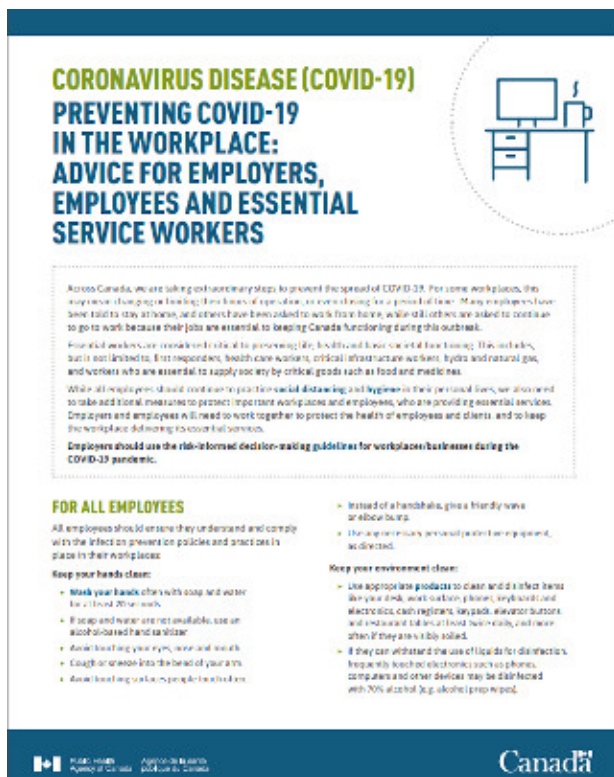
Cleaning

- Use appropriate [products to clean and disinfect](#) items like your desk, work surface, phones, keyboards and electronics, keypads, elevator buttons and tables.
- If they can withstand the use of liquids for disinfection, frequently touched electronics such as phones, computers and devices may be disinfected with 70% alcohol (e.g. alcohol prep wipes).

If you have a symptom of COVID-19

- Staff and students will promptly report any symptoms of COVID-19 to the school or school district by email or phone call. Staff and students are encouraged to call 8-1-1 for advice and instructions.
- If you think you might have COVID-19, use the BC [self-assessment tool](#) to find out what to do.
- It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.
- If you develop even mild [symptoms](#) while at your workplace, separate yourself from others and go home, avoiding use of public transit (e.g. buses, train, taxi) if possible.
- Contact 8-1-1 and follow their advice.

Note Posters are attached as printer-friendly PDF documents on the last page of this document.



Physical Distancing

Definition

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 meters) from others, as much as possible

General

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family
- If possible, use food delivery services or online shopping

All Staff

- Follow task specific safe work procedures outlined in this plan
- Practice regular hand washing and physical distancing
- Separate yourself from others and go home as soon as you have any symptoms

Teachers

- Follow task specific safe work procedures outlined in this plan
- Practice hand washing before/after close contact with children

Students

- Planning guidelines from the Provincial Health Authority have been adapted on page 13

Hand washing

Hand washing is required when:

- 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

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.



PHYSICAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice physical distancing:

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family if possible.
- use food delivery services or online shopping
- exercise at home or outside
- work from home

Remember to:

- wash your hands often for at least 20 seconds and avoid touching your face
- cough or sneeze into the bend of your arm
- avoid touching surfaces people touch often

If you're concerned you may have COVID-19:

- separate yourself from others as soon as you have symptoms
- if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- stay home and follow the advice of your Public Health Authority, who may recommend isolation
- call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

canada.ca/coronavirus 1-833-784-4397

Public Health Agency of Canada / Agence de la santé publique du Canada



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

1. Wet hands with warm water
2. Apply soap
3. For at least 20 seconds, make sure to wash
4. Rinse well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

• palm and back of each hand

• between fingers

• under nails

• thumbs

1-833-784-4397 canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada



3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Students should 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
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Teachers, administrators and support staff should wash hands...

- When they arrive at school and before they go home
- Before handling food or assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks (staff)
- After removing gloves
- After handling garbage

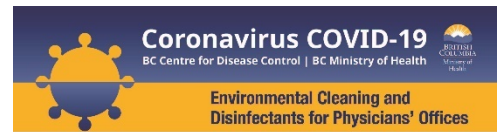
Alternatives

- Use waterless antiseptic agents. For COVID-19 a 60% - 70% alcohol agent is required.
 - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defence only.
- If hands are soiled with gross (visible) contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.
- If you are unable to perform hand washing as above due to injury or medical skin conditions, please advise your supervisor.

Cleaning

General

- Clean and disinfect shared high-touch surfaces regularly.
 - Door handles and edges
 - Bathroom faucets
 - Front desk counter
 - Shared tables
- Shared spaces such as kitchens and bathrooms should also be cleaned more often.
- Focus cleaning efforts on locations where students and staff will be present (as opposed to the entire school). This will help maximize cleaning supplies and focus cleaning efforts.
- Empty garbage containers often.
- Clean high-touch electronic devices (i.e., keyboards, tablets, smartboards) with minimum 60% alcohol. Wipes must contact the surface for 1 minute for disinfection.
- Do not dust or sweep which can distribute virus droplets into the air. Use damp cleaning methods such as damp clean cloths, and/or a wet mop.



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, detergent, and steady friction from cleaning cloth.

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

All visibly soiled surfaces should be cleaned before disinfection.

Environmental cleaning for COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in hospitals and health care settings are strong enough to deactivate coronaviruses and prevent their spread. **Cleaning of visibly soiled surfaces followed by disinfection is recommended for prevention of COVID-19 and other viral respiratory illnesses.**

Suggested cleaning frequencies for physicians' offices:

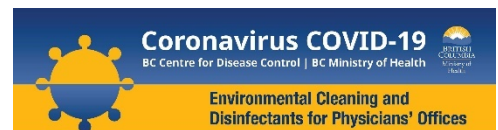
Type of surface to be cleaned	Cleaning frequency
1. Shared equipment Examples: stethoscopes, blood pressure cuffs, otoscopes	IN BETWEEN PATIENTS
2. Horizontal and touch surfaces Examples: counters, table tops, tables, pillars, exam bed	AFTER A PERSON WHO PRESENTED WITH RESPIRATORY SYMPTOMS LEAVES AND AT LEAST DAILY
3. Frequently-touched surfaces Examples: medical equipment, door knobs, light switches, telephones, keyboards, mice, pens, charts, call phones, toys, bathroom	AT LEAST TWICE A DAY
4. General cleaning of exam rooms Examples: chairs, tables, floors	AT LEAST TWICE A DAY

For electronic equipment, please comply with manufacturer's instructions to not void the warranty.



Cleaning Equipment

- Ensure adequate hand washing supplies at all times (i.e., soap, paper towels and alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available.
- Household detergents and common disinfectant products are sufficient for cleaning and disinfection in schools.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.



The below list of common disinfectants is provided as a guide for cleaning products. Most (if not all) bleach, quaternary, or other disinfectants are available in Canada. Always follow the manufacturer's instructions.

IMPORTANT NOTES:

- ▶ Ensure disinfectant contact with a Drug Identification Number (DIN) or its equivalent.
- ▶ Follow product manufacturer for dilution, use, application time, and use (e.g. wearing gloves, good ventilation, etc.)
- ▶ Clean visibly soiled surfaces before disinfecting. Cleaned surfaces should be dry.

Agents effective against coronavirus:

- ▶ Quaternary ammonium compounds (QACs)
- ▶ Bleach
- ▶ Hydrogen peroxide (H₂O₂)
- ▶ Alcohol (70% ethanol)
- ▶ Chlorine dioxide
- ▶ Peroxyacetic acid (PAA)
- ▶ Chlorine bleach

List of disinfecting agents and their working concentrations known to be effective against coronavirus^{1,2}:

Agent and concentration	Uses
1. 1:100 dilution Chlorine bleach + sodium hypochlorite (0.25%) 500 ppm available chlorine 1:100 bleach to 990 ml water	Used for all surfaces (e.g. walls, floors, equipment) (e.g. counters, door knobs, telephones, etc.). Allow surface to air dry naturally.
2. 1:60 dilution Chlorine bleach + sodium hypochlorite (0.25%) 1,000 ppm available chlorine 2:11 bleach to 989 ml water	Used for all surfaces (e.g. walls, floors, equipment) (e.g. counters, door knobs, telephones, etc.). Allow surface to air dry naturally.
3. Accelerated Hydrogen Peroxide 0.05%	Used for cleaning and disinfecting surfaces and medical equipment.
4. Quaternary Ammonium Compounds (QACs)	Used for cleaning and disinfecting of surfaces (e.g. floors, walls, linoleum).



Cleaning Responsibilities

- Regular, enhanced, and as needed cleaning will be performed by custodial staff
- Other staff may also clean areas as needed in to maintain a clean environment.
 - i. Cleaning supplies are provided
 - ii. Do not bring cleaners from home
 - iii. Do not bring school materials home to clean
- If cleaning is required, staff should notify the principal or school office
- The principal or school office will request cleaning, per their protocol with custodial staff

Symptomatic staff/students

Staff who have symptoms

- Staff members who experience mild symptoms should stay home or go home immediately
- If staff members are absent, the School District HR department will assign a temporary

Separate the student from others

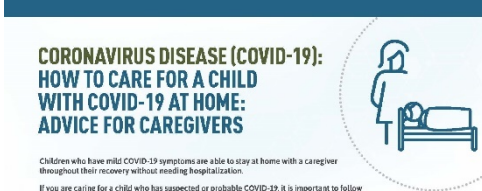
- As a precautionary measure, students and staff who are showing symptoms of illness upon arrival at school or become ill during the day must be promptly separated from other students and staff.
- Symptoms of COVID-19 are similar to the flu, which include:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat
 - Sneezing
- Do a thorough cleaning of the space once the student has been picked up and ensure that everyone who may have had contact with the student washes their hands thoroughly.
- Only one staff member should monitor and provide care for the student while they wait to go home.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing or sneezing into the creases of elbows and throwing tissues out immediately after use.
- Masks are not recommended for children. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.
- Safe work procedures for monitoring symptomatic students is detailed as a safe work procedure.

Self-isolation

- Students who have symptoms of COVID-19 should remain at home for 14 days, as a precautionary measure
- Students who have completed a 14 day isolation will be permitted to return to school without a doctor's note
- If any members of a student's household are completing a 14-day isolation period, the student should not attend school.

Advice for parents and caregivers

- Monitor your child's [symptoms](#) using the BC COVID-19 self-assessment test <https://bc.thrive.health/>
- If your child develops severe symptoms, call 8-1-1 for information and advice.
- Monitor yourself for symptoms and follow any advice provided by 8-1-1 about self-isolating.
- If you develop even mild symptoms, [isolate](#) yourself as quickly as possible and contact 8-1-1 for further instructions.



**CORONAVIRUS DISEASE (COVID-19):
HOW TO CARE FOR A CHILD
WITH COVID-19 AT HOME:
ADVICE FOR CAREGIVERS**

Children who have mild COVID-19 symptoms are able to stay at home with a caregiver throughout their recovery without needing hospitalization.

If you are caring for a child who has suspected or probable COVID-19, it is important to follow the steps below to protect yourself and others in the home, as well as those in your community.

Symptoms of COVID-19

- Fever
- Cough
- Difficulty breathing

Monitor your child for symptoms

- Monitor your child's symptoms as directed by your healthcare provider or Public Health Authority.
- Watch for worsening symptoms, such as fast breathing, difficulty breathing, confusion, or inability to recognize your child from before. There may be a red or purple rash on their rednealing medication (e.g., ibuprofen, acetaminophen) for more than 22 days.
- IF YOUR CHILD DEVELOPS SEVERE SYMPTOMS, CALL 911 OR YOUR LOCAL EMERGENCY NUMBER.
- If calling in a residence, tell the dispatcher that the child has COVID-19. If going to a hospital or a private care facility, call ahead to the hospital to let them know that the child has COVID-19.

Keep hands clean

- Wash your hands and those of your child's often with soap and water for at least 20 seconds, especially after any direct contact with the child (e.g., changing, diaper) and after removing gloves.

Avoid spreading infection to others

- Your child should remain in your home or a private outdoor space should not play with friends or go to school, childcare, work, etc. should not be with 12 months of others if possible.
- Do not share personal items with the child, such as food, drinks, toys, bed linen, towels or electronic devices.
- Do not share food and drinks.
- Use separate cutlery from the child's position. If not possible, put the cutlery down before leaving.
- For breastfeeding mothers, give the health benefits to your child's breastmilk. It is recommended that you continue breastfeeding, wear a face mask to avoid exposure to the disease.
- If you are wearing a face mask or exposed mask, ensure the mask is a really safe mask and do not share bottles or breast milk.

Public Health Agency of Canada | Province of British Columbia | Canada

Mental Health

- Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.
- Resources that can assist with maintaining mental health in the workplace during this time include:
 - [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)
 - [Coronavirus: Managing Stress & Anxiety](#)

Supporting Students

Provide reassurance, good listening and maintain routines

Children hear and take in a lot of the talk that is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in those physical distancing strategies into your learning activities.

Physical Distancing

Understandably, physical distancing is challenging in a K-12 educational setting, particularly with younger children. At the same time, it is important that we do what we can to try to assist children in understanding the importance of minimizing the frequency of physical contact with one another. The following ideas should be taken into consideration during planning:

- Avoiding close greetings like hugs or handshakes
- Help younger children can learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Take children outside more often, perhaps breaking children into smaller groups to maintain a degree of distance.
- Set up regular learning activities outside such snack time, arts and craft time.
- Regularly clean and sanitize items that are designed to be shared, such as game controllers.
- Set up mini environments within the school to reduce number of children in a group, i.e., set up 2 or 3 learning areas for numeracy and literacy activities.
- Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym or library, outside).
- Increase the space between children during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- When children want to use the same area/activity redirect some children to another area.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up.
- Discourage any food or drink sharing.
- Consider staggering snack/lunch time so you can accommodate smaller groups with more space.
- Minimize the number of non-essential people entering the school.
- Reinforce and remind of the rule of “hands to yourself”.
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.

Toys

- Keep enough toys out to encourage individual play. Try to limit toys/items only to those that can be easily cleaned (i.e., no dress-up clothes or stuffed animals). Items that may encourage group play in close proximity or increase the risk of hand-to-hand contact (i.e. playdough) should be avoided.

School Site Protocols

The following protocols will ensure controlled access and movement for currently active school sites:

Entering/Exiting

- Limit entrance access (e.g. “Please call the office to reduce building occupants”)
- Designated entrance(s) and exit(s) and reduce contact when passing
- Signage on designated entrances to provide instructions and public health information
- Signage on non-designated exits (e.g. “Emergency exit only, please use designated exit →”)
- Limit access times and days for staff to be in the building (e.g. “7am-5pm Mon-Fri access only”)
- Greeter (e.g. bus driver) at designated entrance(s) for sign in/out and directions, when required.
- Daily student screening form (e.g. any symptoms, anyone in home who is sick, etc.)
- Attendance for students/staff (e.g. student attendance, organized by class, with M-F checkboxes)
- Sign in/ out for visitors – name, phone number, date, in-time, out-time, areas occupied
- Hand washing / sanitizer at time of entry

Visitors

- Limit school visitors (e.g. “Visitors/parents please call the office to before entering the school”)
- Visitors can phone office to make an appointment (e.g. pick up student info, material, etc.)
- Visitors can leave messages for staff/teachers to call-back when available
- Contact info posted on school website and school door for making appointments
- Office waiting area with designated sitting/standing area; adjust furniture and use signage.
- Visitors who have travelled or had any symptoms in the past 14 days should not enter the school.

Classrooms

- As a precautionary measure, classrooms will have no more than ___ students
- Furniture should be spread out to reduce close contact when students are sitting
- Students should practice social distancing when possible
- Students should wash their hands when they enter and leave the classroom/school

Movement

- If possible, limit contact of students from different classrooms
- Staggered time outdoors (e.g. recess shifts)
- Recess/Lunch in classrooms
- Staggered drop-off and entry times for students/grades

Washrooms

- Students access the washrooms should be staggered to avoid congregation
- Custodians will clean washroom faucets, surfaces, and doors handles regularly
- Washrooms should be designated to allow for washrooms to be alternated for cleaning

Cleaning

- Disinfection using solution that disinfects surfaces is prioritized over cleaning
- Cleaning to remove debris/soil (e.g. floor care and dusting) will be done when time permits
- Custodians will coordinate with principal to ensure timely and adequate disinfection, as needed
- Additional cleaning (enhanced environmental cleaning) for common points of contact (page 21)

Fire/Emergencies

- In the event of a fire alarm or other emergency, physical distancing may not be possible
- Follow all regular emergency procedures outlined in the school emergency management plan

Safe Work Procedures

Roles

All staff

- Check emails at least daily for new information and additional guidance
- Abide all signage and instructions when visiting and/or working at a school site
- Wash hands (as prescribed) on arrival, departure, and through the day.
- Do not touch your face (eyes, nose, mouth) with unwashed hands.
- If group work occurs maintain physical distancing (2 meters)
- If group work cannot be achieved while maintaining physical distancing (2 meters), contact your supervisor immediately for further instructions.
- Report any symptoms of COVID-19 to your supervisor and await further instructions.
- Do not come to work when you are sick, if you have been told to self-isolate or isolate.
- Physical attendance will be limited to those required to be on-site to perform their roles/functions
- Use remote communication methods like Skype, emails, and conference calls to communicate
- Coffee and lunch breaks — drink/eat away from others if in a shared space and maintain physical distancing (2 meters) or drink/eat in your own vehicle. Do not share food or utensils.
In-person meetings should be short, in a large space or an outside open space where staff can maintain physical distancing (2 meters) from each other. If meeting is held in a room, physical distancing (2 meters) must be maintained.

School Admin Assistants

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a 2 meter area in front of or behind a kiosk
- Wash hands or sanitize after handling publicly handled documents
- Encourage parents and stakeholders to call instead of visiting the school
- Rearrange desks/chairs to achieve physical distancing.
- Limit any school district staff to your office to one at a time.
- Establish communication methods with staff that maintains physical distancing (e.g. PAs, phones, email or video conferencing)
- Set up chairs outside the school office in the hallway for those people waiting and have these chairs spaced 2 meters apart.
- Limit any visitor into the school office/reception counter to one at a time.
- Apply tape on the floor, spacing of 2 meters away from the reception counter.
- Create a drop box for documents being turned into the school office to avoid handing documents directly to school-based office support staff.

Reception & Client Service Kiosk Support

- Designate a 2 meter area in front of or behind the kiosk
- Do not share workstations with others; use disinfecting wipes for equipment when required
- Wash hands, wear gloves or sanitize after handling publicly handled documents
- Rearrange desks/chairs to achieve physical distancing.
- Limit any school district staff to the service counter/desk to one at a time.
- Apply tape on the floor, spacing of 2 meters away from the service counter/desk.
- Create a drop box for documents being turned in to avoid people handing documents directly to school district staff.
- Provide an option of a clipboard and dedicated pen to those who need to sign or write items they are turning in, rather than having them lean or write on the service counter.

Teachers & Educational Assistants

- Maintain a 2 meter physical distancing while working with a student.
- Demonstrate appropriate hygiene practices.
- Watch for potential signs of illness in students
- Plan class activities that maintain physical distancing (see guidance provided on page 13)
- Rearrange desks/chairs to achieve physical distancing.
- Limit any school district staff to your classroom to one at a time.

Working with a complex learner or a student with a care plan

- If maintaining a 2 meter physical distancing while working with a student is not possible then wear appropriate PPE
- As applicable review individual safe work instructions for biological hazards, and other at risk behaviours that may impact the use of PPE.

Custodians

- Utilize rubber/nitrile gloves when cleaning
- Perform additional cleaning in areas as directed by supervisor/manager
- Stagger breaks to reduce congregation
- Plan cleaning activities to maintain 2 meters distance from others
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your supervisor / manager know as soon as possible

Staff working at multiple sites

- When arriving to work, do not congregate in common areas, move directly to vehicle when possible
- One worker per vehicle when possible; dash and steering wheel should be cleaned prior to use
- Notify your supervisor of the areas you worked in during a shift (Room numbers, common areas)
- When possible, contact your Supervisor / Manager by phone rather than in person
- If two people are required for a task, maintain 2 meters distance (if not practicable, wash hands after task is complete)
- Work that normally requires personal protective equipment (PPE) for known workplace hazards (as per WorkSafeBC), other than COVID-19, will continue to require the use of PPE for the job task.
- Stagger breaks to reduce congregation
- Lunch room at office to remain closed, utilize vehicles and other non-common areas for breaks and lunches
- Sign in/out at all schools and sites.

Bus Drivers

- Clean and disinfect the high touch areas of the bus after drop offs.
- Dispose of gloves appropriately in a lined waste receptacle.

Construction Contractors

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees on site
- Ensure you have an Exposure Control Plan in place for your organization.

Food Services Staff

Refer to any recommendations published by the regional Health Authority for minimizing COVID-19 risk for community-based food programs

- Group/dining eating/areas at schools is not permitted during pandemic influenza.
- Self-serve food options will not be available; staff are to provide the serving and safe handling of food.
- Maintain a physical distancing (2 meters) zone using 3 tables or desks when serving food.
- Push food across the serving area. Avoid touching hands between server and recipient of the food.
- Apply rope/tape on the floor and signage to maintaining physical distancing (2 meters) between those who are waiting in lineups.
- Follow the enhanced FoodSafe sanitation plan and schedule prescribed by the regional Health Authority.
- Wash hands often throughout the workday. If you choose to wear gloves, wash hands before putting on the gloves and change the gloves after each contamination (after cleaning, handling garbage, before food handling, etc.). Wearing gloves does not exclude food handlers from washing their hands.

Job Duties

Greeter – School Entrance

- Stand at the designated entrance
- Using a clipboard, monitor and document arriving students/staff/visitors
- Ask that arriving students/staff/visitors stand on the demarcated lines to maintain 2 meters distance
- Before students enter the school, ask for their grade and name
- Before visitors enter the school, radio/phone the office to confirm their appointment

Monitoring symptomatic students

- While waiting to return home, the student should be designated in a designated “quarantine area”, or the school’s designated First Aid Room if a “quarantine area” is not designated.
- The designated “quarantine area” should not be an area that persons who are not ill may need to access before surfaces in the quarantine area are disinfected.
- A limited number of staff should be designated to supervise and monitor ill persons until they can be sent home.
- People who are at higher risk of serious illness from COVID-19 should not care for a child with COVID-19. These include elderly persons, those with chronic medical conditions (e.g., heart disease, diabetes) or compromised immune systems.
- Monitoring staff should avoid touching their eyes, nose and mouth with unwashed hands. Students who are being monitored should be provided tissue and encouraged to not touch their face.
- Monitoring staff should maintain physical distance when possible. If staff need to be within 2 meters of the student they are monitoring, they use a face mask, disposable gloves, and goggles.
- Face masks and disposable gloves should not be reused. Goggles should be washed with soap.

Using Fleet Vehicles

- All school district fleet/personal vehicles currently being deployed that already consists of one person (the driver) shall maintain as per usual. (e.g. vans, pick-up trucks, and/or 1-2 ton trucks).
- If a school district fleet crew cab with a trailer is being pulled by single operator, there must be school district fleet spotter truck following to assist in spotting.
- Within a vehicle cabin (fleet or personal vehicle), only if physical distancing (2 meters) can be achieved, shall there be more than one person in the vehicle. This can be maintained by having the driver up front, and the other person in the back on the opposite end of the vehicle. (e.g., only 3-row vans may be able to achieve safe physical distancing). If possible, when travelling in the vehicle, roll windows down for additional ventilation.



- If physical distancing (2 meters) cannot be achieved, staff are to take an available fleet vehicle or their own personal vehicle for work. Staff who use their personal vehicle for work must maintain applicable levels of insurance and will be reimbursed at the applicable mileage rate. Contact the supervisor for details.

Cleaning Tools/Equipment and BE/HC Desk/Workstations

- Staff who must clean equipment will use a spray bottle with disinfectant solution
 - Use gloves (rubber, nitrile, or vinyl) and cloth/clean cotton rag
 - To clean, spray surface and let disinfectant solution sit for 5-10 seconds and wipe off.
 - When cleaning the vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.
- Staff are responsible for cleaning their tools/equipment and BE/HC desk/workstation throughout the workday. This will ensure limiting the risk of infection from staff to staff.
 - Cleaning shall be conducted at a minimum in the morning (prior to commencement of work), afternoon (after lunch) and at end of day. Additional cleaning throughout the day shall repeated whenever possible.
 - Allocate enough time to do a thorough cleaning of surfaces of tools/equipment touched during the work day.
 - These surfaces/items include but not limited to spray bottles, mop handles, mop bucket handles, bucket pail handles, cleaning wands/extensions, keyboards, mouse, and monitor within the BE/HC desk/workstation.
 - All sets of keys that are used by Operations staff and keys loaned out to other SD33 staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.
 - If any tools/equipment cannot be cleaned, please contact your Supervisor for further direction.
 - Limit sharing of any tools/equipment with other staff while on shift.
 - Daily change of work clothes is beneficial to limit the spread of infection.

Cleaning of High Touch Surfaces

- School district Operations staff continue to clean and disinfect all high touch surfaces throughout the workday.

Principal and Vice Principal Guide

This supplemental summary is provided to support Principals to implement this Exposure Control Plan.

ISSUE	DISTRICT DIRECTION	ACTION AT SCHOOL
Hand Washing Etiquette	<ul style="list-style-type: none"> Schools are to promote proper hand-washing technique, breaks, and special gatherings. Signage and instructions are included in the Exposure Control Plan 	<ul style="list-style-type: none"> Distribute the Hand-washing Poster to teaching staff to instruct their students Remind staff to wash their hands often Post hand washing signage at all sinks
Physical Distancing	<ul style="list-style-type: none"> Limiting number of people in a space Staggering entrance/exit/break times Adjusting furniture to slow movement Using online meetings when possible 	<ul style="list-style-type: none"> Establish protocols and capacities to limit occupants in any given school area Adjust student scheduling and request staff to adjust their breaks accordingly Adjust school and classroom furniture
Paper Towel and Tissues	<ul style="list-style-type: none"> Paper towel is expected to be used at an increased rate. Supply is not a concern. Dispensers changed out last year have longer capacity and require fewer restocking. Tissues will be initially supplied to schools 	<ul style="list-style-type: none"> Ensure and provide adequate paper towel supplies (Custodian on shift).
Hand Sanitizers	<ul style="list-style-type: none"> Hand sanitizers is not currently available to be provided by the School District as the stock is restricted. 	<ul style="list-style-type: none"> Supplies of certain items are on back order or only available to emergency service centres.
Cough & Sneeze Etiquette	<ul style="list-style-type: none"> Schools are to also promote proper cough & sneeze techniques. Posting available in the Exposure Control Plan 	<ul style="list-style-type: none"> Distribute the Cough & Sneeze Etiquette Sheet to teaching staff. Ask teaching staff to instruct on cough & sneeze etiquette.
Facial Tissues	<ul style="list-style-type: none"> Monitor the use of facial tissue. 	<ul style="list-style-type: none"> Continue as per your school's usual practice.
Face Masks and Respirators	<ul style="list-style-type: none"> All staff and students with flu-like symptoms are requested to stay home. There are limited supplies of these items and the supply chain is reserved for emergency medical personnel Respirators are not recommended; when needed, use a surgical mask. 	<ul style="list-style-type: none"> Provide training to ensure staff know when and how to use required PPE. Refer staff to BC Centre for Disease Control FAQ about masks/respirators: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions
Daily Cleaning Frequency	<ul style="list-style-type: none"> Cleaning and disinfecting of high-touch-surfaces (surfaces touched by many people each day) will be carried out by Custodial staff as often as deemed necessary. In the event of any increased concern, Custodial staff will follow safe work procedures to disinfect identified areas. 	<ul style="list-style-type: none"> Inform all staff of the cleaning and frequency to be done by custodial staff. Staff should be advised to not bring cleaning products to the school, including bleach. Custodial staff will disinfect rooms when requested and approved by the District.

ISSUE	DISTRICT DIRECTION	ACTION AT SCHOOL
Musical Instruments	<ul style="list-style-type: none"> ○ Programs involving the sharing of instruments or demonstrations have been postponed. ○ Wind instruments and mouth pieces must not be shared among students. 	<ul style="list-style-type: none"> ○ Staff should be advised that all music programs are suspended at this time.
Higher-Risk Staff/Students	<ul style="list-style-type: none"> ○ High-risk staff and students should consult 8-1-1. 	<ul style="list-style-type: none"> ○ Encourage staff/students to contact 8-1-1 ○ Contact HR with any issues arising.
Case Confirmations	<ul style="list-style-type: none"> ○ Staff and students should monitor for symptoms of COVID-19. ○ Staff and students who have symptoms should remain at home. ○ Staff and students who show symptoms while at school should quarantine and be sent home; disinfect as required. 	<ul style="list-style-type: none"> ○ Provide training to school staff on how to identify and respond to symptoms. ○ Support staff who report that they have been in contact with someone who has a presumptive/confirmed case of COVID-19. ○ Continue to practice physical distancing and self-monitoring or self-isolation. ○ Contact 8-1-1 for information.
Reporting	<ul style="list-style-type: none"> ○ Principals are asked to be diligent in reporting ○ Staff and students who test positive after being at a school may notify the district. 	<ul style="list-style-type: none"> ○ Notify School District of any staff/students who go home. ○ Ensure that employee understand the need to not attend work if they are sick.
Vaccinations	<ul style="list-style-type: none"> ○ Currently there is no vaccination for COVID-19 ○ Annual seasonal flu vaccination program will continue in the Fall 2020 	<ul style="list-style-type: none"> ○ Await further instructions from the District and Health Authority.
Complex Learners	<ul style="list-style-type: none"> ○ In some cases, employees will be working in close proximity to learners during the pandemic. 	<ul style="list-style-type: none"> ○ Ensure employees are aware of appropriate measures to reduce the risks are frequent hand washing and not to touch your face. ○ Review and update any ISWI to determine the appropriate step to be taken on a case by case basis. ○ In some cases, PPE may be required.
Exposure Control Plan and COVID-19 Inquiries	<ul style="list-style-type: none"> ○ Contact the District Health and Safety office for general inquiries ○ Visit the BC CDC website for up to date information about COVID-19. 	<ul style="list-style-type: none"> ○ Contact Health & Safety with specific issues or questions that arise involving COVID-19 and the safety of employees. ○ Advice for “Parents, Students or Schools” is available on the web at: http://www.bccdc.ca/health-info/diseases-conditions/covid-19.

Enhanced Environmental Cleaning








Custodial staff will engage in an enhanced environmental cleaning multiple times a day, including:

Printable version embedded on p. 26


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 <input type="checkbox"/> door handles on both sides of door <input type="checkbox"/> push area above door handles on both sides of door (A)	 Exit doors <input type="checkbox"/> handles on both sides of door <input type="checkbox"/> push area above door handle on both sides of door (A)	 Reception <input type="checkbox"/> countertop	 Water fountains <input type="checkbox"/> handles <input type="checkbox"/> buttons
 Classrooms <input type="checkbox"/> door handles and area above door handles on both sides of door (A) <input type="checkbox"/> light switches <input type="checkbox"/> cabinet handles <input type="checkbox"/> teacher chairs: top back of chair; top and bottom of arm rests (C) <input type="checkbox"/> classroom chairs and stools: top back of chair; sides of chair/stool (D) <input type="checkbox"/> desks/tables: top and sides of student desks/tables. Includes 1"-2" of area immediately under the sides (E)	 Washrooms <input type="checkbox"/> door handles <input type="checkbox"/> faucets <input type="checkbox"/> toilet stall: locking mechanisms <input type="checkbox"/> toilet stall: area around locking mechanisms (B)	 Handrails <input type="checkbox"/> disinfection of handrails in the stairwell	 Exceptions Custodial staff do not clean the following: <input type="checkbox"/> shop equipment <input type="checkbox"/> kitchen equipment <input type="checkbox"/> computers <input type="checkbox"/> furniture brought in by teachers <input type="checkbox"/> sensory room mats <input type="checkbox"/> telephones


Low priority cleaning: gym floors, office vacuuming, hallway and classroom spot vacuuming/mopping.
Childcare spaces and StrongStarts: these groups are required to clean their own tables, counters, toys and chairs. Custodians replenish supplies, and also clean door handles (both sides of door and push area above door handle), washrooms, and sinks. Custodians also vacuum and wash the floors in these spaces.


 High area above door handle


 Toilet stall locking mechanisms


 Teacher chair top back of chair and bottom of arm rest


 Classroom chair top back of chair


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

For questions about these enhanced cleaning procedures, contact the manager of operations at: Tel #

<p>Main entrance and exit doors</p> <ul style="list-style-type: none"> <input type="checkbox"/> Door handles on both sides of door <input type="checkbox"/> Push area above door handle on both sides 	<p>Reception offices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Countertops
<p>Classrooms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handles (and above handle on both sides) <input type="checkbox"/> Light switches <input type="checkbox"/> Cabinet handles <input type="checkbox"/> Teacher's chair (top back and arm rests) <input type="checkbox"/> Classroom chairs and stools (top back, sides) <input type="checkbox"/> Desks and tables (tops and area around sides) 	<p>Washroom</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handles (and above on both sides) <input type="checkbox"/> Faucets, Soap and towel dispenser <input type="checkbox"/> Toilet stall locking mechanisms and area
<p>Handrails and Elevators</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staircase handrails <input type="checkbox"/> Elevator push buttons 	<p>Water fountains</p> <ul style="list-style-type: none"> <input type="checkbox"/> Handles <input type="checkbox"/> Buttons



Exceptions – custodial staff do not clean the following:

- Shop equipment
- Kitchen equipment
- Computers
- Furniture brought in by teachers
- Sensory room mats
- Telephones

Working from Home

In support of the Provincial Health Officers' advice, and during this period of pandemic, school and district employees may be permitted to work-from-home to assist in physical distancing.

Employees must recognize their responsibility to maintain a safe and secure work location and that the conditions of their employment contract and the policies of the school and/or district extend to their work-from-home.

Process:

1. Managers and supervisors should review the following with employees who may be temporarily working-from-home during the COVID-19 pandemic period. Employees that feel they cannot establish a safe work environment in their home must report this situation to their supervisor prior to accepting a work-from-home schedule.
2. Once reviewed with the employee and any questions answered, a confirmation and agreement to these conditions is required from each employee before they begin their work-from-home schedule. For example, employees may simply be sent and confirm their understanding of these work-from-home requirements by email to their supervisor.

The following are the minimum safety conditions required with respect to OH&S Regulations when employees are working from home:

Supervision

- The supervisor will have direct and regular contact with the employee and provide work direction and safety instruction as appropriate.
- The employee agrees to provide a phone/cell phone at the home work location which will be used to contact the supervisor. If a telephone is required for other work purposes, it should be separate from the employee's home line or technology must be used to ensure the privacy of the employee's home line.
- The employee must confirm with the superior that a process for summoning assistance is present in the home.
- The supervisor's contact information will be provided to the employee and visa versa.
- The employee will provide the location (address) and description of the work area to the supervisor. The supervisor may, but is not required to, request a photograph of the work location within the home in place of a site inspection.
- The employee will report to the supervisor any work-related injury, accident, or incident and do so on the same day as the incident
- The employee will seek immediate medical attention for any work-related injuries.
- First aid is not required in a work location of one, but a means to summon assistance is.

Working Alone Procedures

A schedule for working-alone will be arranged and confirmed by the employee with the supervisor. For the purposes of temporary work-from-home, supervisors may work with employees to determine if formal buddy systems with other co-workers or systems in larger schools/sites such as a tree of employees assigned to check-in with others will be put in place. An example could include the school administrators plus department heads or office staff being the check-in for a number of employees.

For low risk work and work locations, such as computer, phone, and office-style work from home, the work-alone check-in process is as follows:

- The employee checks-in at work start up in the morning (a set time is required); and

- The employee checks-in at the end of the workday (a set time is required).
- Records must be kept. Email, text, or log kept by the supervisor will suffice.

Failure to check-in:

1. If the employee fails to check-in at the end of the scheduled work-day, the supervisor or designate will try all available means of communications to contact the employee directly.
2. If this is unsuccessful, the supervisor will contact the employee's emergency contact (as on record with the employer).
3. If this is not successful, the supervisor will report the situation to non-emergency police for inquiry.

Ergonomics

- The home work location and furniture will not create physical strain on the employee when working their regular work schedule from home.
- Work locations do not include shared kitchens, bedrooms, couch and coffee table, washrooms, outdoor spaces, or spaces not clearly appropriate for extended periods of computer and office work.
- Lighting is to be adequate to permit work to proceed without strain or risk to trips or falls.

Tripping hazards

- Tripping hazards will be cleared by the employee from the work area and all access areas.

Electrical hazards

- The employee is to confirm that electrical hazards are not created in establishing a home work location.
- Matching electrical plugs to compatible electrical outlets is the responsibility of the employee.
- The employee agrees to "lock out"/de-energize any electrical devices, appliances, or other powered work tools before conducting any physical or electronic service on the devices.

Security

- The work location must be such that it does not place the employee at risk of violence or domestic violence. If it does, this risk must be identified and resolved, or shared with the supervisor.
- The computer, information, and computer programs utilized by employees working-from-home will be kept secure at all time; including from other persons in the home. Both district privacy rules and FIPPA legislation applies to work-from-home.

Emergency procedures

- The employee will have ready exit from the home work location should an emergency occur and agrees to transfer the district's emergency procedures to their home.
- The employee will post emergency contacts near their home phone.
- The employee will update their emergency contact information with the district as soon as they begin working from home.

Disease Control

- The employee will follow the same prevention and control measures used in the school/site to prevent transmission of COVID-19:
 - Ensure they have ready access to hand-washing facilities and supplies in the home and wash their hands frequently and properly (soap and water for a minimum 20 seconds).
 - Avoid touching their face with unwashed hands.
 - Maintain 2 metres physical distance from others.
 - Keep surfaces in the work location clean and disinfect high-touch surfaces regularly.

Inspection

- The employee confirms that the above checklist, when completed, represents an accurate description and inspection of the home work area and that any outstanding health or safety hazards have been resolved in advance of working from home or discussed with the supervisor.
- The employee and district agree that the school/site Joint H&S Committee and its members will not conduct inspections in an employee's home, including their home work location.

Investigations

- Investigations into workplace accidents/incidents will follow the district's standard process as closely as practicable.
- All parties agree that the school/site Joint H&S Committee and its members will not enter the home without the employee's permission to investigate accidents reported in the home work location.
- The employer will not be responsible for any non-work related injuries or illnesses that may occur at home. Compensation will be limited to the approved work-from-home times only and will be limited to designated work-from-home location within the employee's home.

Costs

- The cost of all equipment and supplies provided by the employer will be paid for and maintained by the employer.
- Employees are expected to maintain their home and related costs including items such as homeowner or tenant insurance, heat and hydro.
- Employees are responsible for any costs linked to home renovations required to have a home office.
- Employees are responsible for maintenance of their own furniture and equipment.

Tips for Working-from-Home

- While as an employee working-from-home you may not have to commute to work daily, it is still important to keep to a 'work day ritual'.
- Have a specific location where you work. This may be a room, or just a corner of a room, but it is always the place where you do your work.
- Begin and finish at the same time every day you are working at home. Have a beginning and end of day ritual. A simple example is opening and closing your laptop.
- As you would for working in the office, set a schedule and stick to it. Make a 'to do' list and check your accomplishments at the end of the day.
- Set and stick to deadlines.
- Maintain contact with the office and maintain your work relationships by making telephone calls/teleconferences or video calls/video conferences rather than relying exclusively on email or other technology.
- Keep your supervisor informed of your progress and any difficulties encountered. This contact includes conveying the need for overtime to complete projects.
- Determine what interruptions are okay and what are not. Tell your friends and family what the ground rules are. Household members need to understand you are working and will not disturb you unnecessarily.
- Be honest with yourself. Working from home is not a substitute for sick days, child or elder care. Too much compromise or a lack of clarity on the part of the employee or employer can lead to problems.










Revisions

March 31, 2020	Template version 1.0

Posters

Printable documents and instructions. To add a document, insert a new row and copy/paste a PDF file.

Document	Description
 about-coronavirus-disease-covid-19-eng.pdf	About COVID-19 (Information)
 preventing-covid-19-workplace-employers	Prevention in the workplace: Employers and employees (Information)
 social-distancing-eng.pdf	Physical distancing (Fact sheet)
 COVID19_PhysicalDistancingPoster.pdf	Physical distancing (Information)
 covid-19-handwashing-eng.pdf	Hand washing (Instructions)
 COVID-19_MOH_BC_CDC_EnvironmentalC	Cleaning and disinfecting clinical spaces (Information)
 SD33 Enhanced Environmental Clear	Enhanced Environmental Cleaning (Fact sheet)

Resources

[BC Centre for Disease Control – COVID-19 Signage Posters](#)

[Public Health Agency of Canada – COVID-19 Signage Posters](#)