

**COVID-19 Safe Work Instructions and Protocols
GW Graham Secondary School
Stage 2 of the BC K-12 Education Restart Plan
~revised September 1, 2020~**

Overview:

First priority from [Ministry of Education](#) is health and safety of staff and students based on information provided by [British Columbia Centre for Disease Control](#). This includes the foundational health and safety requirements including, but not limited to, legislation, professional standards, and [trauma-informed practice and social emotional lens](#).

All staff working in GW Graham will adhere to the standards, guidelines and direction from BC Centre for Disease Control and WorkSafeBC and must be able to practice:

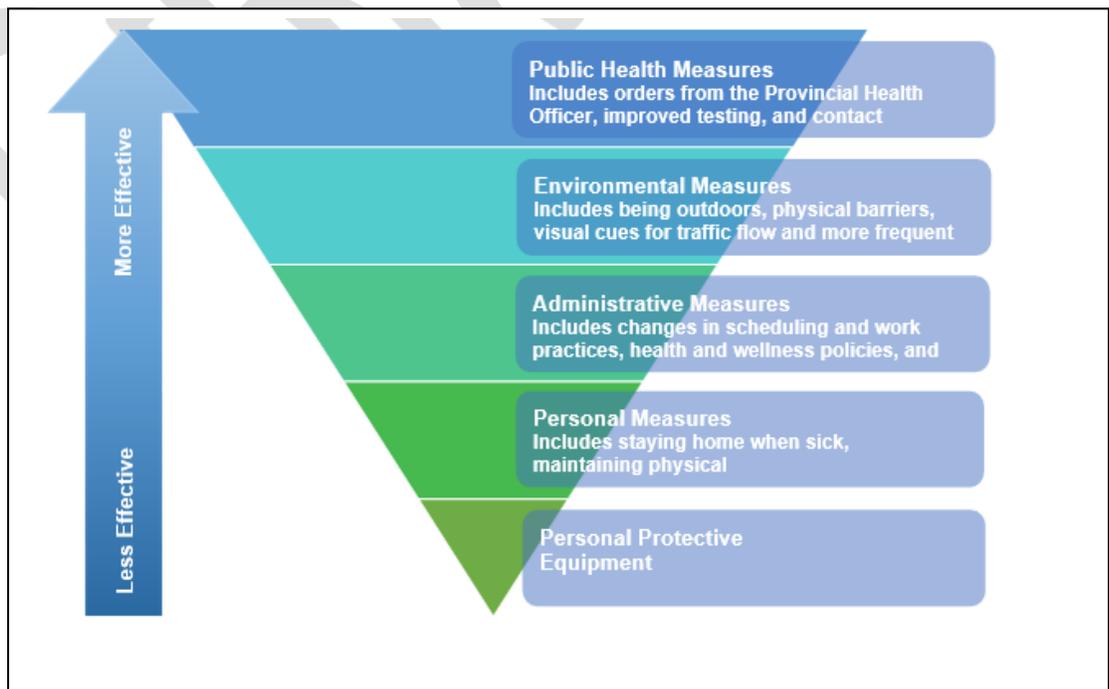
- proper procedures as outlined by the Provincial Health Authority (i.e. Hand Hygiene, Respiratory Etiquette, Mask Use, Physically Distancing)

All students able to practice the following where possible, except students with diverse or unique needs will follow the process under [student services guidelines](#):

- proper procedures as outlined by the Provincial Health Authority (i.e. Hand Hygiene, Respiratory Etiquette, Mask Use, Physically Distancing)
- Adolescent children should physical distance themselves where possible when outside the family unit or household.
 - Students with diverse needs see page 7

The information below has been adapted as guiding principles for developing Health and Safety procedures at GW Graham Secondary School.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

PUBLIC HEALTH MEASURES

Public Health Measures are actions taken across society at the population level to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travelers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

More information about public health measures can be found on page 4 of the [BCCDC COVID-19 PUBLIC HEALTH GUIDANCE for K-12 School Settings July 29, 2020](#)

ENVIRONMENTAL MEASURES

Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. GW Graham will be cleaned and disinfected in accordance with the BCCDC's Cleaning and [Disinfectants for Public Settings document](#).

This includes:

- Deep cleaning and disinfecting of the premises should occur at least once a day.
- Frequently-touched shared surfaces should be cleaned and disinfected at least twice a day with cooperation between custodial staff and room occupants. (e.g. door knobs, light switches, toilet handles, applicable furniture, hand rails, phones, bathrooms, keyboards)
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.

USE OF BLEACH PRODUCTS CONTAINING SODIUM HYPOCHLORITE IS STRICTLY PROHIBITED (I.E. WIPES)

- GWG will provide hand sanitizer for each classroom and portable. We will also have portable hand sanitizer spread throughout the school.
- We will limit items that are not easily cleaned (e.g. fabric or soft items).
- Wash hands before wearing and after removing gloves.
- Water fountains are now open but staff and students should bring a personal water bottle that can be refilled. If using water fountains, students and staff should practice hand hygiene before and after use, and should not place their mouth on the fountain
- Washrooms will be cleaned at least twice a day keeping in line with the high touch surface area protocols.
- Staff will wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Refer to [Biological Agents Exposure Control Plan](#).
- Empty garbage containers daily.
- Disinfectant bottles will be provided for only dedicated photocopying and resource rooms.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to students because of COVID-19.

ADMINISTRATIVE MEASURES

- Staff and student will receive training in the following areas:
 - Hand Hygiene
 - Respiratory Etiquette
 - PPE Use (masks)
 - Physically Distancing
- Staff and Students will be provided with reusable masks by the school district.
- All students will be arranged into Learning Groups/Cohorts to minimize exposure and interactions with other students and staff.
- Altered timetables will be created to reduce the risk of exposure.
- Lunches will be staggered to reduce the amount of student movement and interaction.
- Breaks will be staggered to reduce the amount of student movement and interaction.
- Lockers will not be in use to reduce congestion and hallway traffic.
- Students and staff will be required to wear masks when in high traffic areas of outside of their cohort.
- Staff and students will be required to physically distance when interacting with others outside of the cohort.
- Wear a mask when working with others outside of a cohort where physical distancing cannot be maintained.
- The school will be closed to visitors, no drop ins. Parents or community members who need to connect with the school are asked to contact the office.
- Assemblies and other school-wide events will be put on hold and held in small groups or virtually.

Student Transportation on Buses

Buses used for transporting students will be cleaned and disinfected according to the guidance provided in the [BCCDC's Cleaning and Disinfectants for Public Settings document](#). Additional measures should be taken, including:

- All middle and secondary students are required to wear a mask while riding the bus.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. **If a child has any symptoms, they must not take the bus or go to school.**
- Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.

ADDITIONAL REQUIREMENTS

Staff and Students Entering GW Graham

- Staff enter through the main office doors, sign in, and sanitize/wash hands.
- Students will be assigned an entry point based on their cohort location within the school.
- Upon entering the building, students should report to their assigned section of the school.

Personal Items

- Staff and students can continue to bring personal items to school, but they should be encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles).
- Lockers will not be assigned to students at this time to ease hallway congestion and movement throughout the school, and to decrease touchpoints.
- Students who are in a PE cohort will be assigned a locker so that they can secure their belongings while in class as it will be difficult to keep their belongings with them during class time.
- Staff and students should not share personal items (including electronic devices, writing instruments, etc.)

Food & Beverages

- Food and beverages are not to be shared between staff and students.
- Homemade food items will not be available to other students at this time (e.g. birthday treats, bake sale items).

Please note that different guidelines apply to food that is prepared in schools (e.g. as part of a culinary program) or for school food services (e.g. cafeteria), which are outlined in the Curriculum, Programs and Activities section of the school district COVID 19 plan.

At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper-based educational resources to students because of COVID-19.

PERSONAL MEASURES

Stay Home When Sick

- All students and staff who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
- **What are you looking for?**
- Coughing
- Sneezing
- Fever (> 37.5 °C)
- Sore throat
- Shortness of breath/difficulty breathing
- Congestion
- Headache
- Chills
- Feeling unwell/fatigue
- Aches and pains
- Diarrhea
- Nausea/vomiting

- **How Is It Spread?**
- COVID-19 is spread from an infected person through:
 - • Respiratory droplets when a person coughs or sneezes
 - • Close personal contact such as touching or shaking hands,
 - • Touching an object or surface, and then touching your face (eyes, nose, mouth),
 - • Touching your face before washing your hands.
- **Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.**
- **Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.**
- School Administrators have developed and sent home to families, school protocols outlined in written document form and as a video message from the principal that:
 - Clearly communicates with parents and caregivers their responsibility to assess their children daily before sending them to school.
 - Establishes appropriate conduct and process for school drop-off, pick-up, bussing, and when doors will open to students.
 - Establishes procedures for students and staff who become sick while at school, who will be sent home as soon as possible.
- Staff and students who are ill, including children of essential service workers, will not be permitted to attend school (Note: Students and employees should stay home until deemed healthy to return).
- Those unsure of if they, or a student, should self-isolate will contact 8-1-1, or the local public health unit to seek further input.
 - Staff and students can also contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

AN INFO SHEET ON 'WHAT TO DO IF A STUDENT OR STAFF MEMBER BECOMES ILL AT WORK' IS INCLUDED AS APPENDIX B IN THE PHO GUIDELINES.

2. Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone will practice diligent hand hygiene. Parents, caregivers, and staff can teach and reinforce these practices amongst students.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- To learn about how to perform hand hygiene, please refer to the [BCCDC's hand washing poster](#).
- Please watch the handwashing video on how to properly wash...
<https://www.youtube.com/watch?v=3PmVJQUcm4E>

Strategies to ensure diligent hand hygiene:

- Hand hygiene stations are set up at the school entrances, so everyone can perform hand hygiene when they enter and throughout the day.
- Follow examples on posters that promote the importance of regular hand washing. Posters are spread throughout GW Graham hallways, classrooms and washrooms.

AN INFO SHEET ON 'WHEN STUDENTS AND STAFF SHOULD PRACTICE HAND HYGIENE' IS INCLUDED AS APPENDIX C.

3. Respiratory Etiquette

Students and staff will:

- Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Wash hands immediately after accidentally touching their face.
- Refrain from sharing anything that could lead to transmission through the respiratory system and eyes.
- The wearing of non-medical masks is required in all high traffic and common areas within the school.

4. Personal Protective Equipment PPE

UPDATED: August 18, 2020

Every student and staff member will be given two masks when they return to school in September. Under the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others.

- Students will have the choice to wear a mask in the classroom
- Staff will have the choice to wear a mask when interacting within their learning group
- Everyone must treat each other and those wearing masks with respect

Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.

- Exceptions will be made for students and staff who cannot wear masks for medical reasons

If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home. Review [COVID-19 mask use information](#) from the British Columbia Centre for Disease Control (BCCDC).

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. ***No additional personal protective equipment is required (for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student.***

Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household. Students in Middle and Secondary school are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.

SCHOOL CONTEXT PRINCIPLES

Messaging to Parents

GWG has clearly communicate the following points with parents and care givers:

- It's parents' responsibility to assess their children for symptoms of common cold, influenza, COVID-19, or other respiratory disease daily before sending them to school.
- **Parents or caregivers must keep their child at home if their child is sick,**
 - Parents may be requested to provide school administration with documentation from a health care professional clearing their child of COVID-19 before returning to school.
- Students will need to be picked up promptly from the school's dedicated isolation room if sick.
- Pick up, drop off, and bussing procedures for their child and expected conduct
- Students not to contact or share items (school supplies, clothes, food)
- Parental questions or concerns. Communicate for parents to contact the school or make an appointment.
- Minimize the number of non-essential people coming into the school (i.e. parents, caregivers, contractors, etc.).

Messaging to Staff

- All information regarding COVID-19 will be posted on a message board in the front lobby at GW Graham, on the Health and Safety message board in the staff room, and on GW Graham website.
- If staff and students display symptoms of COVID-19 they must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
 - Staff may be required to provide school administration with documentation from a health care professional clearing their child of COVID-19 before returning to school.

Students with Diverse Needs

- Once it is determined which students will be attending, review all plans with the student's support team including: IEPs, Student Support Plans, Safety Plans, Delegated Care Plans, Behaviour Plans, Personal Care Plans
- Refer to support documentation on [SharePoint](#)
- *Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. **No additional personal protective equipment is required (for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student.***

Student Arrival Process Protocols

- All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
- Parents and caregivers must **assess their child daily** for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
 - Parents, caregivers and staff should follow the guidelines outlined in *Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School*
- Student will be dropped off by bus or parent/caregiver in designated drop off areas. Parents do not drop students off in the bus loops. Student drop off is on the east side of the building.
- Students will report to designated entrances based on cohorts.
- Staff will open doors to let students in and direct them to wash/sanitize their hands immediately in the classroom or designated washroom.
- Teachers will take attendance

Classroom Expectations

- Teacher to review and practice with students and support staff physical distancing, hand wash procedures, cough and sneeze etiquette, and mask use.
- Remind students hand washing of minimum 20 seconds (hand-sanitizing) is to take place upon arrival, before eating, before going outside and upon return to the school, before the need to touch the face, after coughing or sneezing into hands, after using the toilet, after handling common resources/equipment/supplies or pet, whenever hands are visibly dirty and, upon departure.
- Remind students not to touch their face (nose, eyes, mouth)
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19.

Staff Orientation – The purpose of these procedures is to ensure staff feel safe and the tone around safety is set from the beginning

- Health and Safety meet with staff and ensure they are trained on the Health & Safety protocols. An email of these protocols was sent out on, Aug 24, 2020.
- Staff will be given a link to review the [COVID-19 Exposure Control Plan](#) (ECP).
- A level II Occupational first aid attendant will be on site daily.
- Staff are required to report to work during scheduled times only (7:00am – 5:00pm, Monday-Friday).
- Staff should not be in the building during the weekend.
- Staff at the site will include Health and Safety Committee members
- All drinking fountains are now open.
- All staff/students should bring a personal water bottle and be responsible for cleaning it and taking it home at the end of the day.
- Photocopiers need to be cleaned by the user with district disinfectant and soft cloths.

- **USE OF BLEACH PRODUCTS CONTAINING SODIUM HYPOCHLORITE IS STRICTLY PROHIBITED (I.E. WIPES)**
- First aid room is in the office and staff can call Shane Mummery (604-703-5744 cell) or Steve Link (ext 115) for any emergency first aid incidents.
- Isolation room is in the “Hut”

Building Entry

- Staff to enter through the main doors of the school, sign in, and sanitize hands.
- Students will enter the building at their designated entry points. Upon entry students are required to sanitize their hands.
- The main doors will remain open after staff and students arrive.
- There will be 2-metre waiting areas designated outside with yellow duct tape.
- Schools are controlled environments, after entering schools, staff and students must minimize their public interactions during the workday to decrease everyone’s risk of exposure to COVID-19.

Exiting the Building

- All students/staff must wash their hands before leaving
- Students should exit the building through their designated entry/exit door.
- Staff need to sign out before leaving the building.

Washrooms and Hand Washing Stations

- No washroom attendants and washroom sign-in/out required
- Staff and students will have designated washrooms.
- Washrooms are not required to have occupancy limits posted. However, we will be posting a limit on student washrooms to avoid students congregating.
- Hand washing posters are displayed in all washrooms.
- All portables and classrooms without a sink will be provided with hand sanitizer.

Office Set-Up

- Physical distancing must be maintained in the school office. Pay close attention and respect maximum occupancy signs in office space.
- Masks will be required for anyone entering the office who is not office staff.
- Re-arrange waiting areas to allow for physical distancing and decrease number of people in the office. For example, move chairs into the hall outside of the school office, properly spaced, or use markers/signage.
- Students needing to go to the office will report to the outside window and not enter the office space.
- Deliveries will ring the doorbell and be greeted by a member of the office staff.

Classroom Set up

- GWG will provide hand sanitizer for all classrooms.
- Disinfectant bottles will be provided for only dedicated photocopying and resource rooms.
- All surfaces must be kept clear to facilitate ongoing disinfection.
- De-clutter classrooms to facilitate effective and efficient cleaning. Only essential, daily required teaching items should be accessible. All other non-needed items stored away and marked off as “out-of-use”).
- Where possible, unnecessary and unused items should be removed from the classroom.

- All porous fabric material (i.e. bean bags, stuffed animals, couches, classroom carpets/rugs, student's mats, etc.) items to be removed or stored
- **Students don't share materials.** Students to have school supplies in personal container (i.e. Ziploc bag) to limit contact with others.

Isolation Room “THE HUT”

- Area for staff/students showing symptoms (coughing, sneezing, flushed face)
- Must be easy to clean
- Maintain social distancing

First Aid Room “Office Sick Room”

- Separate from learning spaces and isolation room
- For regular first aid (not for people who are symptomatic; symptomatic people go immediately to Isolation Room)
- Must be easy to clean
- Minimal furniture and nothing with porous fabric material
- Regular first aid supplies
- Have supply of gloves for protection from fluids

Staff Rooms

- Please follow the maximum occupancy guidelines posted in the staff room.
- Remove couches and soft surface furniture to a do not use area
- Sink and fridge area should have a 6' perimeter line on the floor.
- Wash your hands before/after you use items in the staff room and eating. Do not share food or containers

Appendix A: Summary of School-Based Control Measures



1. STAY HOME WHEN SICK

All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should wash their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread children out to different areas.

Take them outside more often.

Stagger lunch times. Incorporate individual activities.

Remind children, “Hands to Yourself!”.



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice a day.

General cleaning of the centre should occur at least once a day.

Use common cleaning and disinfectant products.

Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

NOTE: “The student must self-isolate for a minimum of 10 days from the onset of symptoms...” was removed by the BCCDC in their May 19, 2020 revision

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p>Parents or caregivers must keep the student at home</p>	<p>Staff must stay home</p>
<p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps: Immediately separate the symptomatic student from others in a supervised area. (The Hut) Contact the student’s parent or caregiver to pick them up as soon as possible. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. Once the student is picked up, practice diligent hand hygiene. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately: Symptomatic staff should separate themselves into an area away from others. Maintain a distance of 2 metres from others. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</p>
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</p>	

Appendix C: When to Perform Hand Hygiene at School

<i>When Students Should Perform Hand Hygiene:</i>	<i>When Staff Should Perform Hand Hygiene:</i>
<p>When they arrive at school.</p> <p>Before and after any breaks (e.g., recess, lunch). Before and after eating and drinking (excluding drinks kept at a student’s desk or locker).</p> <p>Before and after using an indoor learning, space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</p> <p>After using the toilet.</p> <p>After sneezing or coughing into hands. Whenever hands are visibly dirty.</p>	<p>When they arrive at school.</p> <p>Before and after any breaks (e.g. recess, lunch). Before and after eating and drinking.</p> <p>Before and after handling food or assisting students with eating.</p> <p>Before and after giving medication to a student or self.</p> <p>After using the toilet.</p> <p>After contact with body fluids (i.e., runny noses, spit, vomit, blood).</p> <p>After cleaning tasks. After removing gloves.</p> <p>After handling garbage.</p> <p>Whenever hands are visibly dirty.</p>

DRAFT

Appendix D: Daily Health Check Example

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8- 1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.

Appendix E: Non-Medical Masks

Wearing A Non-Medical Mask

Face masks can be worn to help protect those around you. This is because masks act as a barrier to help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing or sneezing. It is important to remember that wearing a mask should be combined with other important preventative measures such as frequent hand washing, and physical distancing—especially when a person is interacting with people outside of their learning group.

Every student and staff member will be given two masks when they return to school in September. Under the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others.

- Students will have the choice to wear a mask in the classroom
- Staff will have the choice to wear a mask when interacting within their learning group
- Everyone must treat each other and those wearing masks with respect

Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.

- Exceptions will be made for students and staff who cannot wear masks for medical reasons

Elementary school students **are not** required to wear masks.

If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home. Review [COVID-19 mask use information](#) from the British Columbia Centre for Disease Control (BCCDC).

Putting On & Taking Off Your Mask

It is important to put on and take off your mask properly. Follow the steps below on how to put on and remove your mask.

Putting on your mask:

1. Wash your hands with soap and water for 30 seconds or use an alcohol-based hand sanitizer.
2. Pick up your mask by the ties or loops to place the mask over your nose and mouth and secure it.
3. Adjust the mask if needed to make sure your nose and mouth are covered. You want the mask to be comfortable, but also tight enough that there are no gaps.
4. While wearing the mask avoid touching your mask or face, and wash your hands if you do.

Removing your mask:

1. Wash your hands with soap and water for 30 seconds or use an alcohol-based hand sanitizer.
2. Remove it by the ties or loops without touching the front of the mask.
3. Fold the outer part of the mask together and place it inside a clean paper bag.
4. Wash your hands with soap and water for 30 seconds or use an alcohol-based hand sanitizer.

Be sure to change your mask if it becomes moist, dirty or damaged. Your mask should be cleaned at least once a day.

Storing Your Mask

When you are not using your mask, place it in a paper bag or envelope. This keeps your mask clean until you wear it again, or until you are able to wash it. It's best to use a paper bag or envelope because it does not retain moisture, which is especially important if you are planning on wearing your mask again before you are able to properly wash it.

Washing Your Mask

Your mask should be washed at least once a day, or if it becomes damp or soiled. Your mask can be cleaned by:

- Putting it directly into the washing machine, using a hot cycle, and then drying thoroughly.
- If a washing machine is not available, wash it thoroughly by hand using soap and warm/hot water. Allow it to dry completely before wearing it again.

Do's and Don'ts

When worn properly, a person wearing a non-medical mask can reduce the spread of their own infectious respiratory droplets. Some things to remember when wearing a non-medical face mask:

DO

- Inspect the mask to make sure there are no tears or holes, and that it is clean and dry
- Replace your mask whenever it becomes damp or dirty
- Wash your hands with soap and water for 30 seconds or use an alcohol-based handsanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Make sure your nose and mouth are fully covered
- Make sure it fits securely and there are no gaps on the sides
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

DON'T

- Use masks that are damaged, dirty or moist
- Touch the mask while wearing it
- Wear a loose mask
- Wear a mask under your nose
- Hang the mask from your neck or ears
- Remove the mask to talk to someone
- Share your mask

Informational Mask Videos

- [Government of Canada](#)
- [University of British Columbia \(UBC\)](#)
- [World Health Organization](#)

Resources About Non-Medical Masks

- [BC Centre for Disease Control](#)
- [Government of Canada](#)
- [World Health Organization](#)

CORONAVIRUS COVID-19

NON-MEDICAL MASKS



Face masks can be worn to help protect those around you. It is important to remember that wearing a mask should be combined with other important preventative measures such as frequent hand washing, and physical distancing. There may be situations where you are interacting with someone from outside of your learning group and cannot maintain physical distance; in these situations, masks may be useful. It is suggested that students and staff have a face mask available at school so it is available when necessary.

It is important to remember that even if you wear a face mask you must still maintain physical distance from people outside of your learning group. There can't be crowding, gathering or congregating of people from different cohorts even if non-medical masks are worn.

PUTTING ON YOUR MASK:

1. Wash your hands with soap and water for 30 seconds or use an alcohol based hand sanitizer.
2. Pick up your mask by the ties or loops to place the mask over your nose and mouth and secure it.
3. Adjust the mask if needed to make sure your nose and mouth are covered. You want the mask to be comfortable, but also tight enough that there are no gaps.
4. While wearing the mask avoid touching your mask or face, and wash your hands if you do.

REMOVING YOUR MASK:

1. Wash your hands with soap and water for 30 seconds or use an alcohol based hand sanitizer.
2. Remove it by the ties or loops without touching the front of the mask.
3. Fold the outer part of the mask together and place it inside a clean paper bag.
4. Wash your hands with soap and water for 30 seconds or use an alcohol based hand sanitizer.

STORING YOUR MASK:

When you are not using your mask, place it in a paper bag or envelope. This keeps your mask clean until you wear it again, or until you are able to wash it.

WASHING YOUR MASK:

Cloth masks should be washed at least once a day, or whenever they become damp or soiled. To clean masks:

- Put it directly into the washing machine, using a hot cycle, and then drying thoroughly.
- Wash it thoroughly by hand using soap and hot water. Allow it to dry completely before washing again.

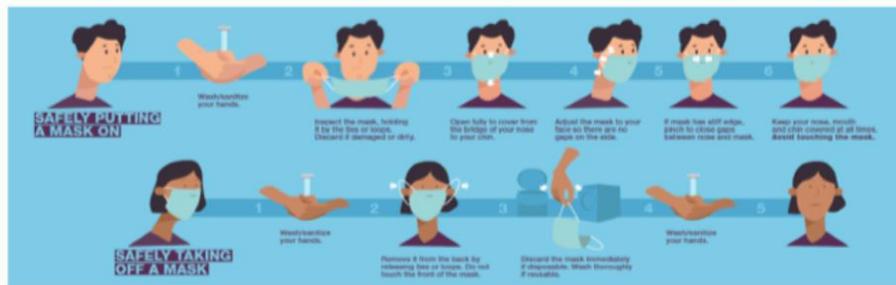
DO'S AND DON'TS OF WEARING NON-MEDICAL MASKS

DO:

- Make sure your mask isn't damaged, and it's clean and dry
- Replace your mask whenever it becomes damp or dirty
- Wash your hands for 30 seconds or use hand sanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Make sure your nose and mouth are fully covered, it fits securely, and there are no gaps on the sides
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

DON'T:

- Use masks that are damaged, dirty or moist
- Touch the mask while wearing it
- Wear a loose mask
- Hang the mask from your neck or ears
- Remove the mask to talk to someone
- Share your mask



**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.
For non-medical inquiries call 1-888-COVID19 (1-888-268-4319) or text 604-630-0300.**

