



# **SCHOOL DISTRICT 60 PRN COVID-19 SAFETY PLAN**

Version 1  
May 29, 2020

**Acknowledgment:**

This document is based on guidance provided by the Provincial Health Officer, BC Communicable Disease Control, The Ministry of Education, WorkSafeBC, and Northern Health Authority.

\*\* Please be advised that this document is subject to change as we receive new information.

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# BC Ministry of Education K-12 Restart Plan

The Ministry of Education has a five-stage approach for resuming in-class instruction in a measured way to align with B.C.'s Restart Plan. Each stage will be guided by health and safety guidelines, measures, protocols and orders as well as the principles developed for continuity of learning during the pandemic:

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

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
SCHOOL DENSITY TARGETS 100%	SCHOOL DENSITY TARGETS K-7: 100% Grade 8-12: 40%	SCHOOL DENSITY TARGETS K-5: 50% Gr. 6-12: 20%	SCHOOL DENSITY TARGETS K-12: 20%	SCHOOL DENSITY TARGETS K-12: 0%
<b>In-class instruction:</b>  K-12: 5 day per week	<b>In-class instruction:</b>  K-7: 5 days per week  Grade 8-12: 2 days per week  ----- 5 days per week available for: ✓ Children of essential service workers ✓ Students with disabilities/ diverse abilities ✓ Students who require additional supports  ----- <b>Remote/online instruction:</b> Balance of learning	<b>In-class instruction:</b>  K-5: 2 to 3 days per week  Gr. 6-7: 1 day per week  Gr 8-12: 1 day per week  ----- 5 days per week available for: ✓ Children of essential service workers ✓ Students with disabilities/ diverse abilities ✓ Students who require additional supports  ----- <b>Remote/online instruction:</b>  Parent/Guardian choice to return to in-class instruction optional  Balance of learning	<b>In-class instruction:</b>  K-12: Limited  ----- 5 days per week available for: ✓ Children of essential service workers ✓ Students with disabilities/ diverse abilities ✓ Students who require additional supports  ----- <b>Remote/online instruction:</b> K-12: Majority of all students	<b>In-class instruction:</b>  K-12: None  ----- Suspend all in-class instruction for all grades and students  ----- <b>Remote/online instruction:</b> K-12: All Students

School District 60 has implemented safety protocols, measures and procedures in accordance with the principles and guidelines from the following Authorities:

[WorkSafeBC – Education K-12](#)

[Ministry of Education – Provincial COVID19 Health & Safety Guidelines for k-12 Setting](#)

[BCCDC COVID19 Public Health Guidance for K-12 School Settings](#)

[K-12 Education Restart Plan](#)

## WorkSafeBC

The District has referred to WorkSafeBC's 6-step "Guide to Reducing the Risk of COVID19" as the compliance guide. The 6 steps are as follows:

1. Assess the risk at your workplace
  - a. Risk assessment for COVID19 is provided by public health
  - b. Identifying areas of risk requiring controls by the Administrator/Supervisor in collaboration with the Joint Health & Safety Committee
2. Implement protocols to reduce the risks
3. Develop policies / procedures / protocols
4. Develop communication plans and training
5. Monitor your workplace and update your plans as necessary
6. Assess and address risks in resuming operations

## Responsibilities for Workplace Health and Safety as per WorkSafeBC

The roles and responsibilities remain the same as follows:

- Employer / District is responsible to ensure a safe and healthy workplace
- Administrators / Supervisors are responsible for ensuring the health and safety of the workers that report to them. Providing specific instruction and direction to ensure they are aware of all known hazards.
- Employees are responsible for complying with the District Health & Safety Program including all policies, procedures, and protocols.

Employees have the right to:

- Know about the hazards in the workplace.
- Participate in health and safety activities in the workplace.
- Refuse unsafe work

## Risk Identification and Assessment

The assessment of risk with respect to COVID-19 is the jurisdiction of public health, specifically for our district this includes the Provincial Health Officer, BC Communicable Disease Control (BCCDC), and Northern Health Authority. The overall assessment of risk remains low for K-12.

## Transmission Routes

The virus that causes COVID-19 spreads in several ways:

- It can spread in droplets when a person coughs or sneezes.
- It can also spread if you touch a contaminated surface and then touch your face.
- The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
- The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

## Surface Transmission Assessment

The District has identified general areas in schools where surfaces and other materials are touched often by staff and students, including toys, tech devices and high touch points throughout the building.

The District's Enhanced Cleaning and Disinfecting Checklist identifies these areas and the frequency of cleaning/disinfecting that is required each day. See Cleaning and Disinfecting Protocols below.

## Physical Distancing Assessment

The Provincial Health Officer (PHO) recognizes that schools will require flexibility when it comes to providing school care and learning opportunities. This means that there can be more than 50 students and staff in a school at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.

Physical distancing is challenging in a K-12 educational setting. At the same time, it is important that we do what we can to try to assist children and staff understand the importance of minimizing the frequency of physical contact with one another.

It has been recognized that maintaining physical distancing when working with students with complex needs can be more challenging, especially with younger students.

The District has also identified general areas where staff and/or students may gather (hallways, gyms, meeting rooms, libraries, washrooms, staff rooms, photocopy rooms, classrooms) and the sites have implemented control measures to minimize access and/or occupancies in these areas.

## Control Measures and Protocols in Place to Reduce Risk - Personal Measures

- There is no illness permitted at any location. Students or staff are asked to stay home if sick or symptomatic. They are permitted on site once symptom free unless directed otherwise by a health professional.
- All students and staff who have symptoms of COVID19 OR travelled outside Canada in the last 14 days OR are identified as a close contact of a confirmed case or outbreak are directed to stay home and self-isolate, including children of essential service workers who are ill.
- Parents and caregivers are asked to assess their child daily for symptoms of common cold, influenza, COVID19, or other infectious respiratory disease before sending them to school. Students must stay home if they are sick or symptomatic.
- staff are asked to self-assess daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- Procedures for students and staff who become ill at work are in place. See Appendix A.
- In the event of illness, staff and parents/caregivers ( for their child ) are recommended to seek further medical guidance by completing [the COVID19 self-assessment tool](#), call 8-1-1 or the Northern Health COVID19 Online Clinic & Information Line (not the local health unit ) at **1-844-645-7811**. The virtual clinic will assess, arrange for testing if necessary, and report to public health.
- Those unsure if they should self-isolate are directed to follow the instructions above and follow guidance received.

## Hand Hygiene

The following are in place at all schools:

- Staff and students are required to wash their hands immediately upon entering the school.
- 
- Proper hand washing instructions and posters have been provided
- Where sinks are not available, alcohol-based hand rub containing at least 60% alcohol is provided
- Hand sanitizing stations are set up at the school entrance



- Staff and students are regularly reminded about the importance of diligent hand hygiene
- Additional hand hygiene opportunities added to the daily schedule.

## Respiratory Etiquette

Staff have been provided the following direction:

- 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
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.
- Homemade masks are not recommended, particularly for children. They are a personal choice. Should a staff member want to wear one, this is accepted.

## Personal Protective Equipment

Staff have been provided the following information:

- Personal protective equipment (PPE), such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- 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. PPE may be required as specified in the care plan.
- No additional personal protective equipment is required for reducing COVID19
- The use of a mask is a personal choice. It is important to treat people wearing masks with respect.

## Physical Distancing and Minimizing Physical Contact Measures

The following physical distancing strategies have been provided in the K-12 schools:

- Avoiding close greetings (e.g., hugs, handshakes)
- Spreading people out into different areas (different classroom and learning environment configurations to allow distance between students and adults using different desk and table formations

- Organizing students into smaller groups that stay together throughout the day
- Striving to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (i.e. minimize the amount of mixing between students and different staff in the setting)
- Staggering pick-up and drop-off times
- Staggering recess/snack, lunch, and class transition times to provide a greater amount of space for everyone
- Taking students outside more often
- Organizing learning activities outside including snack time, place-based learning, and unstructured time
- Taking activities that involve movement, including those for physical health and education, outside
- Sports have been limited, taking into consideration personal measures
- Encouraging appropriate hand hygiene
- Incorporating more individual activities or activities that have more space between students and staff
- For younger students, adapting group activities to minimize physical contact and reduce shared items
- For adolescent students, minimizing group activities and avoid activities that require physical contact
- Managing flow of people in common areas, including hallways
- Parents and Caregivers and other non-staff adults not entering the school
- Canceling assemblies and other school-wide events or holding them virtually to avoid a large number of people gathered in one space
- Cleaning/disinfecting buses used for transporting students according the guidance provided in the [BCCDC's Cleaning and Disinfectants for Public Settings document](#)
- Encouraging private vehicle use where possible to decrease transportation density
- Having students sit in their own seat and separated side to side and front to back

## District Protocols in Place for COVID19

Staff are required to follow all safety protocols that have been implemented at a District and site level. The District Safety Protocols and Guidelines can be found [here](#).

A Working at Home agreement (including home safety and working alone) has been implemented. The agreement can be found [here](#).

A Working Alone Safe Work Procedure (SWP) has been implemented.

Parent/Visitor access to schools has been limited or restricted to pre-scheduled appointments only as required.

Occupational Illness/Injury reporting protocols are to continue as usual

Violence in the Workplace reporting protocols are to continue as usual

## Joint Health and Safety Committees / Site-Based Safety Plans

In collaboration with the Joint Health & Safety Committee, Administrators/Supervisors are required to develop site-based safety plans by following the Joint Health & Safety Committee training, guidance documents and resources. Guidance documents can be found [here](#).

The Site-Based Safety Plans must be posted on the safety boards by June 1, 2020.

Joint Health & Safety Committees are required to meet monthly to review safety plans and make appropriate changes where necessary. Site Inspections will continue to be conducted monthly.

Site-Based Safety Plans are accessible to all SD60 staff in the [‘Staff Links’](#) – Occupational Health & Safety Resources section on the District website.

## Cleaning and Disinfecting Protocols

Enhanced, regular cleaning and disinfection is in place to prevent the transmission of COVID-19 from contaminated objects and surfaces. Schools are being cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings document](#).

The District's Enhanced Cleaning Protocols for Custodians can be found [here](#). A poster for visual reference can be found [here](#).

## Transportation Protocol

Information has been sent to parents to ensure that students will not be able to ride the bus if:

- They are experiencing symptoms of COVID 19 or illness
- Anyone in the home has come into contact with someone with COVID 19
- They have recently travelled outside Canada within the last 14 days

The Transportation Guidelines and Safe Work Procedures can be found [here](#).

## Communication and Training

### Staff Communication and Training

Administrators are to communicate the information provided in this COVID19 Safety Plan, the District Safety Protocols, and your Site-Based Safety Plan with all staff prior to restarting on June 1, 2020.

NOTE: If there are site specific tasks or processes that are identified as a possible risk to staff that has not been identified in the District Guidelines or District Safety Plan, Administrators will be required to conduct an investigation / risk assessment (with their JHSC) of those tasks or processes to determine if additional controls or measures need to be implemented.

### Access to Buildings

Schools are to post signs at entrances indicating who is restricted from entering. Access to buildings has been limited to business services and District staff. Parents/Caregivers are asked to contact the school to schedule appointments if necessary.

### Staff and Student Awareness

Staff and students are to follow hand hygiene protocols, respiratory etiquette and physical/minimizing contact measures. To promote awareness and as a reminder, proper hand washing signs have been provided to be posted in washrooms and near hand washing sinks. Respiratory Etiquette and Physical Distancing posters have been provided to be posted throughout the buildings.

## Workplace Monitoring

Schools and District sites must report illness rates of 10% of the total population (staff and students) and include symptoms when known to the Superintendent. The District will then pass on this information to the Northern Health Authority if warranted.

Elementary classrooms within excess of 10% of absences due to similar symptoms should report the class to their Superintendent as well.

Facilities Services will coordinate enhanced cleaning of affected rooms if exposed to illness and will continue to perform enhanced spraying of the buildings rotationally. Facilities Services will ensure staff on site will have sufficient and appropriate product and instructions to perform cleaning of common surfaces.

The District will continue to update schools with any new information for K-12 Schools provided by the Ministry of Education, BCCDC, Provincial Health Officer, WorksafeBC and/or the Local Health Authority.

As the situation evolves, all safety measures, procedures and protocols will be monitored and reviewed to ensure continued effectiveness. Administrators / Supervisors and Joint Health & Safety Committees will continue to frequently meet to identify and address any health and safety concerns.

## Occupational First Aid Attendants

All Occupational First Aid Attendants have been given the Safe Work Procedures during the COVID19 pandemic in accordance with [WorkSafeBC guidelines](#). These procedures can be found [here](#).

## Additional Training

Administrators will be responsible for ensuring TOCs, new hires, casual employees, staff returning from an extended absence and District staff from other locations have been orientated in the District safety protocols and site-based safety plans. They also need to be aware of the content in this COVID19 Safety Plan.

## Emergency Procedures

District emergency procedures remain unchanged at this time. Procedures can be found [here](#). In the event of an emergency evacuation, distancing measures are to remain in effect at all muster points.

## Reporting Occupational Injuries or Illness

The incident reporting process for all occupational injuries or illnesses remains unchanged. The reporting process flowchart can be found [here](#) and posted on the safety board in all locations.

## Staff Reporting COVID19 Related Concerns

Should a staff member have any health and safety concerns, they are to report to their Administrator / Supervisor or the site-based Joint Health & Safety Committee. The safety committee contact information for each location is posted on the safety board in the staff room.

## Promoting a Safe Physical and Emotional Environment

The District has provided staff, students and families with resources and tools to promote emotional health and wellness during this time. Visit the District website for more information.

Staff are encouraged to practice the 3 R's: Reassurance, Routines, and Regulation.

## Appendix A: What to Do if a Student or Staff Member Develops Symptoms at Home or at School:

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b>
<p><b>Parents or caregivers must keep their child at home</b> until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>	<p><b>Staff must be excluded from work and stay home</b> for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p>
<b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b>
<p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact 811 or the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p><b>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</b></p>	<p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. 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).</li> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further input.</li> </ol>
<p><b>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</b></p>	

\*\* It is required that staff and students perform a daily health assessment prior to arriving on site. In the event of illness, staff and parents/caregivers ( for their child ) are recommended to seek further medical guidance by completing [the COVID19 self-assessment tool](#), call 8-1-1 or the Northern Health COVID19 Online Clinic & Information Line (not the local health unit ) at **1-844-645-7811**. The virtual clinic will assess, arrange for testing if necessary, and report to public health.



## Appendix B: 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.*