

School District #62 (Sooke) COVID-19: Return to School Staff Handbook

*Please note this document is subject to change please view most current version on the engage website, <https://engage.sd62.bc.ca/covid-19/worksafe-instructions1>.

Purpose

The intent of this handbook is to inform School District #62 Sooke (SD 62) staff on the Operations and Health & Safety processes for SD 62 sites during COVID-19 to ensure worker health and safety.

Background

The BC Center for Disease Control has published the following information in its May 19, 2020 COVID-19: Public Health Guidance for K-12 School Settings,

- In BC, less than 1% of children and youth have been COVID-19 positive.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Most cases in children have been linked to a symptomatic household member.
- Children are not the primary drivers of COVID-19 spread in schools or community settings.
- Adolescent children should physically distance themselves where possible when outside the family unit or household
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

Safe Work Procedures

All SD 62 staff must follow the applicable COVID-19 Safe Work Procedures (SWP) listed in the appendix and posted on the Engage site.

In addition, SD 62 staff must ensure,

- As a reminder, if a teacher or principal suspect a student or students are suffering from a communicable disease they must report this to the Vancouver Island Health Authority, as per the Order of the Provincial Health Officer (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).

Training and Education

All SD 62 staff must:

- Review this document and complete any and all orientation/training related to this document.
- Review all applicable COVID-19 SWPs.
- Complete staff orientation checklist on first day of return to work. See Appendix F.
- Review all updates/notices provided to staff.
- Participate in any additional training and or education sessions, as required (e.g. WHIMIS).

Site-Based Joint Occupational Health and Safety Committee

Joint Occupational Health and Safety (JOHS) Committee members are required to,

- Follow applicable WorkSafeBC legislation as laid out in the Site-Based Terms of Reference (TOR),
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers,
- Participate in the COVID-19 JOHS training and
- Complete the JOHS Site-Based Checklist COVID-19. See Appendix G.
- Post hand washing signs near handwashing facilities. See Appendix I.

Work Environment

The following are considerations for classrooms and other SD 62 buildings,

- Sufficient ventilation in classrooms that meets WorkSafeBC legislative requirements and building standards.
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Ensure the waste receptacle in the classroom is located in an area where it can be used and not inhibit physical distancing.
- Have a tissue box strategically located in the room to provide easy access and not prevent physical distancing.
- Classrooms must be decluttered with non-essential items and furniture removed so as to allow for efficient and effective ongoing and nightly custodial cleaning and disinfecting.
- Workspace and desk set up will depend on student ages,
 - At the middle and secondary level workspaces and desks will be separated from each other by a minimum of 2 metres.
 - For elementary, desks shall be as far apart as possible to accommodate 50% of students and to avoid physical contact, 2 metre desk separation is not a requirement for K-5. Staff must separate workstations by 2 metre to ensure physical distancing between adults.
 - Ideally desks to be set up around the perimeter of the classroom leaving the central area open for adequate physical distancing during entry/exit of the classroom.
 - Number of desks allowed in each classroom will depend on the size of the classroom.
- As per WorkSafeBC legislative requirements (OHSR 4.79) if air quality concerns are brought forward, they will be investigated accordingly.
- Ideally, the classroom will have a hand washing sink with soap (NO bar soap) and paper towel.
 - If no handwashing sink is located in the classroom, students and staff will have access to a designated washroom.
- Desktops and counter surfaces must be kept clear to facilitate ongoing disinfection throughout the day and allow for nightly custodial cleaning/disinfection.
- If assistance is needed with moving heavy items, please notify administration for support and they can submit a work order, as required.
- Science (labs and prep-rooms), Shops and Foods rooms will remain closed to students. No instruction will take place in these areas.
 - Access to science classrooms is permitted for instruction but no science experiments or dissection permitted.
- Access to gyms, music rooms and library will be permitted for classroom space if needed.
 - Use of shared items such as instruments will not be allowed.
 - Gym equipment use will be limited to items staff can clean easily.
 - Administration in collaboration with the JOHS Committee can determine any additional access limitations.
- Handouts for students can be placed on student's desks before the start of class or during breaks to maintain physical distancing.
- There can be more than 50 students and staff in the school/site at any given time if they are not all in one area. No large in-person assemblies of staff or students should be held.
- There is no evidence that COVID-19 is transmitted via text books, paper or other paper-based products therefore there is no need to limit these items.

- Minimize the number of staff that interact with groups of students throughout the day.
 - Organize students into smaller groups that stay together throughout the day.
- Disable water fountains (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
 - If water is needed a classroom sink or staff room sink could be used, it must be,
 - Disinfected before use and
 - Water run for 60 seconds before filling bottle.
- Personal items between students and staff should not be shared (e.g. electronic devices, pens, etc.) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
 - Students will bring school supplies needed for the day and take them home at the end of each day.
 - If needed, supplies can remain at the site for the student as long as,
 - Supplies for students are not shared and
 - They do not inhibit the custodian's ability to clean and disinfect.
 - If electronics are to be shared they must be cleaned between users, as per process below.

Office, Staff Room and Shared Space Access

Administrators will develop access protocols for their site in conjunction with the Site-Based JOHS. These protocols must be in line with current SD 62 protocol

- Access to the school office will be limited.
- Signs will be posted regarding maximum occupancy requirements.
- Office doors will remain closed.
- Staff will bring your own lunch (no take out deliveries) with a cooler pack, if needed.
- Staff room will not be available for eating.
- Staff may not use the microwave.
- Weight rooms will remain closed
- Photocopier rooms will be limited access
 - Staff are asked to limit printing and use email or other platforms instead.
 - Handouts for educational purposes are allowed but should be limited as able.
 - Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) before leaving.
- Access to staff mailboxes shall be limited, use of email to scan documents is preferred.

Buses

Buses used for transporting students will be cleaned and disinfected as per the Bus Cleaning SWP in appendix K.

Transportation of students will follow the Transportation Guidelines, Bus Driver Student Transportation in appendix J and Transportation of Students with Mobility Considerations in appendix L, as applicable.

Handwashing Facilities

- Where multiple sinks are installed at one hand washing station, counters will be designed to allow for a minimum of 2 metres between sinks to allow for appropriate Physical Distancing.
 - Where necessary, some sinks will be temporarily taken out of service to ensure physical distancing while washing hands. Please note, this will not be necessary for Elementary student washrooms.
- Use of paper towel rather than hand dryers is recommended (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).

- Signage will be posted at the entrance of required washrooms to limit number of occupants based on size and ability to physical distance.
- Hand hygiene stations at each school entrance, with hand sanitizer (on a table or stand) for students upon arrival (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).

Handwashing

Soap (NOT bar soap) and water are the preferred method for cleaning hands.

Handwashing is required for students,

- Before leaving home, on arrival at school and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- After sneezing or coughing
- After handling common recourses
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty
- Before and after use of play structure/playground

Handwashing is required for SD 62 staff,

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- Before touching face (nose, eyes or mouth)
- Before administering medications
- After contact with bodily fluids
- After cleaning or handling garbage
- Before donning and after removing gloves
- Before food preparation, handling, or serving
- Before and after assisting student with eating
- After sneezing or coughing
- Whenever hands are visibly dirty
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)

Temporary Storage Area

Classrooms must be decluttered, excess desks, chairs, equipment, supplies and materials must be reduced to provide a 'minimalist' type environment in the classroom. If the SD 62 property cannot be stored safely in the room Administration can select a room, or area, for temporary storage during COVID-19. Boiler, electrical and mechanical rooms **MUST NOT** be used for storage.

Isolation Room

Administration in consultation with the JOHS Committee will select a room with a door that can be used for isolating a sick student while awaiting parental/caregiver pick-up.

- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain a hand sanitization dispenser.

- The room must have an “Isolation” sign that can be posted while the room is in use.
- The room must have capabilities to house more than one student.
- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning and disinfecting.
- The first aid room **MUST NOT** be used as an isolation room.
- If isolation room is used custodial staff will be notified and conduct enhanced cleaning as per the Enhanced Cleaning SWP COVID-19. See Appendix C.

Illness

All students and staff who have symptoms or COVID-19 or travelled outside of Canada in the last 14 days or were identified as close contact of a confirmed case or outbreak must stay home and self-isolate (BC CDC May 19, 2020).

Staff

If ill, staff 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. If you are unsure of your status or have symptoms contact 811 for guidance or use the BC COVID-19 Self-Assessment Tool. **Staff must to notify their administrator if they are ill and unable to attend work due to illness and log the absence accordingly in Atrieve.**

Students

If a student is ill, with any common cold, influenza or COVID-19 like symptoms, parents/guardians must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.

If staff or students become ill while on site,

- Staff must notify administrator and go home.
- As per the First Aid SWP COVID-19 (Appendix B) document any child exhibiting COVID-19 symptoms must move to the isolation room.
- Parents / caregivers must be notified and advised to pick-up the child immediately.
- Staff supervising symptomatic children must use strict hand washing techniques, maintain 2-meters of distance.
 - If not possible staff may wear a mask if available or use a tissue to cover their nose and mouth.
- Except for the designated Supervisor, there must be no access to the seclusion room during isolation.
- There must be no access to the room after child is picked-up until cleaning and disinfecting has been performed by custodial staff as per the Enhanced Cleaning SWP COVID-19.
- Custodial should be notified of the areas where the ill staff or student occupied for cleaning and disinfecting as per the Enhanced Cleaning SWP COVID-19. See Appendix C.
- Contact 811 or local public health to notify them of potential case and seek further input.

Daily Self-Assessment for Illness

Parents/guardians 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. If ill, staff 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.

Administrators must ensure school staff and parents/guardians of students are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. As per VIHA recommendations, staff or students are not required to stay home if experiencing seasonal allergies. If staff, parent or guardian is unsure, they can call 811 for advice or use the BC COVID-19 Self-Assessment Tool.

Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness (BC CDC, May 19, 2020).

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.

There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals (BC CDC, May 19, 2020).

Arrival procedures

Parents/guardians must remain outside of the school to drop off their children. They must not enter the school.

Administration in collaboration with the JOHS Committee will determine student entry points and if the drop-off and pick-up schedule needs to be staggered based on student attendance. Physical distancing of 2 metres between adults and Middle and Secondary Students must be maintained while students are being dropped off or picked up.

In addition to the Daily Health Check, parents/guardians of **Learners with Diverse Needs**, as required, will communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with case manager and administration if support is needed.

Site-Specific Building Access Protocol will be completed by Administration or Manager in consultation with Site-Based JOHS, template located in Appendix H. Staff must review the Site-Specific Building Access Protocol for their site. On-site staff or visiting SD 62 staff must check-in electronically as per the Site-Specific Building Access Protocol, via the Engage website at <https://engage.sd62.bc.ca/covid-19/daily-site-check>. If an approved visitor is granted access to an SD 62 site, the site-based manager or administrator must ensure the visit is logged in the "Visitors Check-in" site. The site-based manager, administrator, must provide this information to custodial staff daily so they are aware of areas to clean. If staff are working alone or from home they must follow the Working alone or From Home SWP, via the engage website at <https://engage.sd62.bc.ca/covid-19/working-alone-or-home>.

Access Control

Parent/guardians and visitors must not enter the school/site building. Only SD 62 staff may enter.

In all cases authorized Maintenance and /or Operations staff must thoroughly wash hands as per the COVID-19 SWP prior to entering the childcare area and only enter when area is unoccupied.

Access to SD 62 sites by non-school district personnel is not permitted unless deemed necessary by administration or site-manger. Communication should occur via the phone, virtual meeting or email. If

access is required, it must be by pre-approval from administration or site-manger and by appointment only.

Handwashing

Soap (NOT bar soap) and water are the preferred method for cleaning hands.

Handwashing is required for students,

- Before leaving home, on arrival at school and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- After sneezing or coughing
- After handling common recourses
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty
- Before and after use of play structure/playground

Handwashing is required for SD 62 staff,

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- Before touching face (nose, eyes or mouth)
- Before administering medications
- After contact with bodily fluids
- After cleaning or handling garbage
- Before donning and after removing gloves
- Before food preparation, handling, or serving
- Before and after assisting student with eating
- After sneezing or coughing
- Whenever hands are visibly dirty
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)

Personal Protective Equipment (PPE)

It is only recommended for healthcare workers and other related professions. Good handwashing and sanitization practices are recommended.

In the education setting personal protective equipment for COVID-19, such as masks and gloves are not needed. No additional personal protective equipment beyond normal universal precautions or applicable safe work procedures is required. There is no evidence to support the use of medical grade, cloth, or homemade masks in school settings at this time (BC CDC, May 19, 2020).

Lockdown or Hold and Secure

Each site review current lockdown processes to determine if changes need to occur due to COVID-19. The site-based JOHS Committee should be involved in consultation with the Safe Schools Coordinator

and District OHS, as required. On-site staff must be made aware of any changes to lockdown locations as per the Staff Orientation Checklist. See Appendix F.

Cleaning and Disinfecting

WHMIS Requirements

- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
- Safety Data Sheets for all cleaning products are available through the Fetch and paper copies via site-based administrator.
- Only those with WHMIS training can use cleaning products or any hazardous product.
- SD 62 Staff who are WHMIS trained must,
 - Review the SDS for the product before they use it, for the following information, but not limited to,
 - What to do in case of exposure and
 - What PPE is required for use?
 - Only use percept or oxivir wipes to disinfect surfaces
 - **No outside products are allowed** e.g. NO Lysol wipes
- All chemicals must be properly labelled in accordance with WHMIS requirements.

Custodial

Following the Enhanced Cleaning SWP COVID-19, custodial staff must clean the school thoroughly every evening after the school is closed. Custodians must also clean high touch points twice daily and check supplies (paper towel and soap) in the school daily, when the classroom or area is unoccupied. If supplies are low email head custodian for supplies. Garbage must be emptied daily.

Building access protocols will be followed to ensure custodial staff are aware of areas that have been occupied and cleaning and disinfecting is required. See Appendix H.

Custodial staff will keep spray bottles with Percept cleaner (or equivalent) and microfiber cloths or paper towels readily accessible for WHMIS trained SD 62 staff to sign-out to clean their work area and IT equipment. If required, staff may require a bucket with Percept solution for disinfecting toys or other items.

Facilities and Transportation

Maintenance and operations staff must keep their vehicles clean as per the Facilities and Transportation SWP. See Appendix E.

Cleaning and Disinfecting by Staff Supporting Learners with Diverse Needs

Staff working with Learners with Diverse Needs must implement ongoing cleaning and disinfection of high touch areas throughout the day both as a routine practice and on an as needed basis. Staff working with Learners with Diverse Needs will have access to disinfectant sprays and cloths. Learners with Diverse Needs spaces need to be left, neat and uncluttered and in as near as possible, to 'as found' condition at the end of the day.

Keyboards and Electronic devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles should be cleaned and disinfected regularly.

When cleaning and disinfecting devices please consider the following,

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning and disinfecting (remove batteries from anything with a removable battery).
- For screen, use a soft cloth and do not press hard.
- **DO NOT use alcohol based cleaners** as it will react with percept.
- **Do not spray cleaner on the device or submerge** it in cleaner.
- Spray cleaner onto a cloth and wipe the device.
- Do not clean inside any ports or openings.
- Clean between users.

Toys and Sports Equipment

SD 62 staff will select the minimum number of toys and sports related equipment required. Selected items must be easily cleaned. No stuffed toys or porous items.

Parents/guardians must not allow students to bring toys from home, **unless approved by administration.**

Two sets of toys must be pre-selected by staff and stored separately, one set for the morning and the second set for the afternoon. All toys, both morning and afternoon sets must be cleaned daily or if one set is used it must be cleaned twice daily. If one set of toys is to be used, it must be cleaned twice a day.

Playground use is permitted, hands must be washed before and after use. Students should avoid touching face (nose, mouth and eyes) when using the equipment and line up and wait their turn to avoid congestion.

Students will bring school supplies needed for the day and take them home at the end of each day. If needed, supplies can remain at the site for the student as long as the supplies for students are not shared and they do not inhibit the custodian's ability to clean and disinfect.

Food

No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food wrap and waste.

Parent/guardian provided food items only. Parents will be asked to have food provided in clean containers.

Have student store food under chair or on the back of their chair and wash hands before eating.

Leaners with Diverse Needs, if students need support for eating.

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods.

Place all Leaners with Diverse Needs and client provided food items in sanitized designated area upon arrival.

Parents will be asked to have food provided in clean containers.

Behaviour Support Plans, Personal Care Plans and Worker Safety Plans

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any support plans will be provided to the site-based Administrator. Staff working with children that have Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans in place must review these plans prior to working with the child.

Please see Appendix D for recommendations for Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans based on student need.

Need Assistance?

If additional support is needed, staff can reach out to Inclusive Education Services regarding Behaviour Support Plans, Worker Safety Plans, Personal Care Plans, visual supports, or other child/student centric needs.

If you are having difficulty implementing any of the recommended strategies, please contact the District Principal of Inclusive Education Services, Inclusion Coach or your site-based administrator.

References

Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. Ministry of Education.

<https://www2.gov.bc.ca/assets/gov/education/administration/kinderqarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>

COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, May 19, 2020.

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

WorkSafeBC. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Order of the Provincial Health Officer, Workplace COVID-19 Safety Plans.

BC CDC - Cleaning and Disinfectants for Public Settings document, http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

Appendix A - SWP COVID-19

COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads (CDC, May 2020).
- There is no evidence that COVID-19 is transmitted via text books, paper or other paper products.
- In BC, less than 1% of children and youth have been COVID-19 positive.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Children are not the primary drivers of COVID-19 spread in schools or community settings.
- Adolescent children should physically distance themselves where possible when outside the family unit or household.
- For younger childcare maintaining physical distance is less practical and the focus should be on minimizing physical contact instead (BC CDC, May 19, 2020).

Signs and Symptoms

- Respiratory symptoms (shortness of breath and breathing difficulties)
- Cough
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

Symptoms may appear **2-14 days after exposure**.

How to avoid spread

- If ill, staff 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.
- If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, physical distancing (2 meters) and hand hygiene.
- Please note: masks are **not** necessary for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
 - Contact 811 for guidance or
 - Complete the BC COVID-19 Self-Assessment Tool
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)

- No skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize physical distancing
- Always follow the guidelines and recommendations of the public health officer
- Avoid close greetings (e.g. hugs or handshakes). Regularly remind students to keep 'hands to themselves' (BC CDC, May 19, 2020).

Respiratory Etiquette

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and dispose of used tissues in a plastic-lined waste container.
- Followed by handwashing.

Handwashing is required

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.)
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- After contact with bodily fluids
- After cleaning or handling garbage
- Before donning and after removing gloves
- Before food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

Follow video from World Health Organization <https://www.youtube.com/watch?v=3PmVJQUCm4E> and,

- remove jewelry
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced
 4. Back of fingers on opposing palms
 5. Rub thumb rotationally, clasped in opposing hand
 6. Rub tips of fingers rotationally on opposing palm
 7. Rinse hands thoroughly
 8. Dry hands with paper towel
 9. Use paper towel to shut off water

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a 60% 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 defense 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.

Please note: If you are unable to perform hand washing as above due to injury or medical skin conditions, please contact District OHS for consultation.

References

CDC. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ftransmission.html

Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. Ministry of Education. <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, May 19, 2020. <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

WorkSafeBC. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Appendix B - Administering First Aid Safe Work Procedure - COVID-19

Purpose

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or staff at schools/sites during COVID 19 to ensure worker safety.

PPE

Nitrile gloves. Safety eyewear or other PPE is task dependant.

Before performing administering first aid OFA designate must read and understand the COVID 19 SWP and watch the associated hand watching video (<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

Procedure - Flu like Symptoms

- OFA designates are **not** to assess or approach patients with suspected flu like symptoms. Should a staff or a child begin to show flu like symptoms:
 1. Ensure safe distance of 2 meters and reassure the patient
 2. Alert the Principal or Manager
 3. Direct staff to move everyone to another room.
 4. If patient is a child, have them wait in the isolation room for pick from a parent or guardian.
 5. Advise custodial staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

Procedure - Non -Flu like Symptoms- Standard First Aid

- First Aid rooms / dressing rooms are to be kept as a clean staging area, **patients are NOT to enter.** Have patient sit in chair outside room or other designated area.
- Perform hand washing as per COVID 19 SWP regarding Hand Washing.
- **Don nitrile gloves.**
- Gather appropriate first aid supplies and leave first aid kit in staging area (First aid room / dressing area).
- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial of areas used/touched for disinfecting purposes.
- **Remove Gloves:**
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
 - Wash hands as per Hand Washing SWP.
- Complete -First Aid Record (Form 55B23) as per WorkSafeBC (you can use the same form for students).

N 95 masks are not required PPE for performing first aid on patients who are not presenting flu like symptoms. For additional information please contact District OHS.

Appendix C - Enhanced Cleaning SWP COVID-19

Purpose

The purpose of this document is to provide a procedure for custodial staff to follow while performing enhanced cleaning and disinfecting of schools/sites due to COVID 19 to ensure worker safety and effective disinfecting.

Enhanced Cleaning

Regular cleaning and disinfecting as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points twice daily such as: door handles, light switches, computer equipment, hand rails, toilet handles, tables, desks, chairs and water fountains. Please follow the process below to ensure cleaning and disinfecting is sufficient for COVID 19.

If cleaning up and disinfecting after an ill staff member or student, we must only use wet clean-up methods, NO dry mopping.

Personal Protective Equipment (PPE)

Nitrile gloves, splash goggles and if using Clorox 360 - N95 dust mask.

Goggles and nitrile gloves for concentrated percept. No PPE required for use of 1:16 dilution of percept.

Procedure

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Don required PPE.

DO NOT sweep with a bristle type broom.

3. When dry mopping,
 - Do not shake the mop head,
 - Keep mop head on the floor surface when dry mopping,
 - Use HEPA rated vacuum to collect the debris, being careful not to shake the mop to create dust to be created.

If cleaning up and disinfecting after an ill staff member or student, we must only use wet clean-up methods, NO dry mopping.

4. use HEPA Vacuum for removing debris on the floors.
5. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
 - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into room.
 - Use bucket to bring in essential supplies only to the room.
 - Bucket along with all of its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
 - A waste bag will be placed on the floor by the doorway.
 - A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
6. Using SD 62 approved disinfectant begin cleaning and disinfecting at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
 - Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including,
 - phone, chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches and doorknobs, desktops and spot wash walls.
7. Ensure Contact Time for the product is sufficient to disinfect, see table 1 below.
8. Inspect window coverings and remove dirt if visibly soiled.
9. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.

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- Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and spot wipe walls.
 - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
10. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
 - **DO NOT** leave additional liners in the bottom of the garbage container or hanging over the side.
 11. Wipe down vacuum after use.
 12. Take garbage/soiled items to exterior dumpsters.
 13. Replace all mop bucket solutions and gloves every 2 to 3 rooms.
 14. Removing personal protective equipment and dispose,
 - Goggles or safety glasses – Do NOT touch the front of them. Place in container for disinfection.
 15. Wash hands as per Hand Washing SWP.
 16. This procedure should be repeated twice daily for areas in use (e.g. school office, entrance doors, etc.).
 17. For very high-risk areas, follow up with Clorox 360, if required. Follow Clorox 360 SWP.

Table 1: Shows the contact time required for the cleaning product to ensure effective disinfection.

Product	Contact Time
Percept (concentrate, RTU and Wipes)	5 minutes





Appendix D - Diverse Learners Support Considerations COVID-19

Purpose

Learners with diverse, complex needs are considered vulnerable students whose specialized supports and continuity of learning plans are challenging to deliver remotely. These students require personal care and communication systems that require staff to be in closer proximity. As a result, this document has been created to aid in creating Worker Safety Plan, Behaviour Support Plans and Personal Care Plans for students due to COVID-19.

Personal Protective Equipment (PPE)

Managing students with complex behaviours, on a care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. No additional personal protective equipment beyond normal universal precautions are required (BC CDC, May 19, 2020). PPE is dependent on Personal Care Plan or Safe Work Procedure.

Non-surgical masks are required for staff when working 2 to 1 with a student where physical distancing is not possible, to protect the student. No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis by VIHA. For particularly complex cases, example feeding tubes, direct any inquiries to the Inclusive Education.

Personal Care Plans

Students with complex health needs may have Personal Care Plans developed in conjunction with OT and PT staff. The same personal protective equipment (PPE) needed prior to COVID-19, such as masks, gloves, and gowns, for implementing a student's Personal Care Plan, continues to be required during this time of concern due to COVID-19.

Food/Eating

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing SWP
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in container it was brought in
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP

Toileting

- Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
- Wash hands as per Hand Washing SWP
- Staff wear gloves
- Staff support student in areas required

- Staff to remain at student's side ask student to limit speaking and to turn head away from worker in the event they need to cough or sneeze (in a tissue or a flexed elbow), if student is able to comply with this request and the request is appropriate given the student profile.
- If second person is required to assist, second staff member will wear gloves while supporting,
 - Two staff members to distance as much as possible
- Bathroom door ajar (if appropriate) to support physical distancing
- Staff support student in washing hands, if required
- Remove Gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Self-injurious Behaviours

- Wash hands as per Hand Washing SWP, if able
- Staff to employ a verbal prompt to student
- Staff request assistance
- Staff approach employing CPI supportive stance
- Staff to assist if safe:
 - Pushing into the bite
 - For head banging – place soft object between head and floor/wall/etc.
- Wash hands as per Hand Washing SWP.

Hand over Hand Support

Handwashing

- Staff support student to wash hands as required on page 4 of the handbook “Handwashing is required”
 - In addition, if student touches face, mouth or nose, whenever possible staff support student to wash hands
- Staff to provide verbal cues for hand washing
- If student requires hands on support, staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per Hand Washing SWP

Communication:

- Wash hands as per Hand Washing SWP
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe
 - Support student to wash hands, as above
- Wash hands as per Hand Washing SWP
- Ensure PECS or assistive communication devices are wiped down with disinfectant twice daily

Programming

- Self-regulation: student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required.
- Items eg: cozy swing, SafeSpace for a designated student only (single use).

- Activities: include tasks in student's clearly marked bin. If using edible reinforcers, follow eating protocol above.

Medication Administration

- Wash hands as per Hand Washing SWP
- Staff wear gloves, if required as per health care provider's recommendations
- Administer medication
- Remove gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Specialized Equipment (eg: Helmet, stander, stroller/wheelchair, lift)

- If staff need to support students with specialized equipment
- Wash hands as per Hand Washing SWP
- Staff to remain at student's side using diagonal CPI supportive stance, ask student not to speak and turn head away from worker, if able
 - Staff to support student, as needed
- Wash hands as per Hand Washing SWP

Recommendations for Worker Safety when student exhibits any of the following behaviour

Although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with handwashing and cleaning.	
Review student's updated Worker Safety Plan and follow staff response accordingly	
1.	Spitting <ul style="list-style-type: none"> • Wipe down any area with saliva with disinfectant • If in contact with saliva, wash hands and/or affected areas
2.	Biting <ul style="list-style-type: none"> • If in contact with saliva, wash hands and/or affected areas • If skin is broken seek first aid and follow universal precautions • Wear Kevlar sleeves or other Kevlar products, as necessary
3.	Lunging <ul style="list-style-type: none"> • Move self out of way
4.	Grabbing <ul style="list-style-type: none"> • If in contact with saliva, wash hands and/or affected areas
5.	Assisted movement <ul style="list-style-type: none"> • If in contact with saliva, wash hands and/or affected areas • If staff are supporting a student 2:1 within 2 meters, staff should wear a non-medical grade mask.

Appendix E - Facilities/ Transportation Guidelines COVID-19

Purpose

The purpose of this document is to provide a guidance for Facilities / Transportation staff while working during the COVID- 19 pandemic to ensure worker safety.

PPE

Job/task dependant. See job/task specific procedures or SD for product being used.

DO NOT share vehicles, do not enter or touch any other vehicle and park in alternating spots, leaving an empty spot between vehicles at the yard. If you are using a vehicle after another worker it must be re-sanitized before use.

DO NOT ride in a vehicle with a co-worker.

- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- Staff will need to check in to Facilities / Transportation as per the Working Alone or From Home Safe Work Procedure COVID-19 to ensure they are safe and to get any information they may have missed.
- Lunch room at Facilities / Transportation yard will remain closed, please use other non-common areas for breaks and lunches.
- Do not share tools without disinfecting first.
- When arriving to work, do not congregate in common areas, move directly to vehicle when possible.
- Contact your Manager or clerical staff by email or phone rather than in person.
- Check emails daily for new information and additional guidance.
- If two people are required for a task, maintain 2 meter distance (if not practicable, contact District OHS for guidance).
- Stagger breaks to reduce congregation.
- Notify your manager and custodial at the site of the areas worked during a shift (room numbers, common areas) via email.

Procedure – District Vehicle Cleaning

PPE

None required for 1:16 percept ratio. Additional PPE may be required depending on chemical used or applicable safe work procedure.

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using SD 62 approved disinfectant begin cleaning and disinfecting at the door and work your way into the vehicle.
 - Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
 - Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
 - To clean the microfiber cloth, please hand wash and hang to dry before next use.
3. Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
4. Take garbage/soiled items to exterior dumpsters.

5. Wash hands as per Hand Washing WSP.
6. This procedure should be performed at end of every shift.

Please note: If a co-worker is assigned to use the vehicle after you they must also perform this procedure before they use the vehicle at the start of their shift.

Table 1: Shows the contact time required for the cleaning product to ensure effective disinfection

Product	Contact Time
Percept (concentrate, RTU and Wipes)	5 minutes

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Appendix F - Staff Orientation Checklist

School: _____ Worker Name: _____

Person Conducting Orientation: _____ Date: _____

Items reviewed	Site Specific Information	Reviewed (X)
Site Based Admin/Contact		
Staff Check-in/out process		
Muster Station Location		
Lockdown Process/Location		
JOHS Rep	CUPE: STA: P/VP:	
Isolation Room Location		
First Aid Designate		
First Aid Location -DO NOT enter first aid room		
How to Summon First Aid Designate	#:	
Daily Self-Assessment for Illness requirement reviewed		
Staff Washroom Location		
Student Washroom Location		
Confirm Staff have reviewed the following SWP's: -if not applicable please put NA	1. SWP COVID-19 (hand washing) 2. Administering First Aid Safe 3. Enhanced Cleaning 4. Diverse Learners Support Considerations 5. Facilities/ Transportation Guidelines 6. Building Access Protocol 7. Return to School Handbook	1. 2. 3. 4. 5. 6. 7.

To be completed with staff upon return to the school/site, please note this can be done via MS teams.

Additional comments/information:

Appendix G - JOHS Site-Based Checklist COVID-19

Date: _____ **School/Site:** _____

Employee Group	JOHS Participant(s)
CUPE	
STA	
Admin	

CONSIDERATION	Action Needed	No Action Needed
Staff room		
-max occupancy		
-signs and markings		
Photocopier room		
-max occupancy		
-signs and markings		
Office		
-access		
-signs and markings		
-sign-in process (electronic)		
Classrooms		
-sink for handwashing?		
-layout		
-if no sink, alt. site		
Staff mailbox access		
-email vs paper		
-schedule for access, if required		
Isolation Room		
-location		
-capacity		
-signs (occupied)		
First Aid Room		
-First aid station/dressing area		

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CONSIDERATION	Action Needed	No Action Needed
Washroom considerations		
-max occupancy		
-signs and markings		
-student and staff		
-sink spacing		
Hand washing locations		
-Classrooms		
-Washrooms		
Lockdown considerations		
-Current lockdown processes sufficient		
-Current hold and secure processes sufficient		
Electronic Plan Access		
-worker safety plan/threat synopsis		
-behavior support plan		
-personal care plans		
Student Attendance		
-stagger drop-off, pick-up & breaks		
-access points/entrance		
Access to Disinfectant for staff		
-percept access & electronic sign-out		
Site Specific Considerations		
-Library, gym and music room access		
-Building access/entrance		
-Hallway flow		

Additional comments or concerns: _____

Appendix H – Building Access Protocol

Do not go to any schools or SD 62 sites if you have been directed by a health official to self-isolate, have respiratory symptoms (cough, congestion or difficulty breathing) or are feeling ill. If you are sick you must stay home.

School/Site: _____

Administration or Manager (name/contact #): _____

Entry and Exit Locations: _____

Electronic Sign in information: <https://engage.sd62.bc.ca/covid-19/daily-site-check>

Additional Site Specific Comments:

General comments:

Upon entry wash hands in the designated washroom or sanitize hands at hand hygiene station using the COVID-19 Safe Work Procedure regarding Handwashing.


Proceed to your immediate work area, only access to other areas of the school/site, if required.

Copies of the Return to School Handbook and Safe Work Procedures related to COVID-19 are available on the SD62 Engage website for staff.

If you have any questions about regarding Health and Safety, please contact your site-based administrator, Site-based JOHS representative or manager.

Appendix I – Handwashing Sign

How to Handwash?

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

Appendix J – Bus Driver Student Transportation SWP

Purpose

The purpose of this document is to provide a guidance for Transportation staff to follow while transporting students during the COVID- 19 pandemic to ensure worker safety.

Procedure – Student Transportation

Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Parents/guardians must keep their child at 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 must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school/worksite. If ill, they must remain home and isolate for 10 calendar days following onset of symptoms AND until symptoms resolve, whichever is longer.

Place signs on the door, where safe, to remind parents and students of the need to conduct a daily self-assessment for illness.

Seats within 2 meters of the driver will marked off and not used by students.

PPE

PPE as required by District Vehicle Cleaning SWP.

1. Staff to perform hand washing as per Hand Washing COVID-19 SWP.
2. If a new driver, wipe down bus as per Facilities/Transportation - District Vehicle Cleaning SWP.
3. If same driver as previous day during after, driver to wipe down high touch points on the bus.
4. Driver to wash hands as per Hand Washing SWP.
5. Driver to enter bus and start route.
6. Use hand sanitizer to sanitize hands, as required.
7. Have students sit in their own seat wherever possible, students from the same household can share seats if space is limited.
8. Between drop-off and pick-up of students, driver to wipe down high touch points on the bus.
9. Driver to wash hands as per Hand Washing SWP when they return to the transportation yard.
10. Driver to wipe down bus as per Facilities/Transportation - District Vehicle Cleaning SWP.
11. Driver to wash hands as per Hand Washing SWP.

If a student becomes ill while on route provide a mask to don if they cannot be isolated, notify administration and facilities manager. If possible have student sit away from others. Upon arrival at school, the school should be notified of the child's condition.

References

WorkSafeBC, Education (K-12): Protocols for returning to operation,

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, May 19, 2020.

Appendix K – Bus Cleaning SWP

Purpose

The purpose of this document is to provide a procedure for Transportation staff to follow to clean and disinfect their bus during the COVID- 19 pandemic to ensure worker safety.

DO NOT share buses, if you are using a bus after another worker it must disinfect before use.

- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- Staff will need to check in to Transportation as per the Working Alone or From Home Safe Work Procedure COVID-19 to ensure they are safe and to get any information they may have missed.
- High touch surfaces in buses must cleaned between drop-off and pick-up of students.

PPE

None required for 1:16 percent ratio. Additional PPE may be required depending on chemical and other applicable SWP's.

Procedure – Bus Cleaning

DO NOT sweep with a bristle type broom.

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Don gloves, pick up paper and other large debris and dispose of in waste bin.
3. Remove gloves and dispose.
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
4. Use HEPA Vacuum for removing the remaining debris from floors.

If cleaning up and disinfecting after an ill staff member or student, we must only use wet clean-up methods.

5. Using SD 62 approved disinfectant (Percept) begin cleaning and disinfecting the bus.
 - a. Bring in essential supplies on the bus only.
 - b. These items will be thoroughly disinfected before being brought back into the wash sheds.
 - c. Using disinfectant and district provided cloth or paper towel, rub and scrub the following areas,
 - Seats, inside hand railing, interior windows and wall section below passenger windows, Inside and outside door handles (including manual control for service door), inside door grab handles, pads and armrests, keys, steering wheel, shift lever and console, dashboard, turn signal and wiper stalks, seat and seat adjuster and any other parts that are commonly used and that may have been touched.
 - d. Mop bus floors with disinfectant.
6. Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
7. Remove trash from the garbage bins to exterior dumpsters, damp wipe the can inside and out and replace the liner.
 - **DO NOT** leave additional liners in the bottom of the garbage container or hanging over the side.
8. Place used cloth and mop head in wash rag bag for cleaning.
9. Wash hands as per Hand Washing SWP.
10. This procedure should be performed at end of every shift or before next dispatch.

Please note: If a co-worker is assigned to use the bus after you they must also perform this procedure before they use the vehicle at the start of their shift.

Table 1: Shows the contact time required for the cleaning product to ensure effective disinfection.

Product	Contact Time
Percept (concentrate, RTU and Wipes)	5 minutes

Reference

Federal Guidance for School Bus Operations during the COVID-19 Pandemic

<https://www.tc.gc.ca/en/services/road/federal-guidance-school-bus-operations-during-COVID-19-pandemic.html>

Appendix L – Transportation of Students with Mobility Considerations

Purpose

The purpose of this document is to provide a guidance for transportation staff while transporting students with mobility considerations during the COVID- 19 pandemic to ensure worker safety.

DO NOT share vehicles, if you are using a vehicle after another worker it must disinfect before use.

- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- Staff will need to check in to Transportation as per the Working Alone or From Home Safe Work Procedure COVID-19 to ensure they are safe and to get any information they may have missed.

Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Parents/guardians must keep their child at 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 must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school/worksites. If ill, they must remain home and isolate for 10 calendar days following onset of symptoms AND until symptoms resolve, whichever is longer.

Place signs on the door, where safe, to remind parents and students of the need to conduct a daily self-assessment for illness.

Seats within 2 meters of the driver will marked off and not used by students.

PPE

None required for student transport. See job/task specific procedures or SDS for product being used

Procedure – Transporting Students with Mobility Considerations

1. Staff to perform hand washing as per Hand Washing COVID-19 SWP.
2. If a new driver, wipe down bus as per Facilities/Transportation - District Vehicle Cleaning SWP.
3. If same driver as previous day during after, driver to wipe down high touch points on the bus.
4. Driver to wash hands as per Hand Washing SWP.
5. Driver to enter bus and start route.
6. Use hand sanitizer to sanitize hands, as required.
7. Avoid touching face (eyes, nose and mouth)
8. Student pick-up process,
 - i. Ensure parent/guardian to maintain 2 meters of physical distance from the driver
 - ii. Put bus in neutral, apply park brake and exit the bus
 - iii. Open lift door and secure door to bus
 - iv. Use the remote to “deploy” and “down” the lift
 - v. Load the student on lift backwards
 - vi. Use the remote to “Up” the lift
 - vii. Go back in the bus (via passenger door) and move student to the track location
 - viii. Exit the bus, use the remote to “stow” the lift and close the door
 - ix. Enter bus to attach the wheelchair restraints and secure the student with the occupant restraints

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- a. Staff to remain at student's side ask student to limit speaking and to turn head away from worker in the event they need to cough or sneeze (in a tissue or a flexed elbow), if student is able to comply with this request and the request is appropriate given the student profile.
 - x. Go back to driver area, sanitize hands and resume route
9. Student drop-off process,
 - i. Put bus in neutral, apply park brake and exit the bus
 - ii. Open lift door and secure door to bus
 - iii. Use the remote to "deploy" the lift
 - iv. Go back in the bus (via passenger door) and remove the wheelchair restraints and occupant restraints
 - a. Staff to remain at student's side ask student to limit speaking and to turn head away from worker in the event they need to cough or sneeze (in a tissue or a flexed elbow), if student is able to comply with this request and the request is appropriate given the student profile.
 - v. Wheel student forward onto lift
 - vi. Use the remote to "down" the lift and wheel student to parent/guardian
 - a. Ensure parent/guardian to maintains 2 meters of physical distance from the driver
 - vii. Use the remote to "up" the lift and "stow" the lift and close the door
 - viii. Go back to driver area, sanitize hands and resume route
10. Between drop-off and pick-up of students, driver to wipe down high touch points on the bus.
11. Driver to wash hands as per Hand Washing SWP when they return to the transportation yard.
12. Driver to wipe down bus as per Facilities/Transportation - District Vehicle Cleaning SWP.
13. Driver to wash hands as per Hand Washing SWP.

If a student becomes ill while on route provide a mask to don if they cannot be isolated, notify administration and transportation manager. If possible have student sit away from others. Upon arrival at school, the school should be notified of the child's condition.

References

WorkSafeBC, Education (K-12): Protocols for returning to operation,
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
 COVID-19 Public Health Guidance for K-12 School Settings. BC Centers for Disease Control and Prevention, May 19, 2020.