



School District #62 (Sooke)

COVID-19: Stage 2 Staff Handbook

March 31, 2021 V.7

***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>.**

Table of Contents

Background	2
Safe Work Procedures	2
Training and Education	2
Site-Based Joint Occupational Health and Safety Committee	3
Cohorts (Learning Groups):	3
Work Environment	5
Offices, Staff Room and Shared Space Access	7
Instructional Time	8
Specialty Teaching Areas:	8
Shared Equipment (Toys, sports equipment, etc.)	12
Laundry	13
Interschool Events:	13
School District Transportation/Buses:	13
Handwashing Facilities:	14
Handwashing:	14
Temporary Storage Area:	15
Supervision Area:	15
Illness	15
Arrival procedures for students and families:	17
Site-Specific Building Access Protocol:	18
Access Control:	19
Personal Protective Equipment (PPE):	19
Emergency and Evacuation Drills	20
Cleaning and Disinfecting	21
Cleaning and Disinfecting by Staff Supporting Learners with Diverse Abilities:	22
Behaviour Support Plans, Personal Care Plans and Worker Safety Plans	23
Appendix B - Administering First Aid Safe Work Procedure - COVID-19	28
Appendix C - Enhanced Cleaning SWP COVID-19	29
Appendix D - Diverse Learners Support Considerations COVID-19	33
Appendix E - Facilities/ Transportation Guidelines COVID-19	37
Appendix F - Staff Orientation Checklist	39
Appendix G - JOHS Site-Based Checklist COVID-19 (Stage 2)	40
Appendix H – Building Access Protocol	43
Appendix I – Handwashing Sign	44
Appendix J – Bus Driver Student Transportation SWP	45
Appendix K – Bus Cleaning SWP	47
Appendix L – Transportation of Students with Mobility Considerations	49
Appendix O – Daily Health Check – Staff/Visitors	54
Appendix P- If student or staff develop symptoms on-site	56
Appendix Q – IT Support and Install Safe Work Procedure	57
Appendix R - Field Trips/Outings SWP - COVID-19	59
Appendix S - Plexiglas Recommendation Form	62
Appendix T – Re-useable/Disposable Masks and Face Shield Use	64

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 Feb. 4, 2021, COVID-19: Public Health Guidance for K-12 School Settings,

- Children are not the primary drivers of COVID-19 spread in schools, community settings or households.
 - Based on published literature to date, the majority of cases in children are the result of household transmission from an asymptomatic adult family member with COVID-19. Within households and family groupings, adults appear to be the primary drivers of transmission. Older children are more likely to transmit than younger children.
- Schools do not appear to result in significant increases in community transmission of COVID-19.
 - Increasing evidence supports that widespread asymptomatic transmission is not driving transmission in schools.
- Within BC:
 - School medical health officers note that most school exposures did not result in transmission within the school. When transmission occurred, it typically resulted in a small number of additional cases.
 - In Vancouver Coastal Health, from September 10th to December 18th, approximately 700 students or staff (out of a total population of over 100 thousand), were diagnosed with COVID19. Over 90 per cent of these cases did not result in any school-based transmission.
- For adults working within schools:
 - **Transmission from staff to staff is more likely than among staff to students, students to staff, or students to students.**
 - There does not appear to be a higher risk of COVID-19 at school than in the community or in their household.
 - There does not appear to be a higher risk of COVID-19 than other occupations that involve contact with others.

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, schools and school districts should notify their local public health officer if staff and/or student absenteeism is higher than usual for this time of year or if the school would like support from their local public health officer.

Training and Education

All SD 62 staff or pre-service staff must:

- Review this document and complete any and all orientation/training related to this document.
- Review and follow all applicable COVID-19 SWPs.
- Complete staff orientation checklist upon returning to work. See Appendix F.
- Review site-specific Building Access Protocol.

COVID-19: Stage 2 Staff Handbook

- Review all updates/notices provided to staff.
- Participate in any additional training 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-manager or Principal/Vice-Principal regarding COVID-19 concerns brought forward by workers,
- Participate in the COVID-19 JOHS training,
- Complete the JOHS Site-Based Checklist COVID-19 (Stage 2), see Appendix G,
- Post hand washing signs near handwashing facilities, see Appendix I, and
- Post SD62 COVID-19: Stage 2 Staff Handbook on staff Health and Safety Board.

Cohorts (Learning Groups):

- **Cohort** is a group of students and staff who remain together throughout a school term. Cohort reduce the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19 (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- **Physical distancing** refers to a range of measures aimed at reducing close contact with others.
 - Within cohorts, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.
 - Outside of cohorts, practicing physical distancing should include avoiding physical contact, prolonged face-to-face interactions and ensuring there is 2 m of space available between people.
 - Spaces where members of different cohorts interact should be sufficiently large, and/or should have limits on the number of people so that 2 meters of space is available between people (BC CDC, Feb. 4, 2021).
 - Middle and secondary students - when interacting students and staff outside of their cohort, students should maintain 2 m.
- Cohorts cannot be applied to adult-only settings (an “all adult” cohort is not an acceptable public health measure) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Non-medical masks are not a replacement for the need for physical distancing for in-class instruction delivered to more than one cohort.
- Schools should seek to assign staff to a specific cohort wherever possible, to help minimize the number of interactions between students and staff, while continuing to support students who may need special assistance. If unable to assign staff to a cohort use the itinerant staff assignment considerations section (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even while wearing a non-medical mask or working within the same cohort. This includes during social interactions in staff areas and during meetings (BC CDC, Feb. 4, 2021).

Cohort (Learning Groups) Sizes:

COVID-19: Stage 2 Staff Handbook

- **Elementary School and Middle School:** A cohort can be composed of up to **60** people. The cohort can be composed of students and staff.
 - Cohorts are smaller in elementary and middle schools due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- **Secondary School:** A cohort can be composed of up to **120** people. The cohort can be composed of students and staff.
 - Cohorts larger as they can practice 2 m and hand hygiene better.
- All students Grades 4 to 12 are required to wear a mask or a face shield (in which case a nonmedical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their cohort (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Middle and secondary school students capable of consistently maintaining physical distance, when it is required, should be expected to do so. If a student is unable to physically distance, the student should socialize within their cohort or where they can be supported to physically distance (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Cohorts should remain consistent for all activities. Students and staff cannot be a part of more than one cohort at a time (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, Feb. 4, 2021).
- Cohorts can change at start of new term or for learning, operational or student health and safety needs (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Principal/Vice-Principal should keep up-to-date lists of all members of a cohort and others who work with that cohort (e.g. itinerant teachers, TTOCs), and their contact information to support swift communications from the school and to share with public health to support contact tracing, if needed (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts are maintained, and physical distancing is practiced between cohorts, as much as is practical to do so while still ensuring the support, program or service continues (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

See appendix M – Five Stages Framework for K-12 Education for the cohort number in stages 1-5.

Physical Distancing

- Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.
 - Within cohorts, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.
 - Young children may not be able to consistently reduce physical contact.

COVID-19: Stage 2 Staff Handbook

- Outside of cohorts, physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people from different cohorts.
- For situations where members of different cohorts interact:
 - If people will be in the same space for an extended period of time (>15 minutes), the space should be sufficiently large, and/or should have limits on the number of people so that 2 meters of space is available between people from different cohorts.
 - If people will be in the same space for transition purposes (e.g. changing between classes), and other measures are in place (e.g. markings on the floor, staggered transition times), there should be enough space to ensure no physical contact but 2 meters physical distancing is not required.
- Within and outside of cohorts, there should be no crowding (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Work Environment

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

- At this time, there is no evidence that a building's ventilation system, in good operating condition, would contribute to the spread of the virus. Good indoor air ventilation alone cannot protect people from exposure to COVID-19; however, it may reduce risk when used in addition to other preventive measures (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - As per WorkSafeBC legislative requirements (*OHSR 4.79*) if air quality concerns are brought forward, they will be investigated accordingly.
 - Sufficient ventilation in classrooms that meets WorkSafeBC legislative requirements and building standards.
 - Where possible, opening windows if weather permits and HVAC system function will not be negatively impacted (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021). Please note, ventilation systems in good operation do not require windows and doors to be open.
 - In the event that the ventilation system experiences an outage the primary focus will be continued air flow. Site-based Manager or Principal/Vice-Principal will contact facilities, District OHS and Manager or Associate Superintendent for guidance/next steps. To increase air flow,
 - Open windows or doors, ideally 2, if outside temperatures are a concern open intermittently.
 - If weather permits, take class outside.
- In classrooms create space between staff/students as much as possible:
 - Configure classroom and learning environment differently to allow distance between students and adults (e.g., different desk and table formations).
 - Seating arrangements where students directly face on another should be avoided where possible, particularly for middle and secondary schools.
 - Use consistent or assigned seating arrangements where practical (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

COVID-19: Stage 2 Staff Handbook

- Store excess equipment (e.g. equipment that might not be of use during the pandemic) in order to open more space in schools and to allow for efficient and effective ongoing and nightly custodial cleaning and disinfecting (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - If assistance is needed with moving heavy items, please notify administration for support and they can submit a work order, as required.
- Classrooms with students and staff within a cohort will allow for 100% classroom occupancy.
- Hand wash stations will have liquid soap (NO bar soap) and paper towel.
 - If no handwashing sink is located in the classroom, students and staff will have access to designated handwashing stations, washrooms or hand sanitizer dispensers.
- Desktops and counter surfaces should be kept clear to facilitate disinfection throughout the day at assigned times and to allow for nightly custodial cleaning/disinfection.
- Mass Gatherings:
 - The Provincial Health Officer's Order for Mass Gathering Events, prohibiting the gathering of more than 50 people for the purpose of an event, does not apply to schools.
 - Schools should continue to exercise caution in gathering large groups of people together, particularly those from different cohorts.
 - No gathering should exceed the maximum cohort size in the setting, plus the minimum number of people (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome. Additional people should be minimized as much as practical to do so.
 - These gatherings should happen minimally.
 - Schools should seek virtual alternatives for staff meetings, assemblies and other gatherings (BC CDC, Feb. 4, 2021).
 - When meetings occur in-person, physical distance (2 m) must be maintained.
 - Staff meetings, in-service and professional development activities, and other staff or adult-only gatherings should be held virtually wherever possible.
 - Staff should practice physical distancing (2 m) for face-to-face interactions, whenever possible.
 - If a barrier is not present, participants are required to wear masks.
 - The number of participants gathered, and the length of the gathering should be minimized as much as possible (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products (BC CDC, Feb. 4, 2021). As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students.
 - Laminated paper-based products need to be cleaned and disinfected, as per the Enhanced Cleaning SWP COVID-19, daily if they are touched by multiple people.
- Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Students and staff should wash hands before and after using the library.

COVID-19: Stage 2 Staff Handbook

- The sharing of personal items between students and staff (e.g. electronic devices, pens, etc.) should be limited (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - If electronics are to be shared they must be cleaned between users, as per process below.
 - If IT support is needed, a JIRA ticket must be submitted and remote support will be provided. If in-person support must be provided IT will set an appointment. See appendix Q.
- If lockers or cubbies are to be used, they must not be shared.
 - If used and the lockers/cubbies are in the hallway schools should try to manage flow of students around lockers/cubbies to minimize crowding and allow for people to pass through.
- Students and staff should be encouraged to bring an individual, filled water-bottle or other beverage container to school each day for their personal use to support hydration needs.
 - Re-filling water stations can be used to re-fill personal containers (these should not include washroom sinks or other water sources not typically used for drinking water).
 - Water fountains where a person drinks directly from the spout should be used minimally, and only if no other means of water access are available. Hand hygiene should be practiced before and after use (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- **Access to water and to washrooms should not be restricted** (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Consider establishing one-way staircases to minimize worker contact.
 - Use signage or decals to indicate direction.
- Allow interior communal doors to remain open throughout the workaday, to limit contact points.
- Minimize the use of shared vehicles.
 - If shared, follow Appendix E - Facilities/ Transportation Guidelines COVID-19 for cleaning and disinfection between users.
- If elevators in the building,
 - Post occupancy limits,
 - Place decals on floor so workers can distance when lining up and
 - Disinfect as a frequently touched item (twice a day) (WorkSafeBC, February, 2021).

Offices, Staff Room and Shared Space Access

Site-Manager or Principal/Vice-Principal will develop access protocols for their site in conjunction with the Site-Based JOHS. These protocols must be in line with current SD 62 protocols.

- Access to the school office will be limited.
- Signs will be posted regarding maximum occupancy requirements.
- Staff will bring their own lunch (no take out deliveries) with a cooler pack, if needed.
- Staff rooms will be available for eating, but will be limited in their capacity in order to ensure physical distancing.
- Arrange workstations at least 2 m apart and away from communal pathways.
- Encourage workers to eat outside or at their desk.

COVID-19: Stage 2 Staff Handbook

- Remove non-essential communal items such as candy, pens, etc. (WorkSafeBC, February, 2021).
- Staff and students can share the use of appliances and other objects, but treat these items (microwaves, refrigerators, coffee pots, photocopiers or laminators) as frequently touched surfaces (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Photocopier rooms will have limited access due to occupancy limitations,
 - Staff are asked to limit printing and use email or other platforms if possible.
 - 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.

Instructional Time

- Consider strategies that prevent crowding at pick-up and drop-off times.
- Where possible, stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often, where and when possible.
 - Organize learning activities outside including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside.
 - For middle and secondary students, minimize group activities and avoid activities that require close face-to-face contact (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Incorporate more individual activities or activities that encourage greater space between students and staff as much as is practical to do so.
 - For elementary students, adapt group activities to minimize physical contact and reduce shared items (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Offer manipulatives and items that encourage individual play, and that can be easily cleaned and reduce hand-to-hand-contact and cross-contamination.
- Limit frequently-touched items that are not easily cleaned to those that support learning, health and development.
 - Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used, if hand hygiene is practiced before and after use.

Specialty Teaching Areas:

No additional cleaning procedures are needed when different cohorts use the same space or equipment. Always wash hands before and after handling shared objects (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

All curriculum, programs and activities should operate in alignment with provincial K-12 health and safety guidelines, including school-led activities held off campus (e.g. sports academies, community-based programs/courses) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Foods

Schools can continue to include food preparation as part of learning programs for students. The following guidelines should be applied:

- In the case of food and culinary programs, where food is prepared as part of learning and is consumed by the students who prepared it, the following health and safety measures should apply:
 - Continue to follow normal food safety measures and requirements
 - Implement the cleaning and disinfecting measures as outlined in the Cleaning and Disinfecting section of this document.
- Students and staff should wash their hands:
 - at the beginning and at the end of the class
 - before and after handling food
 - before and after eating and drinking
 - whenever hands are visibly dirty
- If food is prepared for meal programs, breakfast clubs and other food access initiatives, and is not regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and normal food safety practices need to be implemented (BC CDC, Feb. 4, 2021).
 - Follow Appendix U titled Supplementary Guidance for School Meal Programs
- Schools should not allow homemade food items to be made available to other students at this time (e.g. birthday treats, bake sale items).

Schools can continue to provide food services, including for sale.

- If food service is provided in schools that is regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a FOODSAFE trained staff member, a food safety plan, etc.).
 - Additional considerations that may be relevant when providing food services in schools as per [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#)
 - The September 18th, 2020 Order of the Provincial Health Officer Food and Liquor Serving Premises does not apply to schools.
 - [Food Safety Legislation](#) and the [Guidelines for Food and Beverage Sales in B.C. Schools](#) continue to apply as relevant.

Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives.

Schools can continue to offer fundraisers that can be implemented in line with the health and safety guidelines outlined in this document. If the fundraisers involve the sale of food items, they should also align with the [Guidelines for Food and Beverage Sales in B.C. Schools](#). **Schools should consult with their Family Associate Superintendent before undertaking fundraising activities.**

Tech Ed, Science, Home Ec. Etc.

Special care should be taken to limit the items/equipment shared by students. If possible, create individual kits or small group kits that can be assigned to students (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

All hands must be washed prior to use of these common items. Lab coats can be used between groups. Coats should be cleaned (wash and dried) as often as possible. Goggles are to be cleaned between users.

Music (choir, band, percussion, etc.)

Staff must follow the Provincial COVID-19 Health and Safety guidelines for K-12 Settings and the BC CDC's COVID-19 Public Health Guidance for K-12 Schools.

- Students should practice hand hygiene before and after participating in music classes and music equipment use.
- All staff and students in Grades 4 to 12 must wear masks when indoors. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Physical contact is minimized for those within the same cohort, and students and staff are spaced as far apart as possible.
- Physical distance (2 m) can be maintained for staff and for middle and secondary school students when interacting outside of their cohort.
- Physical distance (2 m) can be maintained for elementary students when interacting outside of their cohort when indoors.
- No in-person inter-school competitions/performances/events should occur at this time. Where possible, schools should seek virtual alternatives to continue to support these events in a different format (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Music classes in elementary should limit instrument use to those that can be easily cleaned and disinfected,
 - Ensure effective cleaning and disinfection as per the Cleaning and Disinfecting section of the Stage 2 Staff Handbook.
- Music education should be delivered in line with the [Guidance for Music Classes in BC During COVID-19](#), February 4, 2021 (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Arts Education:

- Students and staff should wash their hands:
 - at the beginning and at the end of the class;
 - before and after handling shared equipment; and
 - whenever hands are visibly dirty.
- Have personal spaces and equipment set up for students, as best as possible.
 - Avoid sharing equipment by numbering and assigning each student their own supplies, if possible.
 - Clean and disinfect shared equipment as per the requirements for frequently touched surfaces.
 - When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Ensure appropriate space is available to allow for all students to view and understand demonstrations.
 - If needed, break class into smaller groups to allow appropriate spacing outside of cohort (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

COVID-19: Stage 2 Staff Handbook

- All staff and students Grades 4 to 12 are required to wear masks during these programs when they are indoors and a barrier is not present (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Physical Health Education:

- Create space between students and staff, and encourage outdoor activities and programs, as much as possible.
- Teachers should plan physical activities that:
 - Do not involve physical contact or crowding. Teachers are encouraged to adapt activities wherever possible to avoid physical contact, including within cohorts.
 - Support physical distancing (2 m) outside of cohorts.
- All staff are required to wear masks during PHE classes when they are indoors-and a barrier is not present.
- For students in Grades K to 3, PHE and outdoor programs can proceed in alignment with the guidance above.
- For students Grades 4 to 12, PHE and outdoor programs can proceed in alignment with the guidance above and the following additional requirements:
 - HIGH INTENSITY PHYSICAL ACTIVITIES
 - For high intensity stationary physical activities (e.g. exercise bike, weightlifting), people and equipment need to be spaced 2 m apart if indoors, including for those within the same cohort. If 2 m spacing is not available, and the activity cannot be moved outdoors, then the activity must not take place and a different activity should be selected.
 - Masks cannot replace the need for 2 m between students and/or fitness equipment during high intensity stationary activities indoors.
 - For high intensity physical activities that involve movement (e.g. basketball, soccer), indoors or outdoors:
 - Students within the same cohort are not required to maintain physical distancing, but avoid physical contact.
 - Students from different cohorts are required to maintain physical distancing (2 m).
 - Wearing masks during high-intensity physical activity (stationary or with movement, indoor or outdoors) is left to student's personal choice.
 - LOW INTENSITY PHYSICAL ACTIVITIES
 - For low intensity activities (e.g. yoga, walking), students are required to wear masks when they are indoors, and a barrier is not present.
- Masks not required during high intensity physical activity due to during high intensity physical activity, respiration rates are increased (resulting in a wet mask) and the wearer is more likely to touch their face and adjust the mask frequently. These factors lessen the protective value a mask may offer. In addition, a wet mask is more difficult to breathe through; those wearing masks during high intensity activities should change them as soon as they become wet.
- Weight rooms may be used between users who are not in the same cohort.
 - When cleaning between users, ensure adequate disinfection time between users, see Table 1 of Appendix C - Enhanced Cleaning SWP COVID-19.
 - Custodial will not be responsible for cleaning between users.
 - Those using cleaning products must be WHMIS trained.
 - Physical distance (2 m) between users must be maintained at all times.
 - No rotating between stations for circuit training is allowed at this time.
 - If equipment is shared within a cohort, please limit equipment sharing.

COVID-19: Stage 2 Staff Handbook

- Students and staff to wash hands before and after physical activity and equipment use (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- PHE equipment use will be limited to items staff can clean easily.
- Refer to [Physical and Health Education \(PHE\) Canada guidelines](#), which includes which includes additional information for health and safety, but not limited to,
 - Individual pursuits rather than traditional team activities such as dance, alternative environment and land-based activities, exercises without equipment, fitness, mindfulness, gymnastics and target games.

Extra-Curricular Activities

Extracurricular activities and special interest clubs should occur if:

- Under Stages 2 to 4, physical distance can be maintained between members of different cohorts; and
- Under Stage 2, reduced physical contact is practiced by those within the same cohort and adequate space is provided to avoid crowding.

Non-educational activities such as student dances, performances, and in-person celebrations are considered to be events and must adhere to the requirements of the PHO Gathering and Events Order. School sports teams, sports academies or intramural sports must submit a Return to Sport Plan to District OHS and Family Associate Superintendent for approval before proceeding with any programs or activities.

- In the case of any discrepancy in guidance, schools and school districts are expected to follow the Provincial COVID-19 Health and Safety guidelines for K-12 Settings document.

Shared Equipment (Toys, sports equipment, etc.)

- SD 62 staff will select the minimum number of toys and sports related equipment required. Selected items must be easily cleaned.
- Limit frequently-touched items that are not easily cleaned to those that support learning, health and development.
 - Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used, if hand hygiene is practiced before and after use.
 - Offer manipulatives and items that encourage individual play, and that can be easily cleaned and reduce hand-to-hand-contact and cross-contamination.
 - Prioritize the acquisition of adequate amounts of frequently touched items, such as pencils or art supplies, in order to minimize sharing between children (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Clean and disinfect shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, etc.) as per the requirements for frequently touched surfaces (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Students and staff can continue to bring personal items and school supplies to school for their own use. Items that are necessary are for example are backpacks, clothing, school supplies, water bottles and reusable food containers.
 - Items brought regularly to and from school should be limited to those that can be easily cleaned (e.g. reusable food containers) and/or are considered to be low risk (e.g.

COVID-19: Stage 2 Staff Handbook

clothing, paper, etc.) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

- Parents/guardians must not allow students to bring toys from home, **unless approved by administration.**
- Playground use is permitted within cohorts, 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. If the playground is to be used between cohorts, physical distancing should be maintained.

Laundry

Follow these procedures when doing laundry (Home Economics, Physical and Health Education, Life Skills Programs, etc.):

- Laundry should be placed in a laundry basket with a plastic liner.
- Do not shake dirty items
- Clean hands with soap and water immediately after removing gloves.
 - Wash with regular laundry soap and hot water (60-90°C) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Interschool Events:

- Inter-school events (competitions, tournaments and festivals) are not permitted to occur at this time (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

School District Transportation/Buses:

- Buses used for transporting students will be cleaned and disinfected as per the Bus Cleaning SWP (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.
- Bus drivers are required to wear a non-medical mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Students Grades 4 to 12 are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Non-medical masks should be put on before loading.
- Open windows when the weather permits (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Where possible, bus line up areas should be set up to prevent crowding, and allow for physical distancing of 2 m (e.g., tape markings on pavement, etc.) where required.
- Use consistent or assigned seating arrangements.
 - Schools/school districts should keep up-to-date passenger and seating arrangement lists to share with public health should contact tracing need to occur.
 - The seating arrangement can be altered whenever necessary to support student health and safety (e.g. accommodating children with a physical disability, responding to

COVID-19: Stage 2 Staff Handbook

behavioural issues, etc.) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Handwashing Facilities:

- JOHS Committee's will complete the JOHS Site-Based Checklist COVID-19 (Stage 2) document to determine if any limitations need to be placed on washroom use.
- Use of paper towel rather than hand dryers is recommended.
- 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 and portable entrance will available for students and staff to use upon entry.
 - They will either be a hand sanitizing station or a portable hand washing sink.

Handwashing:

- Soap (NOT bar soap) and water are the preferred method for cleaning hands.
- Staff should assist younger students with hand hygiene as needed.
- Students may bring their own sanitizer or plain soap if they are on the list authorized by Health Canada or have a medical condition that requires specialized soaps (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Handwashing is required for students,

- When they arrive at school and leave school.
- Before they leave home to take the bus and, when they leave school prior to taking the bus, and when they get home.
- 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).
- Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).
- After using the toilet.
- After using the gym.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.
- Before touching face (nose, eyes or mouth)
- Before and after use of play structure/playground
- After handling common resources.

Handwashing is required for SD 62 staff,

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- Before and after any breaks (e.g. recess, lunch).
- Before and after eating and drinking.
- Before and after handling food or assisting students with eating.
- Before and after giving medication to a student or self.
- After using the toilet.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- Before donning and after removing gloves
- After cleaning or handling garbage
- Before touching face (nose, eyes or mouth)
- Before food preparation, handling, or serving

COVID-19: Stage 2 Staff Handbook

- After sneezing or coughing
- Whenever hands are visibly dirty

Temporary Storage Area:

- Consider decluttering classrooms in order to assist with cleaning and disinfecting protocols.
- Excess desks, chairs, equipment, supplies and materials may be reduced to provide a 'minimalist' type environment in the classroom.
- If SD 62 property cannot be stored safely in the room Principals/Vice-Principals may select a room, or area, for temporary storage during COVID-19. ***Boiler, electrical and mechanical rooms MUST NOT be used for storage.***

Supervision Area:

- Administration in consultation with the JOHS Committee will select supervision area, that can be used for isolating a sick student while awaiting parental/caregiver pick-up.
 - Some students may not be able to be picked up immediately. As such, schools should have a space available where the student or staff can wait comfortably that is separated from others and provide them with a non-medical mask if they don't have one.
 - This can include being in the same room as others, as long as the person experiencing illness is at least 2 m away from others and wears a mask if they're able to. Provide supervision for younger children.
 - Schools must provide supervision for younger children. Supervising staff should wear a non-medical mask and face shield if they are unable to maintain physical distance, avoid touching bodily fluids as much as possible, and practice diligent hand hygiene (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the supervision area shall contain a hand sanitization dispenser.
- The room must have an "Supervision Area" 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, with all non-essential items removed to allow for ease of cleaning and disinfecting.
- The first aid room **MUST NOT** be used as a supervision area.
- If a supervision area has been used, custodial staff will be notified and conduct enhanced cleaning as per the Enhanced Cleaning SWP COVID-19. See Appendix C.
- Students and staff will have a non-medical mask available should they become ill while at school.

Illness

Students and staff should stay at home and self-isolate if they are sick **OR** travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak by their local health authority (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

- Staff/and students must follow the respective Daily Health Check in Appendix N or Appendix O to assess symptoms and determine next steps.
- If the staff or student (or their parent/guardian) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.

COVID-19: Stage 2 Staff Handbook

- If staff or student experience new symptoms or unexplained symptoms they should seek assessment by a health-care provider.
- Schools and districts should not require a health-care provider note (i.e. a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.

Quarantine:

- Is a term typically reserved for people who return from travel outside the country, who are at risk of developing COVID-19.
- Those required to quarantine will be directed to do so by public health.

Staying Home, Self-Isolation and Symptoms

The following students, staff or other adults **must stay home and self-isolate:**

- A person confirmed by the health authority as testing positive for COVID-19; or
- A person confirmed by the health authority as a close contact of a confirmed case of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.

A person who has been tested for COVID-19 **must stay home** while they are waiting for the test result.

Confirmed COVID-19 Case in an SD 62 Site/School Process

If an SD 62 site experiences an exposure the health authority will manage the process. Refer to the [COVID-19 Protocols for School and District Administrators](#) for more information.

Daily Self-Assessment for Illness

Principals/Vice-Principals or Site-Managers must ensure school staff, students and other adults (e.g. parents, caregivers, visitors, etc.) entering the school are aware of their responsibility to perform a daily health check before entering the site and keep them home from school if they are sick or if they have been directed to self-isolate by their local health authority (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

- Parents/guardians should conduct a daily health check before sending their child to school and follow the process detailed in Appendix N.
 - **If a child is sick they should stay home and not take the bus.**
 - Parents/caregivers and students can utilize the provincial [K-12 Health Check app](#) for daily assessment of symptoms.
 - Schools are not required to verify that the student health check has occurred every day or require that parents/caregivers submit a daily health check form.
- Staff and other adults must conduct a daily health check before attending the school/site and follow the process detailed in Appendix O.
 - Staff must complete the [Daily Health Check](#) on engage before they enter the site/school.
 - **Staff must notify their site-manager or principal/vice-principal if they are ill and unable to attend work due to illness and log the absence accordingly in Atrieve on the day of illness or before, if known.**
- Those unsure if a staff member or a student should self-isolate or be tested for COVID-19, adults should be directed to use the BC COVID-19 Self-Assessment Tool and students the provincial [K-12 Health Check app](#).
 - They can also be advised to contact 811, a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

COVID-19: Stage 2 Staff Handbook

- If concerned, they can be advised to contact the local public health unit to seek further guidance.
- 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.
- Any student, staff, or other person within the school who has COVID-19-like symptoms should follow the process below “If staff or students become ill while on site.”
- Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

If staff or students become ill while on site:

If a student or staff member develops symptoms at school/site, the schools/site should:

- Provide the student/staff with a non-medical mask if they do not have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Staff must notify their site-manager or principal/vice-principal.
- Parents/guardians must be notified and advised to pick-up the child immediately.
- Have student wait in supervision area until parent/guardian comes to pick them up.
- Staff supervising symptomatic children must use strict hand washing techniques and maintain physical distancing (2 m).
 - If not possible, staff must wear a non-medical mask and face shield (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- As per the First Aid SWP COVID-19 (Appendix B) document any **child** exhibiting COVID-19 symptoms must move to the supervision area.
- There must be no access to the supervision area after a child is picked-up until cleaning and disinfecting has been performed by custodial staff.
- Custodial staff should be notified of the areas occupied by the ill staff member or student for the purpose of cleaning and disinfecting as per the Enhanced Cleaning SWP COVID-19. See Appendix C.
 - If a busing student, please notify the transportation manager to ensure the bus is cleaned appropriately.
- Anyone experiencing symptoms of illness should follow Appendix O or N to determine when they can return to the school/site. **A health-care provider note should not be required for students or staff to return** (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Arrival procedures for students and families:

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

COVID-19: Stage 2 Staff Handbook

- Physical distancing of 2 m between adults and Students must be maintained while students are being dropped off or picked up, unless within cohort.
- 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 site-manager or principal/vice-principal, in consultation with Site-Based JOHS (template located in Appendix H).
- Staff must review the Site-Specific Building Access Protocol for their site.
- Itinerant staff or visiting SD 62 staff must check-in electronically if they visit a site other than their “home” site as per the Site-Specific Building Access Protocol.
 - Electronic check-in can be done via the Engage website at <https://engage.sd62.bc.ca/covid-19/daily-site-check>.
 - If unable to check in on electronically via engage, staff should email or call the office to ensure the office logs their visit (including areas occupied, entry and exit times).
- If an approved visitor or contractors is granted access to an SD 62 site, the site-manager or principal/vice-principal must ensure the visit is logged in the “Visitors Check-in” site.
 - Visitors should be prioritized to those that benefit student learning and wellbeing (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - All visitors or contractors must confirm they have completed the daily self-assessment (Appendix O) for illness before visiting the site (WorkSafeBC, February, 2021).
 - Adult visitors must wear a non-medical mask when inside the school, not be required to self-isolate and maintain physical distance (2 m) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Site-manager or principal/vice-principal must ensure that visitor and contractors are aware of health and safety protocols and requirements prior to entering the school.
 - For example, maintaining physical distance 2 m when inside and outside, avoid crowding and wear a non-medical mask at all times when inside the school/site. (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- The site-manager or principal/vice-principal, must provide this information to custodial staff daily so they are aware of areas to clean.
- Any staff accessing the site on the weekend must,
 - Disinfect the area(s) they have occupied/ touched as per the Enhanced Cleaning SWP COVID-19 (Appendix C) and
 - Notify custodial staff of the time and areas (including washroom) present.

Scheduling for Itinerant Staff for 2020-21:

1. If operationally feasible, staff can be instructed to work at one site only for remainder of the year OR
2. If a single site is not operationally feasible, staff can be instructed to work one week at one-site and then work at another the following week and alternate as such, OR

COVID-19: Stage 2 Staff Handbook

3. If changing sites weekly is not operationally feasible, staff can be instructed to work alternate days between sites., not during a single day.
4. If working multiple sites during a single day is absolutely required, this should be a last resort.

Itinerant staff assignment considerations:

- Seek to assign to a specific cohort wherever possible.
- Staff not assigned to a cohort must practice physical distance (2 m).
- Staff should practice physical distance as much as possible while providing services. In addition, all staff are required to wear non-medical mask or a face shield in schools (in which case a mask should be worn in addition to the face shield) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Access Control:

- **Parent/guardians and visitors must not enter the school/site building. Only SD 62 staff and students 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 principal/vice-principal or site-manager. Communication should occur via the phone, virtual meeting or email. If access is required, it must be by pre-approved by the principal/vice-principal or site-manger and by appointment only. If approved, the site-manager or principal/vice-principal must ensure the visit is logged in the “Visitors Check-in” site.
- Adult volunteers can continue to support outdoor supervision/monitoring, provided that they follow required health and safety protocols (e.g. maintaining physical distance, wearing a mask when unable to maintain physical distance, etc.).
- Schools should keep a list of the date, names and contact information for all visitors and staff who are not typically onsite (e.g. TTOCs, itinerant teachers/specialists, maintenance or IT personnel, district administrators) who entered the school over the past 30 days (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Personal Protective Equipment (PPE):

- All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their cohort.
- All students Grades 4 to 12 are required to wear a mask or a face shield (in which case a nonmedical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their cohort.
- **Mask exceptions for staff, students and visitors:**
 - The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:
 - To a person who cannot tolerate wearing a mask for health or behavioural reasons;
 - To a person who is unable to put on or remove a mask without the assistance of another person;
 - If the mask is removed temporarily for the purposes of identifying the person wearing it;

COVID-19: Stage 2 Staff Handbook

- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
 - If a person is eating or drinking;
 - If a person is behind a barrier; or
 - While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important, a mask with a transparent section may be worn. (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021). The mask must cover the mouth and nose (BC CDC, Feb. 4, 2021).
- Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - If staff wish to wear a face shield a non-medical mask must be worn in addition to face shield.
 - Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Exceptions will also be made for students, visitors and staff who cannot tolerate masks (e.g. health or behavioural reasons). Schools/sites must not require a health-care provider note (i.e. a doctor's note) to confirm if a student cannot wear a mask (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Those wearing non-medical masks must still seek to practice physical distancing whenever possible. There must be no crowding, gathering or congregating of people, even if non-medical masks are worn (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Staff should utilize positive and inclusive approaches to engage students in the use of masks, and should not employ measures that are punitive or stigmatizing in nature (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Mask use outdoors is a personal choice (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, Feb 4, 2021). Please note, mask use does not change physical distancing requirements outside.

Emergency and Evacuation Drills

Schools should continue to practice emergency (e.g. fire, earthquake, lockdown) and evacuation drills, including the six required annual fire drills as per [BC Fire Code 2.8.3.2](#), and modify current drill procedures to adhere to health and safety guidelines (e.g., providing additional muster spots to prevent crowding/congregating).

- Staff should be notified in advance of emergency/evacuation drills (i.e. no “surprise” drills).
- The BC Fire Code requires schools to conduct “total evacuation fire drills” involving all occupants in the building. Partial evacuations involving smaller groups of students would not comply with the fire drill requirements of the Fire Code.
- Schools must continue to update their fire safety plans on an annual basis, as per the BC Fire Code, to “ensure it takes account of the changes in use and other characteristics of the building” (such as current pandemic protocols). School fire safety plans, including fire drill procedures,

COVID-19: Stage 2 Staff Handbook

should be developed in cooperation with the local fire department and other regulatory authorities.

- Schools may also need to consult with their local medical health officer for guidance on physical distancing and PPE, based on their site specific conditions and evacuation procedures.
- In the event of an actual emergency, emergency procedures must take precedence over COVID-19 preventive measures (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Lockdown or Hold and Secure:

- Each site should 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.
- Ideally, sites should adjust lockdown procedures to ensure, as much as possible, that students and staff remain within cohorts.
- 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 [CanadaSDS](#) and paper copies via Principal/Vice-Principal.
- 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 vital oxide, percept or oxivir 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:

- Cleaning and disinfecting will follow the Enhanced Cleaning SWP COVID-19.
- General cleaning and disinfecting of the premises at least once in a 24-hour period.
 - This includes items that only a single student uses, like an individual desk or locker.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
 - Frequently touched surfaces include,

COVID-19: Stage 2 Staff Handbook

- Items used by multiple students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives and toys.
- Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, music equipment, etc.) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Custodians will check supplies (paper towel and soap) in the school daily. If supplies are low they will email the head custodian for supplies.
- Custodians need to clean frequency touched surfaces points and check supplies when the classroom/area is unoccupied or physical distancing must be maintained.
- Garbage must be emptied daily and when full.
- Building access protocols will be followed to ensure custodial staff are aware of areas that have been occupied for cleaning and disinfecting purposes, see Appendix H.
- Custodial staff will keep spray bottles with percept cleaner, oxivir or equivalent and paper towels readily accessible for WHMIS trained SD 62 staff to clean their work area and IT equipment. If required, staff may request a bucket with percept or oxivir solution for disinfecting toys or other items.
- There are no additional cleaning procedures are required when different cohorts use the same space or equipment (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

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 Abilities:

- Staff working with Learners with Diverse Abilities must implement ongoing cleaning and disinfection of frequently touched surfaces throughout the day both as a routine practice and on an as needed basis.
- Staff working with Learners with Diverse Abilities will have access to disinfectant spray and paper towel.
- Learners with Diverse Abilities 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 as required.

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.

COVID-19: Stage 2 Staff Handbook

- 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 or oxivir.
- **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.
- If used by multiple users, they must be cleaned as a frequently touched item (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Food:

- No food sharing for staff or students.
- Parents should not send food for sharing, eg. cupcakes for birthday celebrations.

Learners with Diverse Abilities, 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 Learners with Diverse Abilities 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

Supporting students with complex behaviours, medical complexities or receiving delegated care may require staff providing health services or other health care providers to be in close physical proximity or in physical contact with a medically complex or immune suppressed student.

- People providing these services in schools should wear a mask (medical or non-medical) when providing services and physical distance cannot be practiced, or the service cannot be provided from behind a physical barrier. Additional PPE over and above that needed for routine practices and the use of a medical or non-medical mask is not necessary.
- Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. Health service providers are encouraged to work with their employer to confirm what PPE is recommended for the services they provide in school settings (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- When working with students where seeing facial expressions and/or lip movement is important, and the service cannot be provided from behind a barrier, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth.
 - Students in Grades 4 to 12 are also required to wear a non-medical mask or face covering when receiving services indoors and a barrier is not present.
 - For students in Grades K to 3, the student or parent/caregiver should determine whether or not the student should also be wearing any PPE when receiving services in close physical proximity.

COVID-19: Stage 2 Staff Handbook

- When staff are working with a student indoors and the service cannot be provided from behind a barrier, staff are required to wear a non-medical mask, or a face shield (in which case a non-medical mask should be worn in addition to the face shield). Additional personal protective equipment is not required beyond that used as part of the personal care routine normally encountered in their regular course of work (e.g., gloves for toileting) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Children are reviewed on a 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 Principal/Vice-Principal.
 - This may include the possibility of allowing entry prior to others if needed.
- 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 Principal/Vice-Principal.

References

Provincial COVID-19 Health and Safety Guidelines for K-12 Settings, March 30, 2021.

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/health/diseases/communicable/covid-19/schools/health-safety-guidelines-for-k-12-settings)

BC CDC, COVID-19 Public Health Guidance for K-12 School Settings, Feb. 4, 2021.

[Guidance-k-12-schools BC CDC Feb. 4, 21.pdf](#)

WorkSafeBC, February, 2021.

[Education \(K-12\): Protocols for returning to operation - WorkSafeBC](#)

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.
- There is no evidence that COVID-19 is transmitted via text books, paper or other paper products.
- For adults working within schools:
 - **Transmission from staff to staff is more likely than among staff to students, students to staff, or students to students.**
 - There does not appear to be a higher risk of COVID-19 at school than in the community or in their household.
 - There does not appear to be a higher risk of COVID-19 than other occupations that involve contact with others (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Signs and Symptoms

Key Symptoms

- Fever higher than 38 °C
- Chills
- Cough
- Loss of Sense of Smell or Taste
- Difficulty Breathing

Secondary Symptoms

- Sore Throat
- Loss of Appetite
- Extreme Fatigue or Tiredness
- Headache
- Body Aches
- Nausea and Vomiting
- Diarrhea

Symptoms may appear up to **14 days after exposure** (BC CDC, Feb., 2021).

How to avoid spread

- Staff must conduct a daily health check via engage before attending work and follow the process detailed in Appendix O.
- The consistent practice of good respiratory etiquette, physical distancing (2 meters) and hand hygiene.

COVID-19: Stage 2 Staff Handbook

- All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their cohort.
- All students Grades 4 to 12 are required to wear a mask or a face shield (in which case a nonmedical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their cohort.
- **Mask exceptions for staff, students and visitors:**
 - The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:
 - To a person who cannot tolerate wearing a mask for health or behavioural reasons;
 - To a person who is unable to put on or remove a mask without the assistance of another person;
 - If the mask is removed temporarily for the purposes of identifying the person wearing it;
 - If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
 - If a person is eating or drinking;
 - If a person is behind a barrier; or
 - While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important, a mask with a transparent section may be worn. (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021). The mask must cover the mouth and nose (BC CDC, Feb. 4, 2021).
- Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (e.g. 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 (especially with persons outside of cohort).
- Whenever possible, relocate to another workspace or location to maximize physical distancing (2 m).
- 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, Feb. 4, 2021).

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

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

Handwashing is required for SD 62 staff,

- Before leaving home, on arrival at work, before/after breaks and before leaving work
- Before and after any breaks (e.g. recess, lunch).
- Before and after eating and drinking.
- Before and after handling food or assisting students with eating.
- Before and after giving medication to a student or self.
- After using the toilet.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- Before donning and after removing gloves
- After cleaning or handling garbage
- Before touching face (nose, eyes or mouth)
- Before food preparation, handling, or serving
- After sneezing or coughing
- Whenever hands are visibly dirty

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 visibly soiled, use an alcohol-based hand wipe followed by alcohol-based hand rub (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

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.

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 and non-medical mask. Safety eyewear or other PPE is task dependant.

Before performing administering first aid OFA designate must read and understand the Re-useable/Disposable Masks and Face Shields Use, COVID 19 SWP and watch the associated hand washing 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 follow **If Staff or Students become ill on site** process under **Illness** in the SD 62 COVID-19: Stage 2 Staff Handbook.

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 and non-medical mask.**
 - **Don and doff mask** as per Appendix T – Re-useable/Disposable Masks and Face Shields Use.
- 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.
- 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).
 - If OFA Level 2 or 3 designate completes Patient Assessment record (Form 55M60), if required.

For additional information please contact District OHS (cmerner@sd62.bc.ca).

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

Staff are required to conduct general cleaning and disinfecting of the school/site at least once every 24 hours. This general cleaning includes items that only a single student uses, like an individual desk or locker (exterior). Frequently touched surfaces are required to be cleaned and disinfected twice every 24 hours, including at least once during regular school hours.

- Frequently touched surfaces include,
 - Items used by multiple students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives and toys.
 - Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, PE/sports equipment, music equipment, etc.) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- The responsibility to clean and disinfect surfaces in our schools is the responsibility of all staff. Not all frequently touched surfaces as described above are the responsibility of custodial staff, disinfecting **shared** items used within classrooms or common areas of the school, e.g. toys, manipulatives, photocopiers microwaves, IT equipment, etc., will need to be cleaned after use by the staff using them.

No additional cleaning procedures are required when different cohorts use the same space or equipment (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Personal Protective Equipment (PPE)

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

Goggles and nitrile gloves for concentrated percept and/or oxivir. No PPE required for use of 1:16 dilution of percept and 1:40 dilution of oxivir.

Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.

Microfiber Cloth use guidelines,

- If disinfectant solution is in a bucket, it must be used to wet the clean microfiber initially and the spray disinfectant can be liberally applied to surface and spread with the cloth for the duration of the cleaning the room.
- The microfiber and disinfectant (percept) in the bucket will need to be changed after cleaning 5 rooms.
- If using paper towel, wet the paper towel with disinfectant and spray disinfectant liberally to surface and spread with the paper towel.

Procedure Enhanced Cleaning

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 dry 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, if required.
 - Bucket along with all of its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination, if brought into room.
 - 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 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.
 - 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 bag from the garbage bins (do not dump) 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 bucket of percept solution every 5 rooms.
14. Replace mop bucket solution and gloves every 2-3 rooms.
15. Removing personal protective equipment and dispose,
 - Goggles – Do NOT touch the front of them. Place in container for disinfection.
16. Wash hands as per Hand Washing SWP.
17. Frequently touched surfaces are required to be cleaned and disinfected twice every 24 hours.
18. 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
Vital Oxide	10 minutes
Percept (1:16)	5 minutes
Oxivir Tb wipes	1 minute
Oxivir Plus (1:40)	5 minutes

Procedure Microfiber Cloth Cleaning - Washing Machine

1. Wash on warm water cycle
 - a. No bleach or fabric softener
2. Tumble dry on low heat (max 140°C)
 - a. The cloths are essentially plastic therefore heat will melt them.

Procedure Microfiber Cloth Cleaning - Hand Washing

1. Wash with warm soapy water
2. Scrubbing manually to release the soils
3. Hang to dry

When to dispose of Microfiber Cloths:

Cloths will last approx. 200 - 500 laundering's, typically a calendar year or more.



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)

When staff are working with a student indoors and the service cannot be provided from behind a barrier, staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield). Additional personal protective equipment is not required beyond that used as part of the personal care routine normally encountered in their regular course of work (e.g., gloves for toileting) (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021). For exceptions to the mask requirements please see the PPE section of the SD62 COVID-19: Stage 2 Handbook.

- When working with students where seeing facial expressions and/or lip movement is important, and the service cannot be provided from behind a barrier, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021). The mask must cover the mouth and nose (BC CDC, Feb. 4, 2021).
 - Students in Grades 4 to 12 are also required to wear a non-medical mask or face covering when receiving services indoors and a barrier is not present.
 - For students in Grades K to 3, the student or parent/caregiver should determine whether or not the student should also be wearing any PPE when receiving services in close physical proximity.

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.

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- 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

COVID-19: Stage 2 Staff Handbook

- 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 within a cohort (learning group)

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
- Wash hands as per Hand Washing SWP
- Staff wear gloves
- If second person is required to assist, second staff member will wear gloves while supporting,
- 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

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- 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

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- Staff support student to wash hands as required on page 10-11 of the Stage 2 Staff Handbook under the **Handwashing** section.
 - 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.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per Hand Washing SWP

Communication

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- Wash hands as per Hand Washing SWP

COVID-19: Stage 2 Staff Handbook

- 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

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- 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

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- 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 (e.g.: Helmet, stander, stroller/wheelchair, lift)

- Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.
- 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

COVID-19: Stage 2 Staff Handbook

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

<p>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.</p> <p>Review student's updated Worker Safety Plan and follow staff response accordingly</p>	
1.	<p>Spitting</p> <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.	<p>Biting</p> <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.	<p>Lunging</p> <ul style="list-style-type: none"> Move self out of way
4.	<p>Grabbing</p> <ul style="list-style-type: none"> If in contact with saliva, wash hands and/or affected areas
5.	<p>Assisted movement</p> <ul style="list-style-type: none"> If in contact with saliva, wash hands and/or affected areas

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

See job/task specific procedures or SDS for product being used. None required for 1:16 percept or 1:40 oxivir.

DO NOT enter or touch any other vehicle in the parking lot. Use caution when exiting your vehicle to ensure physical distance between others.

If you are using a vehicle after another worker it must be re-sanitized before use.

Minimize riding in a vehicle with a co-worker unless you can maintain physical distance (2m) or each worker wears a non-medical mask.

- 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 be limited to occupancy limits set by the JOSH Committee.
- If tools or equipment are to be shared they must be disinfected twice in 24 hours as per the requirements for frequently touched items.
- 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 and cannot maintain physical distance (2 m) they must wear non-medical masks and limit the duration.
- Stagger breaks to reduce congregation.
- If unable to check in on electronically via engage, staff should email or call the office to ensure the office logs their visit (including areas occupied, entry and exit times).

Procedure – District Vehicle Cleaning

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using SD 62 approved disinfectant begin cleaning at the door and work your way into the vehicle.
 - Wet the paper towel with disinfectant and spray disinfectant liberally to surface and spread with the paper towel, or use oxivir wipes, to 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.
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.

COVID-19: Stage 2 Staff Handbook

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 (1:16)	5 minutes
Oxivir Tb wipes	1 minute
Oxivir Plus (1:40)	5 minutes



COVID-19: Stage 2 Staff Handbook

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		
Emergency Procedure Revisions		
JOHS Rep	CUPE: STA: P/VP:	
Supervision Area 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. Stage 2 Staff Handbook 8. Bus Driver Student Transportation 9. Bus Cleaning 10. Transportation of Students with Mobility Considerations 11. IT Support and Install 12. Field Trips/Outings 13. Re-usable/Disposable Mask & Face Shields 14. Other: _____	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.

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 (Stage 2)

Date: _____ School/Site: _____

Employee Group	JOHS Participant(s)
CUPE	
STA	
Admin	

CONSIDERATION	Action Needed	No Action Needed
Staff room		
-max occupancy		
-signs & markings		
Photocopier room		
-max occupancy		
-signs & markings		
Office		
-access/max occupancy		
-signs & markings		
-sign-in process (electronic)		
Meeting rooms & other shared spaces		
-access/max occupancy		
-signs and markings		
Classrooms		
-sink for handwashing?		
-layout		
-if no sink, alt. site		
Staff mailbox access		
-email vs paper		
-schedule for access, if required		
Supervision area		
-location		
-capacity		
-signs (occupied)		

CONSIDERATION	Action Needed	No Action Needed
First Aid Room		
-First aid station/dressing area		
Washroom considerations		
-max occupancy (if applicable)		
-signs & markings		
-student & staff		
-sink spacing (if applicable)		
Handwashing & Hand Sanitizer		
-Classrooms		
-Washrooms		
-Signage (appendix I)		
Hand Sanitizer access (Entrance & portables)		
Emergency Procedure considerations		
-Current lockdown processes sufficient		
-Current hold & secure processes sufficient		
-Emergency Drill (Fire, earthquake, etc.) adjustments		
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		
-cohort considerations (if applicable)		
Access to Disinfectant for staff		



COVID-19: Stage 2 Staff Handbook

-percept or oxivir, if available, access		
CONSIDERATION	Action Needed	No Action Needed
Site Specific Considerations		
-Library, gym & music room access		
-Building access/ entrance & exit		
-Decals and Arrows (hallway flow & 2 m decal requirements)		
-Stage 2 Staff Handbook posted		

In addition, to this checklist the JOHS will need to work with the site-manager or Principal/Vice-Principal to complete the Building Access Protocol (Appendix H) and Plexiglas Recommendation Form (Appendix S).

Additional site-specific comments or concerns:



COVID-19: Stage 2 Staff Handbook

Appendix H – Building Access Protocol

This document is for SD 62 staff (itinerant staff, IT, trades, etc.) and other visitors (contractors, etc.) to review site specific considerations upon arrival.

Illness: Do not go to any schools or SD 62 sites if you have been directed by a health official to self-isolate, have COVID-19 like symptoms (as per Appendix A) or are feeling ill. If you are sick you must stay home and be assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND until your symptoms have resolved.

School/Site: _____

Site-Manager or Principal/Vice-Principal (name/contact #): _____

Entry and Exit Locations: _____

Muster Station Location: _____

JOHS Representatives

- STA: _____
- CUPE: _____
- P/VP or Manager: _____

First aid Designate & contact information: _____

Supervision Area: _____

Electronic Sign in information is required for SD 62 staff (itinerant staff, IT, trades, etc.) and other visitors (contractors, etc.) at <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 Stage 2 Staff Handbook and Safe Work Procedures related to COVID-19 are available on the SD62 Engage website and Schools Health and Safety Board for staff.

If you have any questions about regarding Health and Safety, please contact the site-based manager, Principal/Vice-Principal, Site-based JOHS representative or manager.

How to Handwash?

 Duration of the entire procedure: 40-60 seconds



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



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



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



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



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



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health
Organization

Patient Safety
A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

All materials are either free from copyright or the World Health Organization is the copyright holder. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior written permission of the World Health Organization.

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 conduct a daily health check before sending their child to school and follow the process detailed in Appendix N. 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.

Staff must conduct a daily health check via engage before attending work and follow the process detailed in Appendix O.

- 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

Bus drivers are required to wear a non-medical mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

- Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Other PPE as required by Bus Cleaning and/or District Vehicle Cleaning SWP.

Procedure

1. Staff to perform hand washing as per Hand Washing COVID-19 SWP.
2. Don mask as per Appendix T – Re-useable/Disposable Masks and Face Shields Use.
3. Open windows when the weather permits.
4. If a new driver, wipe down bus as per Facilities/Transportation - District Vehicle Cleaning SWP.
5. If same driver as previous day during after, driver to wipe down frequently touched surfaces on the bus.
6. Driver to wash hands as per Hand Washing SWP.
7. Driver to enter bus and start route.
8. Use hand sanitizer to sanitize hands, as required.
9. It is recommended to use consistent assigned seating arrangements.
 - Consider the order students typically on-load and off-load to support buses being loaded from back to front and off-loaded from front to back.
 - Prioritize students sharing a seat with a member of their household or cohort.
 - The seating arrangement can be altered whenever necessary to support student health and safety (e.g. accommodating children with a physical disability, responding to behavioural issues, etc.).
 - If space is available, students should each have their own seat.

COVID-19: Stage 2 Staff Handbook

- They should be seated beside the window.
10. Between drop-off and pick-up of students, driver to wipe down frequently touched surfaces on the bus.
 11. Driver to wash hands as per Hand Washing SWP when they return to the transportation yard.
 12. Driver to follow Bus Cleaning SWP (Appendix K).

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 remain in their seat. Upon arrival at school, the school should be notified of the student's condition.

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.
- Frequently touched surfaces in buses must cleaned between drop-off and pick-up of students. A deep clean will occur once daily.

PPE

None required for 1:16 percept ratio, 1:40 oxivir ratio or vital oxide. 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.
 - a. 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 bin.
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 using the Cobalt Mini Fogger/Mister.

5. Clean and disinfect frequently touched points once daily using SD 62 approved disinfectant (Percept or oxivir).
 - 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. Wet paper towel with disinfectant and spray disinfectant liberally to surface and spread with the paper towel.
 - d. Using disinfectant and district provided paper towel, rub and scrub the following frequently touched points,
 - 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.
6. Once per day perform a deep clean using the Mister/Sprayer.
 - a. Inspect extension cord for any wear or damage and plug in unit, if applicable.
 - b. Starting at the front of the bus spray the back of the seats and floor below seat.
 - c. When at the back of the bus spray the bus seat, windows and aisle floor.
 - Include all frequently touched points listed above.
 - d. Exit bus when complete.

COVID-19: Stage 2 Staff Handbook

7. Ensure contact time for the product is sufficient to disinfect, see Table 1 below.
8. Remove trash from the garbage bins to exterior dumpsters daily, damp wipe the can inside and out and replace the liner.
 - a. **DO NOT** leave additional liners in the bottom of the garbage container or hanging over the side.
9. Wash hands as per Hand Washing SWP.

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 (1:16)	5 minutes
Vital Oxide	10 minutes
Oxivir (1:40)	5 minutes

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 Parents/guardians must conduct a daily health check before sending their child to school and follow the process detailed in Appendix N. 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.

Staff must conduct a daily health check via engage before attending work and follow the process detailed in Appendix O.

- 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

Bus drivers are required to wear a non-medical mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

- Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Procedure – Transporting Students with Mobility Considerations

1. Staff to perform hand washing as per Hand Washing COVID-19 SWP.
2. Don mask as per Re-useable/Disposable Masks and Face Shields Use (Appendix T).
3. If a new driver, wipe down bus as per Facilities/Transportation - District Vehicle Cleaning SWP.
4. If same driver as previous day during after, driver to wipe down frequently touched surfaces on the bus.
5. Driver to wash hands as per Hand Washing SWP.
6. Driver to enter bus and start route.
7. Use hand sanitizer to sanitize hands, as required.
8. Avoid touching face (eyes, nose and mouth).
9. Student pick-up process,
 - i. Parent/guardian to ensure physical distancing (2 m) from the driver, if physical distance cannot be maintained then parent/guardian must wear a non-medical mask.
 - ii. Put bus in neutral, apply park brake and exit the bus

COVID-19: Stage 2 Staff Handbook

- 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
 - 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
10. 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.
 - 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, if not able they must wear a non-medical mask.
 - 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
11. Driver to wash hands as per Hand Washing SWP when they return to the transportation yard.
12. Driver to follow Bus Cleaning SWP, in Appendix K.

If a student becomes ill while on route provide a mask to don if they cannot be isolated, notify administration and transportation manager. Upon arrival at school, the school should be notified of the student’s condition.

Appendix M – Five Stages Framework for K-12 Education

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
<p>Learning Group Size</p> <ul style="list-style-type: none"> Elementary: N/A Middle: N/A Secondary: N/A 	<p>Learning Group Size</p> <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 	<p>Learning Group Size</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 	<p>Learning Group Size</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 	<p>Learning Group Size</p> <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0
<p>DENSITY TARGETS:</p> <ul style="list-style-type: none"> Not applicable 	<p>DENSITY TARGETS:</p> <ul style="list-style-type: none"> Not applicable 	<p>DENSITY TARGETS:</p> <ul style="list-style-type: none"> 50% for all schools 	<p>DENSITY TARGETS:</p> <ul style="list-style-type: none"> 25% for all schools 	<p>DENSITY TARGETS:</p> <ul style="list-style-type: none"> 0% for all schools
<p>IN-CLASS INSTRUCTION:</p> <p>Full-time all students, all grades</p>	<p>IN-CLASS INSTRUCTION:</p> <p>Full-time instruction for all students for the maximum instructional time possible within cohort limits.</p> <p>Self-directed learning supplements in-class instruction, if required.</p>	<p>IN-CLASS INSTRUCTION:</p> <p>Full-time instruction for:</p> <ul style="list-style-type: none"> children of essential service workers students with disabilities/diverse abilities students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>IN-CLASS INSTRUCTION:</p> <p>Full-time instruction for:</p> <ul style="list-style-type: none"> children of essential service workers students with disabilities/diverse abilities students who require additional supports <p>Remote learning for all other students</p>	<p>IN-CLASS INSTRUCTION:</p> <p>Suspend in-class for all students</p>

Appendix N – Daily Health Check – Parents/Guardians

Daily Health Check			
1. Key Symptoms If yes to 1 or more: Stay home and get a health assessment. -Contact a health care provider or 8-1-1 about your symptoms and next steps.	Does your child have any of the following symptoms?	Circle One	
			Fever higher than 38 °C
	Chills	Yes	No
	Cough	Yes	No
	Loss of sense of smell or taste	Yes	No
	Difficulty Breathing	Yes	No
2. Secondary Symptoms -If yes to 1: Stay home until you feel better. -If yes to 2 or more: Stay home for 24 hours. -If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.	Sore Throat	Yes	No
	Loss of Appetite	Yes	No
	Extreme Fatigue or tiredness	Yes	No
	Headache	Yes	No
	Body Aches	Yes	No
	Nausea and vomiting	Yes	No
	Diarrhea	Yes	No
3. International Travel -If yes: Self isolate for 14 days	Have you returned from travel outside of Canada in the last 14 days?	Yes	No
4. Confirmed Contact -If yes: Follow Public Health advice.	Are you a confirmed contact of a person confirmed to have COVID-19?	Yes	No

Please note, [K-12 Health Check app](#) can be used to complete the daily health check.

If you have any **concerns** or **questions** about your health, you may contact 8-1-1 at any time.

If a COVID-19 test is not recommended by the health assessment, the child can return to school when symptoms improve and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.

PARENTS CONSENT OF UNDERSTANDING:

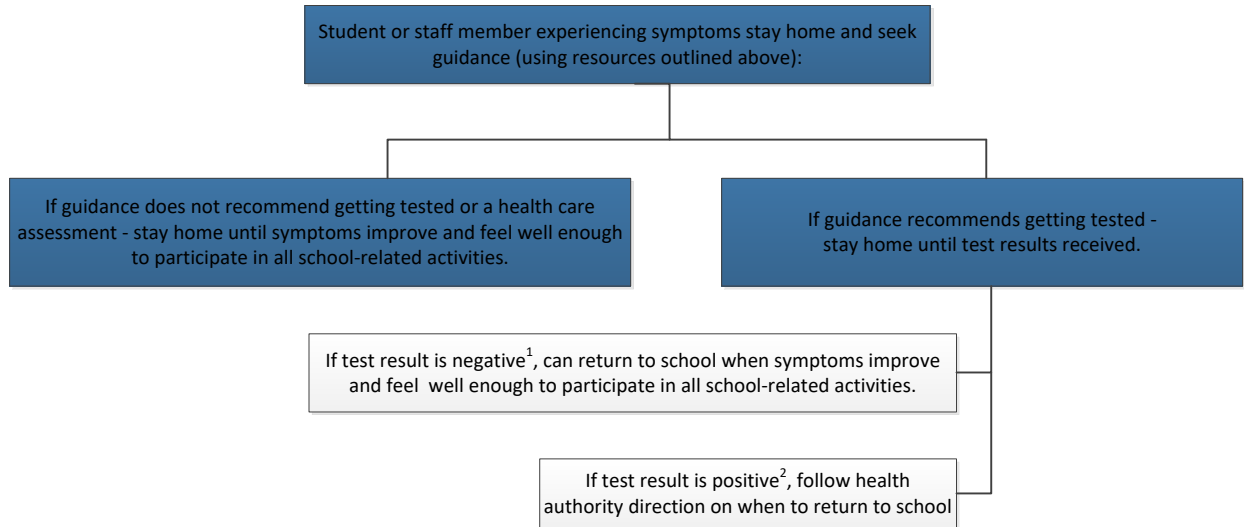
I have read and reviewed the Daily Health Check and understand I must complete this daily for my child before they arrive on-site. I will review this checklist daily when assessing my child.

Once you have reviewed this document, please consent as per school's process confirming that you understand this and that you will assess your child daily for symptoms.

COVID-19: Stage 2 Staff Handbook

COVID-19 Symptoms, Testing & Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC “[When to get tested for COVID-19](#)” resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the [BCCDC website](#) for more information on [positive test results](#).

Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021

Appendix O – Daily Health Check – Staff/Visitors

Daily Health Check			
1. Key Symptoms If yes to 1 or more: Stay home and get a health assessment. -Contact a health care provider or 8-1-1 about your symptoms and next steps.	Do you have any of the following symptoms?	Circle One	
	Fever higher than 38 C	Yes	No
	Chills	Yes	No
	Cough	Yes	No
	Loss of sense of smell or taste	Yes	No
	Difficulty Breathing	Yes	No
2. Secondary Symptoms -If yes to 1: Stay home until you feel better. -If yes to 2 or more: Stay home for 24 hours. -If symptoms don't get better or get worse, get a health assessment; contact a health care provider or 8-1-1 about your symptoms and next steps.	Sore Throat	Yes	No
	Loss of Appetite	Yes	No
	Extreme Fatigue or tiredness	Yes	No
	Headache	Yes	No
	Body Aches	Yes	No
	Nausea and vomiting	Yes	No
	Diarrhea	Yes	No
3. International Travel -If yes: Self isolate for 14 days	Have you returned from travel outside of Canada in the last 14 days?	Yes	No
4. Confirmed Contact -If yes: Follow Public Health advice.	Are you a confirmed contact of a person confirmed to have COVID-19?	Yes	No

Please note, the [When to get tested for COVID-19 webpage](#) can be used to complete the daily health check but staff must complete the Daily Health Check via engage before entering the site.

If you have any **concerns** or **questions** about your health, you may contact 8-1-1 at any time.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

A health-care provider note (i.e. a doctor’s note) should not be required to confirm the health status of any individual.

STAFF OR VISITORS CONSENT OF UNDERSTANDING:

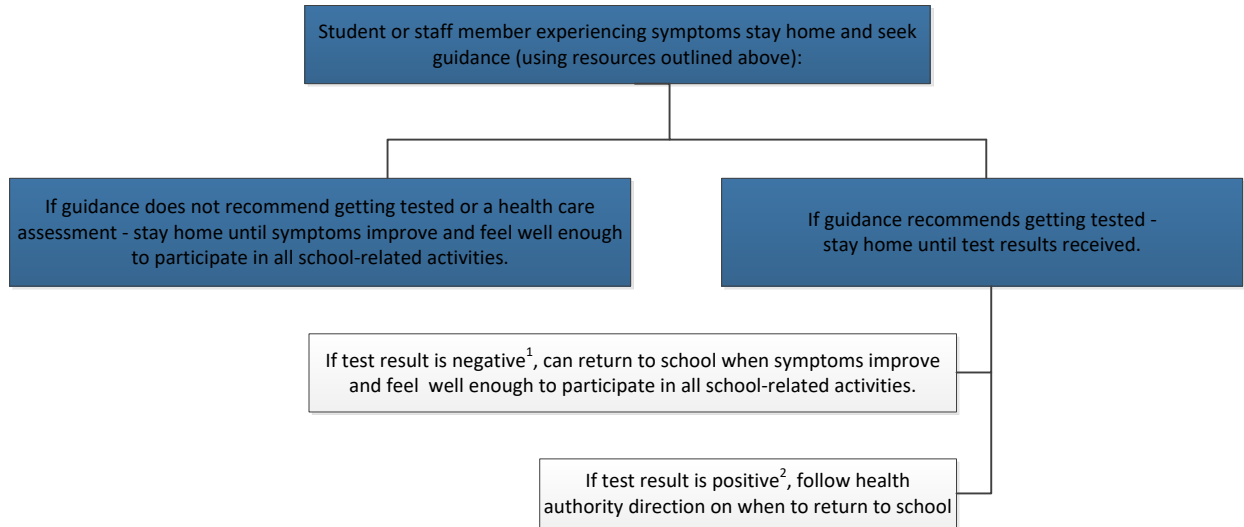
I have read and reviewed the Daily Health Check and understand I must complete the Daily Health Check for myself before I arrive on-site. All SD 62 staff must complete the Daily Health Check via Engage, or by other pre-arranged means with their Site-Based Manager or P/VP if no internet access, before entering the site. This document must be reviewed daily but does not need to be submitted daily to the school/site.

Once you have reviewed this document, please consent as per sites process confirming that you understand your role and that you will assess yourself for daily for symptoms.

COVID-19: Stage 2 Staff Handbook

COVID-19 Symptoms, Testing & Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the [K-12 Health Check app](#) and BCCDC “[When to get tested for COVID-19](#)” resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), or call 8-1-1 or their health care provider.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. [BCCDC](#) has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the BCCDC website for more information on [positive test results](#).

Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021

Appendix P- If student or staff develop symptoms on-site

<p><i>If a Student Develops Symptoms of Illness At School</i></p>	<p><i>If a Staff Member Develops Symptoms of Illness At School</i></p>
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. 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). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 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).

Students and staff should return to school according to Appendix N or O: Daily Health Check.

A health-care provider note should not be required for students or staff to return.

BC CDC, Feb. 4, 2021

Appendix Q – IT Support and Install Safe Work Procedure

Purpose

This document is to provide procedures for District staff to safely provide IT support to SD 62 staff and install wireless access points during COVID-19.

Before performing this task SD 62 staff must read, understand and follow the Stage 2 Staff Handbook specifically the Re-useable/Disposable Masks and Face Shields Use and COVID 19 SWP regarding handwashing (handwashing video link: <https://www.youtube.com/watch?v=3PmVJQUcm4E>).

PPE

Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.

PROCEDURES

In-person Tech Support

Please note, this is only to be used as an option, if remote support will not work.

- IT staff member must provide copy of this SWP to SD 62 staff member needing support to review prior to meeting
- IT staff member must log visit on engage <https://engage.sd62.bc.ca/covid-19/daily-site-check>
- Device and workstation must be disinfected before support provided.
- Wash hands as per hand washing SWP.
- Do not touch your face.
- If IT staff member needs to observe staff member using device,
 - use projection to observe and provide advice or
 - observe at a 2 m distance.
- Disinfect device and workstation after support is provided.
 - If item is not able to be disinfected,
 - Please caution user that item has not been sanitized and to not touch their face. They must wash their hands and disinfect the device when they get to their work site or home.
- Wash hands as per hand washing SWP.

Wireless Access Point Install

- IT staff member must log visit on engage <https://engage.sd62.bc.ca/covid-19/daily-site-check>.
 - If task to be performed while room occupant is present, ensure they are notified to ensure physical distancing and common touch points are disinfected before install commences.
- Wash hands as per hand washing SWP.
- Do not touch your face.
- If sharing tools or other items, disinfect between user.
- If lifting is required,
 - Use a dolly.
 - If the item needs to be lifted to the floor or to a desk and two staff are needed for the lift.
- Ladder use, follow the ladder SWP,
 - It must be on a firm level surface with all four feet on steady ground.
 - Ensure spreader bars are open and locked.

COVID-19: Stage 2 Staff Handbook

- Disinfect touch points after install.
- Wash hands as per hand washing SWP.

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

Product	Contact Time
Percept (1:16)	5 minutes
Oxivir Tb wipes	1 minute
Oxivir Plus (1:40)	5 minutes

Appendix R - Field Trips/Outings SWP - COVID-19

Purpose

This document is to provide procedures for SD 62 staff to participate in Field Trips during the COVID-19 pandemic to ensure worker safety.

How to avoid transmission

- Ensure those attending the Field Trip/Outing complete and follow,
 - Appendix O – Daily Health Check – Staff/Visitors and
 - Appendix N – Daily Health Check – Parents/Guardians before participating.
- Consistent practice of good respiratory etiquette and social distancing (2 meters).
- Wash hands or use hand sanitizer frequently as per COVID-19 SWP regarding Hand Washing.
- Do not share office equipment like pens, scissors, staplers, etc.
- No skin to skin contact with others (handshaking, hugging, etc.).
- Avoid touching your face with your hands.
- Family members or other persons may NOT attend field trips or outings.
- Schools must ensure that volunteers providing supervision, if approved by Principal/Vice-Principal are trained in and strictly adhere to,
 - Daily health checks,
 - Wearing a mask at all times,
 - Physical distancing and
 - The SD 62 COVID-19 Stage 2 Staff Handbook.
- Use of parent volunteers for driving groups of students is not permitted.
- **Staff should not transport students in a personal vehicle.**
- Staff should follow the Stage 2 Staff Handbook.
- Ensure field trip numbers align with the PHO guidance and PHO on mass gatherings (i.e. 50 people).
- Field trips to outdoor locations are preferable.
- If using public transportation for field trips (e.g. public buses), schools should adhere to local transit authorities' guidance (e.g., mandatory mask use for Public Transit, as well as practicing hand hygiene before and after use).
- Field trip locations must be provided Principal/Vice-Principal with their COVID-19 operating plan and ensure it does not conflict with Stage 2 Staff Handbook or the school's plan. The field trip supervisor should then share the plan with parents.
- No overnight or international field trips should occur (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

Before performing this task SD 62 staff must read, understand and follow the Stage 2 Staff Handbook specifically the Re-useable/Disposable Masks and Face Shields Use, Enhanced Cleaning SWP COVID-19, COVID 19 SWP and watch the associated hand washing video (<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

PPE

Non-medical mask as per PPE section of the SD62 COVID-19: Stage 2 Handbook.

Items to Bring

- Spray bottle of percept (1:16 dilution) or oxivir (dilution 1:40)
- Paper towel

- Hand sanitizer (District Approved)
- Alcohol-based hand wipes
- First aid kit

Procedure

Complete Pre-Field Trip/Outing checklist before participating in the field trip/outing.

1. SD 62 staff and field participants must wash hands as per COVID-19 SWP before leaving school.
2. DO NOT touch your face (eye, mouth and eyes).
3. SD 62 staff are to maintain physical distancing of 2 meters.
4. If busing,
 - a. Have students sit in their own seat, students from the same cohort or household can share seats if space is limited.
 - b. Staff and applicable students to don non-medical mask.

Please note: If hands are visibly soiled and there are no handwashing facilities ensure you wipe clean using an alcohol-based hand wipes before using hand sanitizer.

5. If tables or bench at park are to be used for eating they must be disinfected following the Enhanced Cleaning SWP COVID-19.
 - a. Use percept or oxivir spray to wet the paper towel, spray disinfectant liberally to surface and spread with the paper towel. Dispose of paper towel, after cleaning each table/bench.
 - b. Hand sanitize hands after cleaning.
6. Sports equipment (e.g. golf clubs) must be easily disinfected twice per 24 hours as per the recommendations for frequently touched items (no fabric or porous materials).
 - a. Use percept or oxivir spray to wet the paper towel, spray disinfectant liberally to surface and spread with the paper towel. Dispose of paper towel, after cleaning each item/set.
 - b. Wash hands after cleaning.
7. If food is to be provided during the Field Trip/Outing the following must be followed,
 - a. No sharing of food,
 - b. No food distribution and
 - c. Hand washing or hand sanitizing must be performed before consuming food.
8. SD 62 staff and field trip participants must use hand sanitizer after using washroom.
9. SD 62 staff and field participants must wash hands as per COVID-19 SWP upon returning to the school.

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

Product	Contact Time
Percept (1:16)	5 minutes
Oxivir Tb wipes	1 minute
Oxivir (1:40)	5 minutes



COVID-19: Stage 2 Staff Handbook

Pre-Field Trip Checklist

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

Person Completing Form: _____ **Destination:** _____

Date of Field Trip: _____

Please discuss the field trip with your Principal/Vice-Principal to determine if you can follow the Stage 2 Staff Handbook and Field Trips/Outings SWP-COVID-19 while on the outing. Below is a list of items to consider when planning a field trip.

The field trip **must not occur** if it does not allow the students and staff to follow the Stage 2 Staff Handbook.

Item for Consideration	Yes	No*	Comments
Site allows for Stage 2 Staff Handbook to be followed by Students and Staff			If NO, field trip must not occur.
Washrooms onsite either -plumbed (running water) -portable (outhouse)			
Hand washing facilities either -plumbed (running water) -portable (hand washing station)			
Adequate space for group -ensure physical distancing with public/others -No gatherings over 50			
Max. occupancy for the site	N/A	N/A	

Risk rating (as per field trip risk matrix): _____

*If "NO" to any of the items listed above or risk is rated as high please consider alternatives for the field trip/outing.

Appendix S - Plexiglas Recommendation Form

Date: _____ School/Site: _____

Employee Group	JOHS Participant(s)
CUPE	
STA	
Site-Manager or Principal/Vice-Principal	

Instructions:

1. JOHS will review the school/site to determine if there are some work area(s) or positions where barriers may be needed.
2. One form will be needed for each request.
3. Complete **Table 1** to determine if other controls could be implemented instead of barriers (e.g. Plexiglas).
 - a. If the control is not applicable (“no” in column 2) then please explain.
4. If there are no controls that are applicable for the work area/position, please move to **Table 2** to provide further information.
5. Submit completed forms to Site-Manager or Principal/Vice-Principal for review and signature.
6. Submit signed forms to Christine Merner (cmerner@sd62.bc.ca).

Please note: There is specific criteria from WorkSafeBC regarding Plexiglas so we must follow the recommendation process to ensure we meet those requirements when providing Plexiglas.

Request For (Title/Name or position): _____

Table 1: Please review potential Plexiglas requirements for your site/school. If the potential control can be implemented tick “yes” and work with Site-Manager or Principal/Vice-Principal to implement.

Potential Control	Control Applicable (Yes/No)	No, please explain.
Can staff protect themselves with physical barriers like adding chairs or tables or decals in front of workstation?		
Do staff have the ability to back away when being approached (2 m), lots of room behind workstation?		
Can access to work area be restricted? -Please work with site-manager or Principal or Vice/Principal to implement this.		
When there is a no visual access for people approaching a desk and physical distancing is not possible outside of cohort, can masks be mandatory with signage posted in the area?		

COVID-19: Stage 2 Staff Handbook

Table 2: Please use this table if all of the parameters in Table 1 cannot be met. This will be used to the Plexiglas needs for the worker.

Location / Workstation Details	JOHS Recommendations (offer options)
Desk height: _____ Workers height when, seated: _____ and standing: _____ Will students/staff be standing or sitting when interacting: _____	

***Please note the recommendations above must be,**

- Fact based
- Reasonable (offer options)
- Not LR issues

Please follow these measures while you wait for your request to be processed,

- Have staff protect themselves with physical barriers like adding chairs or tables or decals in front of workstation.
- If staff have the ability to back away when being approached, lots of room behind workstation. Recommend this to them.
- If access to work area be restricted, short term please work with site-manager or Principal or Vice/Principal to implement this.
- When there is a no visual access for people approaching a desk and physical distancing is not possible outside of cohort, masks can be mandatory with signage posted in the area.

Site-Manager or Principal/Vice-Principal: _____ **Signature:** _____

Date submitted: _____ to cmerner@sd62.bc.ca.

Employers response:

Employer representative: _____ **Expected timeline, if applicable:** _____

Appendix T – Re-useable/Disposable Masks and Face Shield Use

Purpose

The purpose of this document is to provide a procedure for staff to follow when donning and doffing reusable and disposable facemasks during the COVID-19 Pandemic

Before performing this task SD 62 staff must read and understand the Stage 2 Staff Handbook specifically the COVID 19 SWP and watch the associated hand watching video (<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

When donning the mask:

- Wash hands as per Hand Washing SWP.
- Maintain physical; distance (2 m).
- Don clean mask and secure the mask behind the head/ears and under chin ensuring a snug fit.
 - Do not touch the inside of the mask.
- Wash hands as the Hand Washing SWP.

When doffing the mask

- Wash hands as per Hand Washing SWP.
- Maintain physical distance (2 m)
- Remove mask by straps behind head/ears and with eyes closed, leaning forward.
 - Do not touch the inside of the mask
- Reusable mask: Perform a visual inspection of mask ensuring there is no damage to the mask. Please fold mask in half (to protect the inside) and store in pocket or secure location (e.g. envelope) with easy access should you need to don.
- Disposable mask: Discard in garbage
- Wash hands as the Hand Washing SWP.

Mask considerations.

- Reusable masks are to be used, cleaned daily by washing normally with the warmest water setting, using an automatic dryer and reused by a single wearer.
- Disposable or single use masks are to be discarded.
- Avoid contamination during use by not touching the mask.
- Change masks as necessary as when they build up moisture they become less effective.
- The mask should be discarded if it becomes damaged (e.g. torn, etc.).
- Proper hand washing is always the preferred method however should there be no sink facilities available, use district approved hand sanitizer anytime you touch the mask while wearing.
- If using a reusable non-medical mask, it must not be a mouth shield, have valves or be a gator style.
- When working with students where seeing facial expressions and/or lip movement is important, and the service cannot be provided from behind a barrier, options include having the staff member wear a mask with a transparent section to enable visualization of the mouth (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021). The mask must cover the mouth and nose (BC CDC, Feb. 4, 2021).

COVID-19: Stage 2 Staff Handbook

- If a plastic insert/bracket is to be used in a reusable mask, the wearer must ensure they have an adequate seal/contact around the face. Both the insert/bracket and mask must be cleaned daily.

Face Shields

- Wash hands as per Hand Washing SWP before donning and doffing.
- Reusable face shields are to be disinfected prior to wearing, following Table 1 below, to ensure appropriate disinfection time.
- Do not touch the front of the shield. When removing, grasp shield from sides and back of head band.
- Face shields aren't a substitute for a mask. If staff wish to wear a face shield a non-medical mask must be worn in addition to face shield (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).
- Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer (Provincial COVID-19 Health and Safety guidelines for K-12 Settings, March 30, 2021).

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

Product	Contact Time
Percept (1:40)	5 minutes
Oxivir Tb wipes	1 minute
Oxivir Plus (1:40)	5 minutes
Vital Oxide	10 minutes

Appendix U – Supplementary Guidance for School Meal Programs

This guidance is adapted from the [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#) to support the delivery of school meal programs, breakfast clubs and other food access initiatives that are not regulated under the *Food Premises Regulation*.

General Considerations

- Students from different cohorts can access school meal programs at the same time if necessary (e.g. a morning breakfast program offered only to students who may need it). Physical distance between students from different cohorts should be maintained as much as is practical to do so while ensuring the program can be offered.

Food Delivery and Preparation

- Limit the number of staff/volunteers in a food preparation or eating area at any one time to those necessary to ensure the program can be delivered.
- Inform delivery agents and other volunteers of how to adhere to the school's visitor policy, where food should be delivered to, and what hours food can be accepted at.
- Develop and establish hand hygiene procedures for all staff/volunteers. This includes before and after leaving the food preparation area and using equipment.
- Donated food, including Traditional foods, can continue to be accepted in line with regular food safety precautions for accepting food donations.

Cleaning & Disinfecting

- Continue with regular cleaning & disinfecting practices for food services.
- Identify high-touch surfaces to ensure they are cleaned and disinfected in line with the guidance in this document and existing food safety practices.
 - High-touch surfaces may include ingredients and containers, equipment such as switches, dials and handles and shared serving utensils if they are used by multiple people.

Food Distribution to Students

- Students should practice hand hygiene before accessing food.
- Schools can continue to provide self-service stations (e.g., salad bar, self-serve breakfast, etc.).
 - Consider pre-plating or serving food directly if students are unable to consistently implement personal measures (e.g. practice regular hand hygiene, not touch their face, etc.) or to prevent gathering or crowding.
- Post signs to remind students to practice hand hygiene and to maintain space from one another.
- If food is served to students, re-usable plates, utensils and containers can be used, with normal cleaning and disinfecting methods for dishwashing implemented.
- Provided food safety precautions are followed, leftover food can be sent home with students.