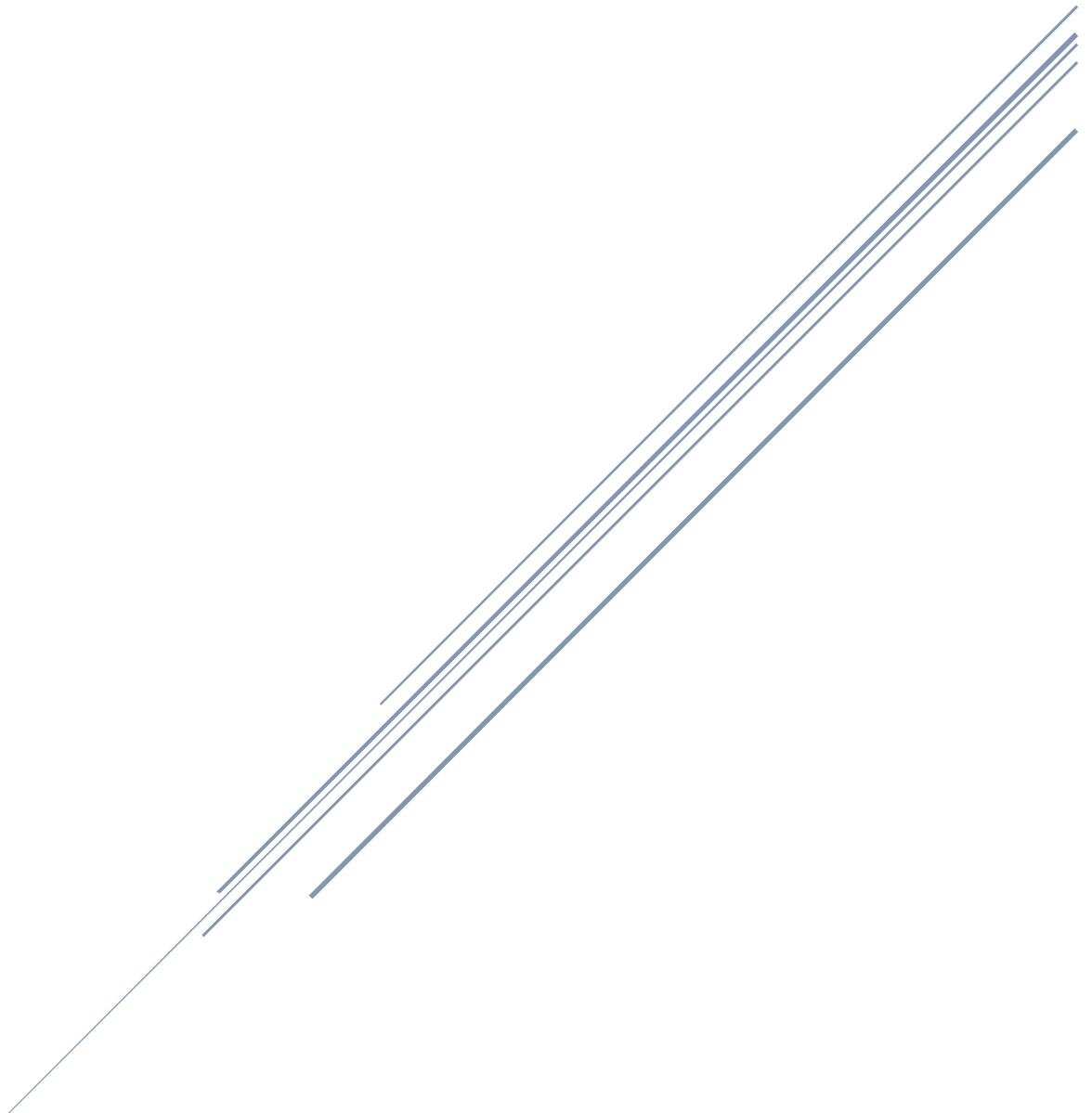


SD62 COMMUNICABLE DISEASE PREVENTION PLAN

April 20, 2022 V. 10



School District 62 (Sooke)

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Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Purpose

The intent of the Communicable Disease Prevention Plan is to inform School District #62 Sooke (SD 62) staff regarding the Operations and Health & Safety processes for SD 62 sites to prevent transmission of communicable disease(s).

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person (e.g. COVID-19, norovirus, and seasonal influenza) (BC CDC, March 16, 2022).

Preventing communicable disease involves taking ongoing measure to reduce the risk of transmission. SD 62 will monitor and review communicable disease related information issued by the Ministry of Education, BC CDC, regional and provincial health officer's. Additional measures may be implemented from time to time if risk levels increases and guidance, orders, notices and recommendations from Ministry of Education, BC CDC, regional and provincial health officer's is revised.

As we continue in the COVID pandemic we will transition to a Communicable Disease Prevention Plan. We will proceed gradually and our Communicable Disease Prevention Plan will be COVID-19 specific for some time. As COVID-19 restrictions lessen this Plan will evolve to cover other communicable diseases to mitigate their risk of transmission due to the lessening of COVID-19 restrictions.

Safe Work Procedures

All SD 62 staff must follow the applicable Communicable Disease Prevention Plan 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 Communicable Disease Prevention Plan SWPs.
- Complete staff orientation checklist, if not completed previously. See Appendix E.
- Review all updates/notices provided to staff.
- Participate in any additional training or education sessions, as required (e.g. WHIMIS).
- Demonstrate and model how to practice personal prevention measures at school (e.g. wearing a mask, hand hygiene, etc.) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

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 Communicable Disease Prevention Plan concerns brought forward by workers,
- Participate in the Communicable Disease Prevention Plan training, as applicable,
- Post hand washing signs near handwashing facilities, see Appendix F, and
- Post Communicable Disease Prevention Plan on staff Health and Safety Board.

Space Arrangements

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches, though should still consider implementing strategies to help create space between people and to support students and staff using a trauma-informed approach:

- Remind students and staff about respecting others personal space. Use visual supports, signage, prompts, video modelling, etc. as necessary.
- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Schools can return to routine pick up/drop off practices, though should still consider strategies to prevent crowding at pick-up and drop-off time. Parents/caregivers and other visitors should respect others' personal space while on school grounds, including outside.

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 Communicable Disease Guidelines for K-12 Settings, March 10, 2022).
 - As per WorkSafeBC legislative requirements (*OHSR 4.79*) if air quality concerns are brought forward, they will be investigated accordingly.
 - Natural ventilation (operable windows, etc.) and portable HEPA filter units should be considered in regularly occupied classrooms that do not have mechanical ventilation systems (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
 - When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places instead of blowing from one person's breathing zone to another's. Avoid Horizontal cross breezes.
 - Use of portable air conditioners and fans in unventilated spaces with doors and windows closed should be avoided, except when necessary during high or excessive heat events (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
 - 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, if outside temperatures are a concern open intermittently.
 - If weather permits, take class outside.
- Hand wash stations will have liquid soap (NO bar soap) and paper towel (or air dryer).
 - 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 cleared at the end of the day to facilitate disinfection for nightly custodial cleaning/disinfection.
- Gatherings and Events:
 - All school gatherings and events can return to 100% capacity.

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

- Organizers should apply a trauma-informed lens when planning, including considerations of:
 - Respecting student and staff comfort levels regarding personal space;
 - Gradual transitions to larger gatherings (e.g. school-wide assemblies), including starting with virtual or smaller in-person options, shorter in-person sessions, etc. (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, March 10, 2022).
- Staff and students should be encouraged to not share items that come in contact with the mouth (e.g. food, drinks, unwashed utensils and wind instruments).
- Laminated or glossy paper-based products (e.g. children's book or magazines) and items with plastic covers (e.g. DVDs) are low risk. There is no need for these items to be cleaned and disinfected or quarantined for any period of time-
- Schools should utilize positive and inclusive approaches to support personal practices aligned with existing professional practices to address behaviour. Approaches should not exclude students from participating in school or potentially result in stigma (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Staff Only Spaces

Staff only spaces can use preferred configurations (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).).

Vaccine Disclosure

SD62 has implemented a proof of vaccination procedure to reduce the risk of transmission of COVID-19 among staff and students.

Curriculum, Programs and Activities

All curriculum, programs and activities should operate in alignment with Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, including school-led activities held off campus (e.g. sports academies, community-based programs/courses). Schools should continue to implement ongoing communicable disease prevention practices (e.g. cleaning and disinfecting, hand hygiene, respiratory etiquette) specific to the activity (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

For each area below the SD 62 Communicable Disease Prevention Plan will be followed. If areas have additional considerations, they will be noted below. For any additional information please see the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#).

Music / Physical and Health Education (PHE) / Outdoor / Food and Culinary / Theatre, Film and Dance / Other Shared Equipment Programs:

- Shared equipment should be cleaned and disinfected as per the Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after shared equipment use.
 - Equipment that touches the mouth (e.g. instrument mouth pieces, water bottles, utensils) should not be shared unless cleaned and disinfected in between uses (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Trades in Training / Work Experience Programs

- Students enrolled in individual training/work experience programs should follow the communicable disease prevention plan required by the workplace/facility.
- Classes (or other similar groupings of students) participating in training/work experience programs together should follow the more stringent measures (if applicable) between the school and the workplace/facility's communicable disease prevention plans (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Kindergarten Program and Entry:

- Include information about communicable disease prevention measures that will be in place as part of communications to students and their families prior to school start.
- Parents/caregivers must follow guidelines for visitors.
- Provide opportunities for Kindergarten students to learn and practice respecting personal space, recognizing they are unlikely to be able to do this at all times.
- Gently remind students of the expectations throughout the day and encourage students to kindly support one another.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) and carpets and rugs (e.g., for circle time activities) can be used (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Food

Schools can return to regular food services and culinary programs.

If there will be buffet style stations the station should be controlled to prevent congregation of large crowds to the station. No sharing plates or utensils for eating. Place hand sanitizers at each station so people can sanitize hands before using dispensing utensils (e.g. tongs). Or station food servers at the table so only food handlers can portion and serve food.

Please note, food safe training is required when food is sold (e.g. cafeteria, school fundraisers, etc.) and for larger functions such as serving food to large groups.

Field Trips

When planning field trips, staff should follow existing policies and procedures as well as the guidance in this document. Additional measures specific to field trips should be taken, including:

- Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate, particularly students. If this is not possible (and the field trip/travel cannot occur otherwise), schools can require participants to confirm they are able to meet the additional requirements (e.g., are able to provide proof of vaccination).
- Students and staff may also be required to follow the communicable disease prevention plan of places attended on a field trip. Where there is a conflict with a school's communicable disease prevention plan, the more stringent safety protocols should be followed (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
- Please note, the Board continues to have a moratorium on out of province travel.
- Use Checklist in Appendix I to determine if the field trip should proceed.

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Extra-Curricular Activities

Intra- and inter-school extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document and requirements of applicable local, regional and provincial public health recommendations and Orders for community gatherings and events (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, March 10, 2022).

Laundry

Schools can use regular laundering practices (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Student Transportation

Buses

The following strategies are recommended for student transportation on buses:

- Buses used for transporting students should be cleaned and disinfected according to the guidance provided in Appendix H Busing Cleaning SWP.
- Bus drivers and students should be encouraged to practice hand hygiene and respiratory etiquette.
- Bus drivers, teachers and students in Kindergarten to Grade 12 may choose to wear masks or face coverings when they are on the bus (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
- Transportation of students will follow the Transportation Guidelines and Bus Driver Student Transportation in Appendix G, as applicable.

Hand Hygiene

Rigorous hand washing with plain soap and water or using an effective hand sanitizer reduces the spread of illness. Follow these guidelines to ensure effective hand hygiene in schools:

- Facilitate regular opportunities for staff and students to practice hand hygiene:
 - This can include using portable hand-washing sites and/or alcohol-based hand sanitizer dispensers containing at least 60% alcohol.
- Ensure hand-washing supplies are always well stocked including soap, paper towels (or air dryer) and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Students may bring their own sanitizer (if they are on the list authorized by Health Canada) or plain soap if they or have a medical condition that requires specialized soaps.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
- Follow Appendix A SWP for performing handwashing.
- Staff should assist younger students with hand hygiene, as needed.

Illness and Self Assessment Process

Daily Health Awareness

Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. This includes a person checking regularly they (or their child) are not

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

experiencing symptoms of illness (including but not limited to COVID-19 symptoms) to ensure they are not coming to school when they are sick (including if they are unable to participate fully in regular activities due to symptoms of illness) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

- Parents and caregivers should assess their children daily to determine if they are experiencing symptoms of illness before sending them to school.
 - If ill they are experiencing symptoms of illness parents/caregivers and students can utilize the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://bc.ca/health/COVID-19/thrive) to determine next steps.
- Staff and other adults should assess themselves daily to determine if they are experiencing symptoms of illness prior to entering the school.
 - If ill they are experiencing symptoms of illness they can utilize the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://bc.ca/health/COVID-19/thrive) to determine next steps.
 - Staff will use engage or the SD62 app to log their Daily Health Awareness.

School and School District Responsibilities

School administrators should ensure that everyone entering a school is aware and routinely reminded of their responsibility to practice health awareness. This can be supported through communications (e.g. emails/letters to parents and staff), orientation activities (e.g., meetings, videos) and other reminders (e.g., signage on doors) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

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 (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Stay Home When Required to Self-Isolate

Students, staff and other adults should follow public health guidance and/or the recommendation of their health care provider when they are sick (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Managing Illness and COVID-19 Activity

Refer to the [COVID-19 Protocols for School & District Administrators and Staff](#) for more information.

If staff or students become ill while on site:

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

- Staff must notify their site-manager or principal/vice-principal.
- Parents/guardians must be notified and advised to pick-up the child immediately.
- Some students or staff may not be able to be picked up immediately. Schools should have a space available where the student or staff can wait comfortably and is separated from others and should have non-medical masks available for those experiencing respiratory symptoms who would like to wear one.
- Schools must provide supervision for younger children. Supervising staff can choose to wear a non-medical mask and/or face shield and should, avoid touching bodily fluids as much as possible and practice diligent hand hygiene.

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

- Staff responsible for facility cleaning should clean and disinfect the surfaces/equipment which the person's bodily fluids may have been in contact with while they were ill (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others. Cleaning/disinfecting the entire room the person was in is not required in these circumstances (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Building Access:

- Although not required under COVID, itinerant staff or visiting SD 62 staff still must check-in electronically if they visit a site other than their "home" site as per WorkSafeBC's requirement.
 - 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 can sign-in at the office.
- We recommend visitors or contractors book an appointment to access the site or visit the office upon entry, to log the visit on the SD62 website.
 - Where possible, parents/caregivers should be encouraged to drop-off/pick-up students outside of the school.
 - Site-manager or principal/vice-principal must ensure that visitor and contractors are aware of the Communicable Disease Prevention Plan and requirements prior to entering the school.
 - Information on communicable disease protocols and requirements for visitors should be posted by the entrance to the school, on the school's website and included in communications to students and families (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

Personal Protective Equipment (PPE):

- The decision to wear a non-medical mask or face covering is a personal choice for staff, students and visitors. A person's choice should be supported and treated with respect.
- Schools/sites should continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who experience respiratory symptoms at school/work and would like to wear one (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
- If staff choose to wear a non-medical mask and/or face shield they must follow Appendix J regarding use and care.

Emergency and Evacuation Drills

Emergency and evacuation planning and drills should consider communicable disease prevention plans. In the event of an actual emergency, communicable disease prevention measures can be suspended to ensure for a timely, efficient and safe response (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022). Schools should continue to practice various emergency procedures, including the six required annual fire drills as per [BC Fire Code 2.8.3.2](#), lockdown drills, etc.

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.

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

- 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 of the premises, and cleaning and disinfecting of frequently touched surfaces, at least once per 24-hour period.
- Frequently touched surfaces are items touched by larger numbers of students and staff. They can include doorknobs, light switches, hand railings, water fountains and toilet handles, as well as shared equipment (e.g., computer keyboards, PE/sports and music equipment), appliances (e.g., microwaves) and service counters (e.g. library circulation desk).
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022, 2022).
- Garbage must be emptied daily and when full.
- 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.

The requirements for daily cleaning and disinfecting outlined above do not apply to spaces/equipment that are not being used by students, staff or visitors. Many schools and districts have implemented procedures such as securing unoccupied spaces or adding sign-in sheets posted next to room entrances that help custodial staff focus cleaning/disinfecting activities on those spaces that have been utilized by staff or students (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022, 2022).

All Staff:

- Cleaning and disinfecting will follow the Enhanced Cleaning SWP COVID-19.
- 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 by the staff using them.

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Facilities and Transportation:

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

Behaviour Support Plans, Personal Care Plans and Worker Safety Plans

School districts and independent schools are expected to implement health and safety measures that promote inclusion of students with disabilities/diverse abilities.

- 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.
- In-class instruction may not be suitable for some children (or families) with severe immune compromise or medical complexity, which should be determined on a case-by-case basis with a medical care provider. Districts should follow regular practices for those needing alternative learning arrangements due to immune compromise or medical complexity to ensure access to learning and supports (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

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.

References

MOE, Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022.

[Attachment 3 - Provincial COVID-19 Health Safety Guidelines for K-12 Settings November 17 2020 - DRAFT \(gov.bc.ca\)](#)

BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, March 10, 2022.

[Guidance-k-12-schools.pdf \(bccdc.ca\)](#)

BC CDC March 16, 2022.

[About COVID-19 \(bccdc.ca\)](#)

CDC, February 25, 2022.

[Your Guide to Masks | CDC](#)

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.
- 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 (BC CDC, March 16, 2022).

Signs and Symptoms of COVID-19

- Fever higher than 38 °C
- Chills
- Cough
- Loss of Sense of Smell or Taste
- Difficulty Breathing
- Sore Throat
- Loss of Appetite
- Extreme Fatigue or Tiredness
- Headache
- Body Aches
- Nausea and Vomiting
- Diarrhea

COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days (BC CDC, March 16, 2022).

How to avoid spread

- Staff must determine if they are experiencing symptoms before attending work and follow the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://www.bccdc.ca/health-info/covid-19/self-assessment-tool) to determine next steps.
- The consistent practice of good respiratory etiquette and hand hygiene.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Refrain from sharing any food, drinks or unwashed utensils (Public health Communicable Disease Guidance for K-12 Schools, April 8, 2022).
- Avoid touching your face with your hands.
- Avoid congregating in common rooms or areas (lunchroom, lobby, washroom, etc.).
- Always follow the guidelines and recommendations of the public health officer.

Respiratory Etiquette

Staff and student should:

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene (Public health Communicable Disease Guidance for K-12 Schools, April 8, 2022, 2022).

Handwashing

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

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Staff and students should be encouraged to practice hand hygiene upon school entry and before/after breaks and eating, using the washroom and using frequently touched shared equipment (Public health Communicable Disease Guidance for K-12 Schools, April 8, 2022, 2022).

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 Communicable Disease Guidelines for K-12 Settings, March 10, 2022).

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. Safety eyewear or other PPE is task dependant. Non-medical mask is recommended when within 2m of the patient.

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 and Self Assessment Process** in the SD 62 Communicable Disease Prevention Plan.

Procedure - Non -Flu like Symptoms- Standard First Aid

- Perform hand washing as per COVID 19 SWP regarding Hand Washing.
- **Don nitrile gloves.**
- Gather appropriate first aid supplies and leave first aid kit in staging area (First aid room/dressing area).
- Perform injury assessment verbally and visually prior to administering first aid.
- Administer appropriate first aid.
- Advise custodial of areas occupied for disinfection 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).

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

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

General cleaning of the premises, and cleaning and disinfecting of frequently touched surfaces, at least once per 24-hour period.

- Frequently touched surfaces are items touched by larger numbers of students and staff. They can include doorknobs, light switches, hand railings, water fountains and toilet handles, as well as shared equipment (e.g., computer keyboards, PE/sports and music equipment), appliances (e.g., microwaves) and service counters (e.g. library circulation desk).
- Follow these procedures when cleaning and disinfecting:
 - Always wash hands before and after handling shared objects.
 - Items and surfaces that a person has placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different people.
 - Dishwasher-safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).
- 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 by the staff using them.
- Frequently-touched items like toys or manipulatives that may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.) can be used, if hand hygiene is practiced before and after use. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

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.

Cleaning Keyboards and Electronic devices:

If used by larger number of users, they must be cleaned as a frequently touched item (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

When cleaning and disinfecting devices please consider the following;

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning and disinfecting (remove batteries from anything with a removable battery).

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

- 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.

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.

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

- 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 once per 24-hour period.
- 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 - 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.

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

- 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.
- If tools or equipment are to be shared they must be disinfected once per 24-hour period 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.
- 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.
6. This procedure should be performed at end of every 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

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Appendix E - 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:	
First Aid Designate		
First Aid Location		
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. Facilities/ Transportation Guidelines 5. Communicable Disease Prevention Plan 6. Bus Driver Student Transportation 7. Bus Cleaning 8. Field Trips/Outings 9. Re-usable/Disposable Mask & Face Shields 10. Other: _____	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

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


Additional comments/information:

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Appendix F – Handwashing Sign

How to Handwash?

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



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



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



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



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



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



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

Appendix G – 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 should assess their children daily to determine if they are experiencing symptoms of illness before sending them to school. If ill they are experiencing symptoms of illness parents/caregivers and students can utilize the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://www.bccdc.ca/health-services/communicable-diseases/COVID-19-self-assessment-tool) to determine next steps. 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 determine if they are experiencing symptoms before attending work and follow the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://www.bccdc.ca/health-services/communicable-diseases/COVID-19-self-assessment-tool) to determine next steps.

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

PPE

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. Open windows when the weather permits.
3. Driver to wipe down frequently touched surfaces on the bus once per 24-hour period.
4. Driver to wash hands as per Hand Washing SWP.
5. Driver to enter bus and start route.
6. Use hand sanitizer to sanitize hands, as required.
7. Spread passengers out if empty seats are available.
8. Driver to wash hands as per Hand Washing SWP when they return to the transportation yard.
9. Driver to follow Bus Cleaning SWP (Appendix H).

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 H – 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.

- 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 and general cleaning in buses must be cleaned once per 24-hour period. 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 and general cleaning 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. Starting at the front of the bus spray the back of the seats and floor below seat.
 - b. When at the back of the bus spray the bus seat, windows and aisle floor.
 - Include all frequently touched points listed above.
 - c. Exit bus when complete.
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

Created: August 25, 2021

Revised: October 1, 2021, October 13, 2021, December 7, 2021, January 4, 2022, January 24, 2022, February 4, 2022, February 17, 2022, March 19, 2022 & April 20, 2022.

the side.

9. 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
Vital Oxide	10 minutes
Oxivir (1:40)	5 minutes

Appendix I - 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 Communicable Disease Prevention Plan 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 Communicable Disease Prevention Plan. Students and staff may also be required to follow the communicable disease prevention plan of places attended on a field trip. Where there is a conflict with a school's communicable disease prevention plan, the more stringent safety protocols should be followed. Consider guidance provided for overnight camps from [BCCDC](#) and the [BC Camps Association](#) when planning overnight trips that include group accommodation. All field trips must have contingency plan (approved by District OHS before the trip). The contingency plan must include if a trip a participant becomes ill. For example, the plan must include, but not limited to,

- Supervision of participant,
- Safe return home,
- Isolation options, if necessary,
- Notification to parents and principal.

Item for Consideration	Yes	No*	Comments
Site allows for Communicable Disease Prevention Plan 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)			
Max. occupancy for the site			

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

If no* to any of the items listed above or risk is rated high please consider alternatives for the field trip.

Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate, particularly students. If this is not possible (and the field trip/travel cannot occur otherwise), schools can require participants to confirm they are able to meet the additional requirements (e.g., are able to provide proof of vaccination).

Appendix J – 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 re-usable and disposable facemasks should they choose to wear one. The decision to wear a non-medical mask or face covering is a personal choice for staff, students and visitors. Non-medical masks will be available for those experiencing respiratory symptoms who would like to wear one while awaiting pick-up or leaving the site.

Before performing this task SD 62 staff must read and understand the Communicable Disease Prevention Plan 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 is recommended to be three layers, it must not be a mouth shield, have valves or be a gator style, unless it is two layers and seals around mouth and nose (CDC, Feb. 25, 2022).

- 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.
- For additional, information on mask fit and care please visit [COVID-19 mask use: Advice for community settings - Canada.ca](https://www2.gov.bc.ca/gov2/health/communicable_diseases/covid-19/covid-19_mask_use_advice_for_community_settings_-_canada.ca).

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 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 Communicable Disease Guidelines for K-12 Settings, October 1, 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 K – Child Care Centers COVID Considerations

Purpose

The purpose of this document is to provide a procedure for staff and parents/guardians additional considerations for SD62 Child Care Centers.

Staff and parents/guardians must follow the SD62 Communicable Disease Prevention Plan in addition to this Appendix.

Administrative Measures - Visitors

While pick-up and drop-off outside the facility is encouraged, indoor drop-off by parents or guardians may be accommodated with the other measures outlined in this guidance document.

Foodsafe

Child Care Centres can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives. Food and beverages should not be shared. Children and staff can bring their own reusable food and drink containers to the facility for their own personal use. Reusable dishware, glasses and utensils should be cleaned and sanitized after each use.

Illness and Self Assessment Process

Daily Health Awareness

Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. This includes a person checking regularly they (or their child) are not experiencing symptoms of illness (including but not limited to COVID-19 symptoms) to ensure they are not coming to school when they are sick (including if they are unable to participate fully in regular activities due to symptoms of illness) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, April 8, 2022).

- Parents and caregivers should assess their children daily to determine if they are experiencing symptoms of illness before sending them to school/child care.
 - If ill they are experiencing symptoms of illness parents/caregivers and students can utilize the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://www.bccdc.ca/health-services/communicable-diseases/COVID-19-symptoms-self-assessment) to determine next steps.
- Visitors (parents, caregivers and other adults) should assess themselves daily to determine if they are experiencing symptoms of illness prior to entering the school.
 - If ill they are experiencing symptoms of illness they can utilize the BC Self-Assessment Tool at [BC COVID 19 \(thrive.health\)](https://www.bccdc.ca/health-services/communicable-diseases/COVID-19-symptoms-self-assessment) to determine next steps.

Exposure in Child Care Settings

If an SD 62 site experiences an exposure the health authority will manage the process.

What to Do When Symptoms Develop at Child Care

If a child becomes ill while on site, staff will follow the “If staff or students become ill while on site” section of the SD62 Communicable Disease Prevention Plan.

- Parents/guardians will be advised and must pick-up the child immediately.