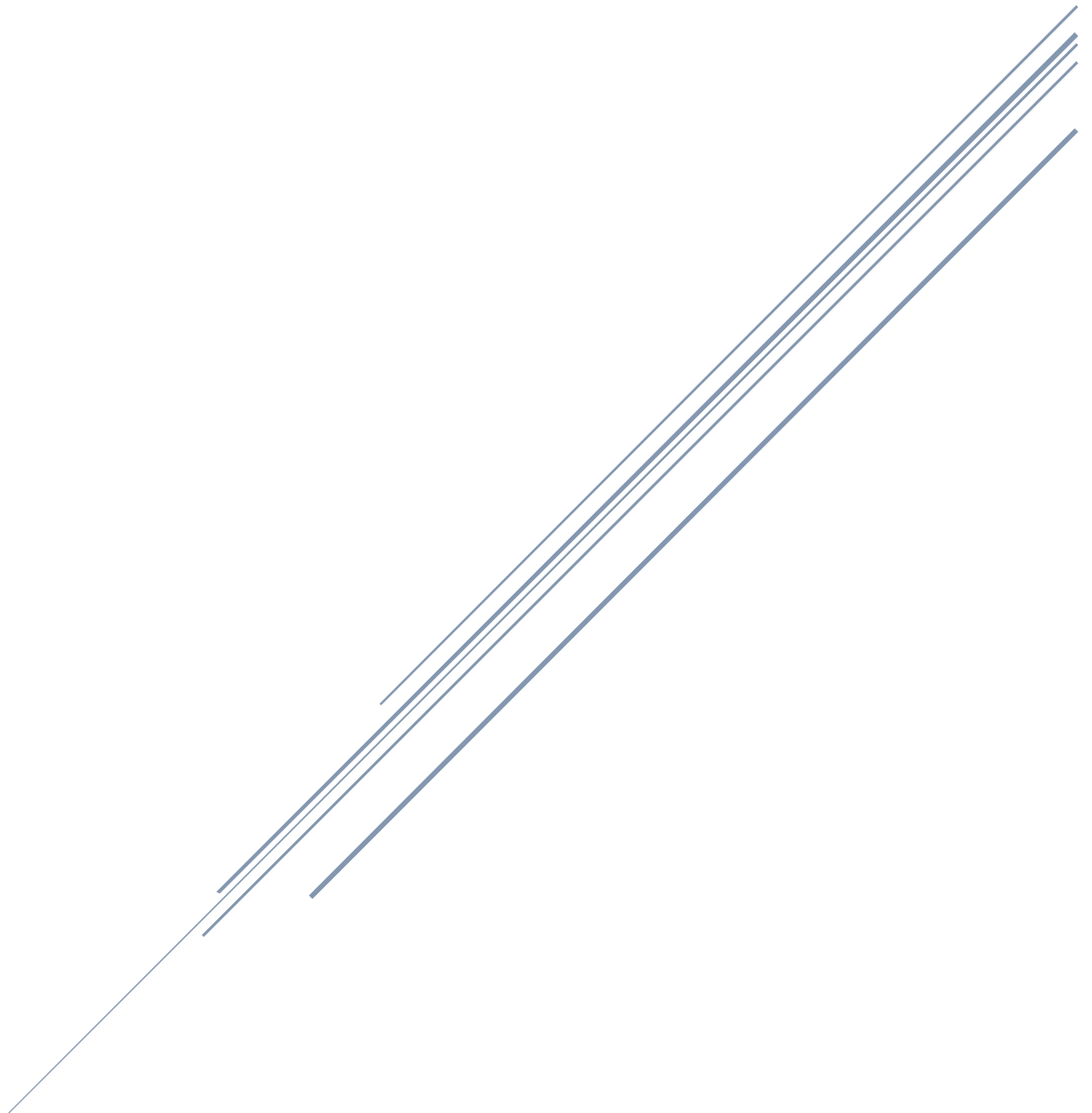


SD62 COMMUNICABLE DISEASE PREVENTION PLAN

November 30, 2022 V. 13



School District 62 (Sooke)



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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 may 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 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).
- Have staff model personal practices (e.g., hand hygiene, respiratory etiquette), and assist younger students as needed (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 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),
- Review Communicable Disease Prevention Plan when updated or annually to identify and address gaps in implementation (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).
- 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

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- Post Communicable Disease Prevention Plan on staff Health and Safety Board.

Space Arrangements

Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

- Remind students and staff about respecting others personal space (the distance from which a person feels comfortable being next to another person) (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

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Work Environment

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

- 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.
- 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, August 25, 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:
 - School extracurricular and social gatherings and events (including those occurring within and between schools), regardless of location, can occur in line with the guidance in this document, as well as any applicable local, regional, or provincial public health recommendations and Orders (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

Curriculum, Programs and Activities

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, August 25, 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](#).

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

- 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) or has been in contact with bodily fluids should not be shared unless cleaned and disinfected in between uses (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 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, August 25, 2022).

Kindergarten Program and Entry:

- 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. Carpets and rugs (e.g., in Kindergarten and StrongStart classes) can also be used (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

School Libraries / Learning Commons:

- Regular book browsing and circulation processes can occur as per routine practice (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

Food

Schools can return to regular food services and culinary programs.

Staff and students should be encouraged to not share items that come in contact with the mouth (e.g., food, drinks, unwashed utensils,).

Shared-use items that touch the mouth should be cleaned and disinfected between use by different individuals (e.g., water bottles, instrument mouth pieces) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

Field Trips

When planning field trips, staff should follow existing policies and procedures as well as the guidance in this document. Schools should consider guidance provided for overnight camps from [BCCDC](#) and the [BC Camps Association](#) when planning overnight trips that include group accommodation (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

- 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

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confirm they are able to meet the additional requirements (e.g., are able to provide proof of vaccination).

Laundry

Schools can use regular laundering practices (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 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 D – Facilities/Transportation Communicable Disease Prevention Guidelines.
- 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, August 25, 2022).
- 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.

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, August 25, 2022).
- Follow Appendix A Communicable Disease Prevention SWP (COVID-19) for performing handwashing.
- Staff should assist younger students with hand hygiene, as needed.

Illness and Self Assessment Process

Health Awareness

Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. A health awareness means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness (including but not limited to [COVID-19 symptoms](#)) that would limit their ability to participate fully in regular activities before coming to school to prevent

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spread of communicable diseases, such as COVID-19, within school settings (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

- Staff, student, or other persons who are exhibiting new symptoms of illness (including [COVID-19](#) or gastrointestinal illness) they should stay home (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).
 - If the person is experiencing new symptoms of illness they can utilize the [BC Self-Assessment Tool](#) or [When to get a COVID-19 test \(bccdc.ca\)](#) to determine next steps. Those unsure or concerned about their symptoms should connect with a health care provider or call 811 (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).
- Staff, children, or other persons can attend school if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where you feel well enough to return to regular activities and any fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen) (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

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, including that they should not come to school if they are sick. 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, August 25, 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 (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

Stay Home When Required to Self-Isolate

Students, staff and other adults should follow public health guidance, BC CDC guidance, and/or the recommendation of their health care provider when they are sick (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

- For travel potential quarantine requirements please visit The Government of Canada's webpage at [Travel to Canada: Requirements for COVID-19 vaccinated travellers](#) for your specific requirements.

Managing Illness and COVID-19 Activity

Refer to Section 3: Administrator Protocols for Managing Communicable Disease Activity at School of the [k-12-covid-19-health-safety-guidelines.pdf \(gov.bc.ca\)](#) 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.
- Have non-medical masks on hand for those who have forgotten theirs but would like to wear one (for both the person who is sick and for those who may be assisting them).
- 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.

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- 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.
- 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, August 25, 2022).

Building Access:

- Visitors, including community groups using the school, should follow applicable communicable disease prevention measures outlined in this document (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).
- 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 [Alternate Site Check-in | Staff Intranet \(sd62.bc.ca\)](#).
 - If unable to check in on electronically via engage staff can sign-in at the office.

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.
 - Promoting the school environment as supportive for wearing masks through mask-specific messaging at assemblies and in announcements, signs, and written communications. Include that some people wear masks to reduce their risk of communicable disease, and it is important to be kind and respectful of other's choices.
- 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, August 25, 2022).
- If staff choose to wear a non-medical mask and/or face shield they must follow Appendix G 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, August 25, 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 and detergents ~~and hand sanitizers~~ must be safely stored out of reach of children.
- Safety Data Sheets for all cleaning products are available through Engage at [CanadaSDS](#) and paper copies via Principal/Vice-Principal.

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- 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~~.
- Regular practices should include general cleaning of the premises.
- Cleaning and disinfection of frequently touched surfaces should occur at least once in a 24-hour period and when visibly dirty.
- 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), and may change from day to day based on utilization.
- 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, August 25, 2022, 2022).
- 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.

Cleaning and disinfection activities should focus on spaces that have been utilized by staff or students. 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, August 25, 2022, 2022).

Cleaning & Disinfecting Bodily Fluids

Follow these procedures, in conjunction with school/district policies, when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedures and regularly used PPE (e.g., gloves, protective or woven sleeves) for blood and bodily fluids (e.g., toileting, spitting, biting) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022, 2022).

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All Staff:

- Cleaning and disinfecting will follow the Enhanced Cleaning SWP.
- 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.

Facilities and Transportation:

- Maintenance and operations staff must clean and disinfect vehicles as per Appendix D - Facilities/Transportation Communicable Disease Prevention Guidelines.

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.

- 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.
- 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 Communicable Disease Guidelines for K-12 Settings, August 25, 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, August 25, 2022.

[k-12-covid-19-health-safety-guidelines.pdf \(gov.bc.ca\)](#)

BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 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](#)

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Appendix A – Communicable Disease Prevention 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

- Transmission within K-12 school settings accounts for a minority of COVID-19 cases, even amongst students and staff (Provincial Communicable Disease Guidance for K-12 Schools, August 25, 2022).
- 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 are found at [Symptoms \(bccdc.ca\)](https://www.bccdc.ca).

How to avoid spread

- Staff must determine if they are experiencing symptoms before attending work and follow the [BC Self-Assessment Tool](#) or [When to get a COVID-19 test \(bccdc.ca\)](#) 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 (Provincial Communicable Disease Guidance for K-12 Schools, August 25, 2022).
- Avoid touching your face with your hands.
- 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.
- Refrain from touching their eyes, nose, or mouth with unwashed hands (Provincial Communicable Disease Guidance for K-12 Schools, August 25, 2022, 2022).

Handwashing

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

Staff and students should be encouraged to practice frequent hand hygiene (Provincial Communicable Disease Guidance for K-12 Schools, August 25, 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

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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, August 25, 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 – Communicable Disease Prevention First Aid SWP

Purpose

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid on either students or staff at schools/sites to limit Communicable Disease Spread for 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, Communicable Disease Prevention SWP (COVID-19) 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 Communicable Disease Prevention SWP (COVID-19) 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 Communicable Disease Prevention SWP (COVID-19).
- 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

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 to limit Communicable Disease Spread for worker safety.

Enhanced Cleaning

Cleaning and disinfection of frequently touched surfaces should occur at least once in a 24-hour period and when visibly dirty.

- Regular practices should include general cleaning of the premises.
- 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), and may change from day to day based on utilization.
- 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, August 25, 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. Carpets and rugs (e.g. in Kindergarten and StrongStart classes) can also be used (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 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, August 25, 2022).

When cleaning and disinfecting devices please consider the following;

- First, remove visible dirt, grease, etc.

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- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning and disinfecting (remove batteries from anything with a removable battery).
- For screen, use a soft cloth and do not press hard.
- **DO NOT use alcohol based cleaners** as it will react with percept 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 Communicable Disease Prevention SWP (COVID-19).
2. Don required PPE.

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

3. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
4. 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.
5. Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
6. Inspect window coverings and remove dirt if visibly soiled.
7. 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.
8. 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.
9. Wipe down vacuum after use.

10. Take garbage/soiled items to exterior dumpsters.
11. Replace bucket of percept solution every 5 rooms.
12. Replace mop bucket solution and gloves every 5-6 rooms.
13. Removing personal protective equipment and dispose,
 - o Goggles – Do NOT touch the front of them. Place in container for disinfection.
14. Wash hands as per Communicable Disease Prevention SWP (COVID-19).
15. Frequently touched surfaces are required to be cleaned and disinfected once per 24-hour period.
16. 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 Communicable Disease Prevention Guidelines

Purpose

The purpose of this document is to provide a guidance for Facilities/Transportation staff to limit Communicable Disease Spread for worker safety.

PPE

See job/task specific SWP’s or SDS for product being used. None required for 1:16 percept ratio, 1:40 oxivir ratio or vital oxide.

- 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 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).

Cleaning and Disinfecting Frequency

The following frequency guidelines must be adhered to when cleaning and disinfecting:

- Cleaning and disinfection of frequently touched surfaces should occur at least once in a 24-hour period and when visibly dirty.
- Regular practices should include general cleaning of the premises (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

Frequently Touched Surfaces

- Frequently touched surfaces are items touched by larger numbers of students and staff (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

Procedure – District Vehicle/Bus Cleaning

1. Perform hand washing as per Communicable Disease Prevention SWP (COVID-19).
2. Using SD 62 approved disinfectant to clean the frequently touched surfaces or any surface that is visibly dirty.
 - ⊖ 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 or use mister to spray contact surfaces that have been touched by larger numbers of students and staff.
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 Communicable Disease Prevention SWP (COVID-19).
6. This procedure should be performed once every 24 hours.

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
Vital Oxide	10 minutes



Appendix E – Communicable Disease Prevention 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. Communicable Disease Prevention SWP (hand washing) 2. Communicable Disease Prevention First Aid SWP 3. Enhanced Cleaning SWP 4. Facilities/ Transportation Communicable Disease Prevention Guidelines 5. Re-usable/Disposable Mask & Face Shields Use 6. Other: _____	1. 2. 3. 4. 5. 6.

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

Additional comments/information:

Appendix F – Handwashing Sign

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.



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Appendix G – 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 Communicable Disease Prevention SWP (COVID-19).
- 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 Communicable Disease Prevention SWP (COVID-19).

When doffing the mask

- Wash hands as per Communicable Disease Prevention SWP (COVID-19).
- 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 Communicable Disease Prevention SWP (COVID-19).

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/gov/content/health/diseases/communicable/covid-19/mask-use-advice-for-community-settings-canada).

Face Shields

- Wash hands as per Communicable Disease Prevention SWP (COVID-19) 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 H – Child Care Centers Communicable Disease Prevention Guidelines

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

Visitors should follow applicable communicable disease prevention measures outlined in this document (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

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. Staff and students should be encouraged to not share items that come in contact with the mouth (e.g., food, drinks, unwashed utensils,) (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).

Illness and Self Assessment Process

Health Awareness

Health awareness reduces the likelihood of a person with a communicable disease coming to school when they are infectious. A health awareness means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness (including but not limited to [COVID-19 symptoms](#)) that would limit their ability to participate fully in regular activities before coming to school to prevent spread of communicable diseases, such as COVID-19, within child care settings (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

- Staff children, or other persons who are exhibiting new symptoms of illness (including [COVID-19](#) or gastrointestinal illness) they should stay home (Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, August 25, 2022).
 - If the person is experiencing new symptoms of illness they can utilize the [BC Self-Assessment Tool](#) or [When to get a COVID-19 test \(bccdc.ca\)](#) to determine next steps. Those unsure or concerned about their symptoms should connect with a health care provider or call 811 (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).
- Staff, children, or other persons can attend care if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where you feel well enough to return to regular activities and any fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen) (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, August 25, 2022).

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.

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

Exposure in Child Care Settings

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