



# SD70 PACIFIC RIM

2020-2021 Health & Safety Plan

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## General Information

As information on COVID-19 illness is evolving, up-to-date information can be found on the following websites:

**BC Centre for Disease Control:**

[Provincial COVID-19 Health and Safety Guidelines for K-12 Setting](#)

**WorkSafe BC:**

[Education \(K-12\): Protocols for Returning to Operation](#)

**BC Ministry of Education:**

[Operational Guidelines for School Districts and Independent Schools](#)

**School District 70:**

[SD70 Home Page](#)

## Foundational Principles

### Clean Schools

The following frequency guidelines will be adhered to:

- General cleaning and disinfecting will occur daily during the evening
- Additional touch-point cleaning and disinfecting will occur daily during school hours
- All staff implement ongoing, informal cleaning/disinfection of high touch areas in their work areas

### Healthy Occupants

- All students and staff who have symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak must stay home and contact 8-1-1 for direction. Students must contact their school, staff must contact their supervisor
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school or the bus. A student may still receive in-person instruction if another person in their home has symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases if they remain asymptomatic
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school
- School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school
- School Administrators must clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them back to school or on a bus
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
- Staff and students who are ill should not be permitted to attend school until authorized by the Health Authority
- Those unsure if they or a student should self-isolate are directed to use the BC COVID-19 Self-Assessment Tool. If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input
- They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases

- There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals
- Staff and students must go home if sick
- In the event of onset of student illness, staff must follow the *Sick Child or Staff Procedures* in Section 11
- Access to the school by non-school district personnel including parents, contractors and visitors is discouraged and, where required, pre-approval from the principal is required along with the placement of restrictions on which areas of the school which may be accessed

### Standard Precautions

School Administrators will check in with staff daily to provide new information and review concerns. School Administrators will keep records of reports of exposure and First Aid incidents related to COVID-19.

All staff and students must follow standard COVID-19 precautions:

- Physical Distancing
- Hand Hygiene
- Respiratory Etiquette
- Wearing Masks (SD to provide)
- Adhere to posted occupancy limits

### Training and Education

All school district personnel are required to:

- Review this document and all periodic updates/notices as distributed by the district
- Participate in any training or education sessions as required to operationalize this protocol

School Administrators are required to keep records of instruction and training provided regarding COVID-19

### Joint Occupational Health and Safety Committee

In accordance with the general requirements of [Section 36 of the Workers Compensation Act](#) the Joint Occupational Health and Safety Committee members at each location have a responsibility to thoroughly familiarize themselves with the content and requirements of this document and consult with workers and inspect the workplace.

# Protocols

## 1. Cleaning

- All schools will have daytime custodial support to implement ongoing touch-point cleaning during instructional hours
- Custodial staff will ensure ongoing top-up of hand washing supplies and alcohol-based sanitizer
- Custodial staff will inform the Custodial Supervisor, well in advance, if hand washing, alcohol-based sanitizer stock begins to run low
- All staff will implement ongoing, informal, cleaning and disinfecting of their workspaces
- Custodial services will provide readily accessible spray bottles with approved and properly mixed disinfectant and cleaning wipes and or paper towels for this purpose
- Custodians will implement “terminal cleaning”, where required, under the direction of the Custodial Supervisor or the Director of Operations in the event of a confirmed case of COVID-19 in the school. If the school’s “Isolation Room” has been used custodial staff will, as a last step in the terminal cleaning process, remove and clean the sign posted on the exterior of the door and place it in an obvious location inside the room, ready for use should the room be required again
- Maintenance and Grounds staff must keep shared vehicles clean and sanitized daily. Sanitation can be affected using alcohol-based hand sanitizer and paper towels or pre-mixed, approved disinfectant sprayer (available from the Custodial Supervisor) and paper towels. All high touch areas must be sanitized daily including shared tools and shared equipment
- Transportation staff must sanitize buses/vans at the conclusion of their AM and PM sessions



### 1.1 Accidental Exposure to Cleaning or Disinfectant Products

If you or someone you know has been exposed to a disinfectant or sanitizer, do the following first aid measures and call the Poison Control Centre at 1-800-567-891

- Inhalation: ventilate the area and seek fresh air
- Eye exposure: flush eyes with water for 15 minutes
- Skin exposure: flush skin with water for 5 minutes

## 1.2 WHMIS

- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children
- Soap and water are the preferred method of sanitizing hands in the childcare areas. Hand sanitizers should only be used with children under the direct control of supervising staff
- All chemicals must be properly labelled in accordance with WHMIS requirements

## 2. School Based Requirements

### 2.1 Isolation Room

- Principals will select a room with a door that can be used for isolating a sick child while awaiting parental/caregiver pick-up.
- The selected area will, ideally, have a sink with hot and cold running water and handwashing supplies. As a minimum it will be supplied with a hand sanitization, waste receptacle and tissues.
- The room must have an “Isolation” sign (see Section 1 above) that can be posted while the room is in use.
- The selected Isolation Room location must not impede the timely provision of school first aid services.

### 2.2 Hand Washing Facilities

- Existing hand washing sinks will be provided with soap. If no sink is available hand sanitizer will be provided.

## 3. Classroom Environment

### 3.1 Handwashing/Sanitizer Supplies

- Monitor soap, sanitizer and towel supplies. Alert your Administrator if you need supplies replenished
- At a minimum, a conveniently located, wall-mounted hand sanitizer station must be provided, or a pump/squeeze bottle of hand sanitizer located in direct proximity to the commonly used entrance/exit door

### 3.2 De-cluttering

- Classroom staff will de-clutter classrooms to facilitate effective and efficient cleaning
- Desktops and counter surfaces must be kept clear to facilitate disinfection throughout the day and allow for nightly custodial cleaning/disinfection



- Teaching staff will direct students to take home any unnecessary personal items and keep their desks clean and uncluttered
- Desks or tables should be arranged in a fashion to minimize physical contact

### 3.3 Toys and Manipulatives

- The use of Toys and manipulatives will be minimized
- Only items which can be readily disinfected will be selected to be used
- School staff will disinfect toys as required
- No plush toys

### 3.4 Food Programs / Lunch Programs

In the case of food programs where food is prepared as part of learning and is consumed by students who prepared it, the following measures apply:

- Continue to follow normal food safety measures
- Foods area teachers will educate, direct and supervise students to ensure adequate cleaning and disinfection of equipment, supplies and tools before and after use

Foods area staff will use good hygiene practices. Staff and students should wash their hands:

- At the beginning and end of class
- Before and after handling food
- Before and after eating and drinking
- Whenever hands are visibly dirty

If food is prepared within or outside a school for consumption by people other than those that prepared it (Lunch/Breakfast Program), WorkSafeBC Restaurants, Cafes, Pubs, and Nightclubs: Protocols for Returning to Operation are to be implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.). Lunch Programs will provide food in individually packaged bags.

### 3.5 Keyboards and Electronic Devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, and mice can carry germs. These electronics should be cleaned and disinfected regularly according to manufacturer's recommendations.

## 4. Health Checks

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school or the bus
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school
- School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school

School Administrators must:

- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible

Staff and students who are ill should not be permitted to attend school. Those unsure of if they or a student should self-isolate should be directed to use the [BC COVID-19 Self-Assessment Tool](#)

- If concerned, they can be advised to contact 8-1-1 or the local Public Health unit to seek further input
- They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases
- Students who are sick must inform their school, staff who are sick must inform their supervisor

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

## 5. Physical Distancing

### 5.1 On the Bus

- Secondary students are required to wear a non-medical mask while they are on the bus. There is no mask requirement for Elementary students while being bused. However, no student is required to wear a mask if they do not tolerate it
- 2 students per seat maximum with an exception for 3 students per seat if they reside in the same household

- Bus drivers must disinfect high touch areas at the conclusion of their AM and PM sessions and implement ongoing good hand sanitizing practices
- Bus drivers should maximize natural ventilation on the bus by opening or partially opening selected windows, as weather conditions allow and maintain passenger comfort with additional heat
- Drivers should wear surgical masks and face shields in instances where Physical Distancing can not be maintained (i.e. while students are boarding the bus or while positioning wheelchairs or securing students restraints)
- Bus drivers must have ready access to hand sanitizer and appropriate lined waste receptacles

## 5.2 Close Personal Care

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. When staff are in close proximity with a student within their cohort, PPE is not required beyond that used as a part of their normal personal care routine (e.g. gloves for toileting). Non-medical masks and face shields are required in situations where physical distance cannot be maintained with a person outside their cohort.

## 5.3 Outdoor Play Activities

Teachers should endeavor to maximize outdoor play/instruction

## 5.4 How to Implement Physical Distancing

- Avoiding close greetings like hugs or handshakes
- Help students learn about physical distancing
- Discourage any food or drink sharing
- Reinforce and remind students of the rule of 'hands to yourself'
- Traffic management with directional signage
- Physical barriers

## 6. Standard Precautions

Proper hygiene can help reduce the risk of infection or spreading infection to others:

- Wash your hands often with soap and water for at least 20 seconds after using the washroom and when preparing food (see Appendix A)
- Use alcohol-based hand sanitizer if soap and water are not available
- When coughing or sneezing:
  - Cough or sneeze into a tissue or the bend of your arm, not your hand
  - Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards

- Avoid touching your eyes, nose, or mouth with unwashed hands
- Staff and students must practice physical distancing when outside their cohort

## 7. PPE

### 7.1 Face Masks

- District provided face masks will be required for Secondary staff and students in high traffic areas such as hallways, or any time outside their cohort whenever physical distancing cannot be maintained. For use and care of masks see Appendix C
- Masks may be used in situations where there is an incidence of a sick child, where close personal care is being provided

### 7.2 Gloves

Gloves may be used by staff providing first aid, staff providing close personal care or custodians working with cleaning agents. Aside from these situations they are not recommended; good hand washing and sanitation practices are preferred.

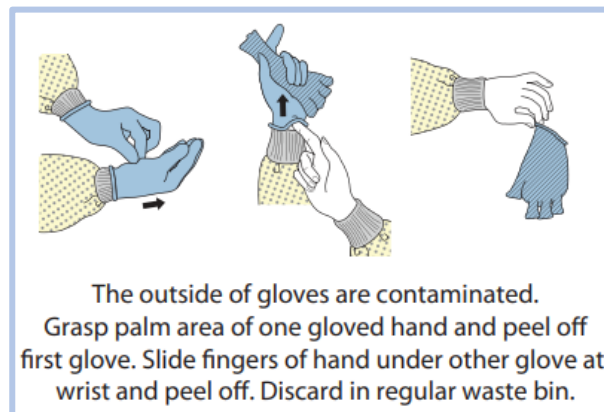
### 7.3 Donning and Doffing PPE

#### *7.3.1 Steps for putting on (donning) personal protective equipment*

- Gloves – Clean all surfaces of hands and wrists
- Eye protection – Place goggles or face shield over face and eyes & adjust fit

#### *7.3.2 Steps for taking off (doffing) personal protective equipment*

- Gloves – (optional not recommended) remember, the outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste
- Perform hand hygiene – Clean all surfaces of hands and wrists



## 8. Arrival Procedures

### 8.1 School Staff

- School staff should avoid congregating and socializing in groups
- Where possible physical distancing must be observed

### 8.2 Students

- Discourage group socialization outside of cohorts in common areas
- Reinforce with younger students to avoid physical contact, adolescents should observe physical distancing outside their cohort

## 9. Access Control

### 9.1 Office Staffing

- Adults who are not SD70 staff should be minimized
- Only authorized visitors will be allowed access

### 9.2 Unauthorized/Unrecognized Personnel

Door signage directing them to the front entry exterior of the school will be posted

### 9.3 Main Door Access Only

- Where possible, all but the main entry doors must remain locked during normal operating hours
- Unauthorized/unrecognized personnel must be redirected to the main entry to control access to the building
- Where it is impossible to lock all but the main doors, alternative entries must have signs placed on the doors directing all to use the main entry

### 9.4 Sign-In Procedures

All non-school staff (maintenance, student support services, etc.) and visitors must check-in at the front office. Visitors must provide a name and contact information.

### 9.5 After Hours

All persons who access the school outside of regular school hours must have permission, in advance, from their supervisor. Public access for User Groups is prohibited until further notice.



## 10. Reporting to Public Health

It is important for school staff to report unusual absenteeism patterns or symptoms in staff or children who recently attended the school. It is recommended that notification to Public Health occur in outbreaks or unusual situations, such as when absenteeism of students/children or staff is greater than would be expected (10%), or severe illness is observed.

The District will notify Public Health of any COVID-19 related reported concerns.

## 11. Sick Child or Staff Procedures

### IF STUDENT DEVELOPS COVID19-LIKE SYMPTOMS AT SCHOOL:

Staff must take the following steps:

- Immediately separate the symptomatic student from others in a supervised area
- Provide a disposable non-medical mask if tolerated
- Contact the student's parent or caregiver to pick them up as soon as possible
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if tolerated, or use a tissue to cover their nose and mouth
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene
- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene
- Once the student is picked up, practice diligent hand hygiene
- Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas)
- Contact 8-1-1 or the local Public Health unit to notify them of a potential case and seek further input



### IF STAFF DEVELOPS COVID19-LIKE SYMPTOMS AT WORK:

Staff should go home as soon as possible. If unable to leave immediately:

- Symptomatic staff should separate themselves into an area away from others
- Maintain a distance of 2 metres from others.

- Use a tissue or mask to cover their nose and mouth while they wait to be picked up.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- If concerned, contact 8-1-1 or the local public health unit to seek further input.

If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.

## 12. First Aid

Although the risk of virus transmission from an asymptomatic (no symptoms) person is low, first aiders must use face shields, gloves and masks when rendering first aid (see Section 7).



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



**Remove hand and wrist jewellery**

### HOW TO HAND WASH



1 Wet hands with warm (not hot or cold) running water



2 Apply liquid or foam soap



3 Lather soap covering all surfaces of hands for 20-30 seconds



4 Rinse thoroughly under running water



5 Pat hands dry thoroughly with paper towel



6 Use paper towel to turn off the tap

### HOW TO USE HAND RUB



1 Ensure hands are visibly clean (if soiled, follow hand washing steps)



2 Apply about a loonie-sized amount to your hands



3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID19\_H\_001



Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**







# Coronavirus COVID-19

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## Physical distancing

Protect yourself, your loved ones and your community from COVID-19

March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.

Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.



Here are some other tips to practice physical distancing while keeping up mental wellness:

- ✓ Greet with a wave instead of a handshake, kiss or hug
- ✓ Exercise at home or outside
- ✓ Get groceries and medicines at off-peak times
- ✓ Go for a walk with family or others you are living with
- ✓ Work from home
- ✓ Use food delivery services or online shopping
- ✓ Go outside for some fresh air
  - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- ✓ Use public transportation at off-peak times
- ✓ Have kids play in the backyard or park

### Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
  - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly



Learn more at [bccdc.ca/covid19](https://bccdc.ca/covid19)

March 23, 2020  
Physical distancing: Protect yourself, your loved ones and your community from COVID-19



Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**



## Appendix C: Non-Medical Masks

It is important to remember that wearing a mask should be combined with other important preventative measures such as frequent hand washing, and physical distancing. There may be situations where you are interacting with someone from outside of your learning group and cannot maintain physical distance. It is suggested that students and staff have a face mask available at school so it is available when necessary.

### Putting on your mask:

1. Wash your hands with soap and water or use sanitizer.
2. Pick up your mask by the ties or loops to place the mask over your nose and mouth and secure it.
3. Adjust the mask if needed to make sure your nose and mouth are covered. You want the mask to be comfortable, but also tight enough that there are no gaps.
4. While wearing the mask avoid touching your mask or face, and wash your hands if you do.

### Removing your mask:

1. Wash your hands with soap and water or use sanitizer.
2. Remove it by the ties or loops without touching the front of the mask.
3. Fold the outer part of the mask together and place it inside a clean paper bag.
4. Wash your hands with soap and water for 30 seconds or use an alcohol-based hand sanitizer.

### Storing your mask:

When you are not using your mask, place it in a paper bag or envelope. This keeps your mask clean until you wear it again, or until you are able to wash it.

### Washing your mask:

Cloth masks should be washed at least once a day, or whenever they become damp or soiled:

- Put it directly into the washing machine, using a hot cycle, and then drying thoroughly.
- Wash it thoroughly by hand using soap and hot water. Allow it to dry completely before washing again.

## DO'S AND DON'TS OF WEARING NON-MEDICAL MASKS

### DO:

- Make sure your mask is clean, dry and not damaged
- Replace your mask whenever it becomes damp or dirty
- Wash your hands or use sanitizer before and after touching the mask
- Use the ear loops or ties to put on and remove your mask
- Make sure your nose and mouth are fully covered, it fits securely and there are no gaps on the sides
- Store your mask in a clean paper bag when it is not in use
- Wash your mask with hot soapy water and let it dry completely before using it again

### DON'T:

- Use masks that are damaged, dirty or moist
- Touch the mask while wearing it
- Wear a loose mask
- Hang the mask from your neck or ears
- Remove the mask to talk to someone
- Share your mask