

COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES – STAGE 2

***UPDATED August 19 , 2020**

On March 17, 2020 the British Columbia government declared a provincial state of emergency to support the province wide response to the COVID-19 pandemic.

The primary directive from the Federal and BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employees are to review operations and take preventative measures to ensure workers are not exposed; everyone must do their part to help reduce the spread of the virus and help flatten the curve.

COVID-19 Preventative Measures



- Practice Physical Distancing by staying at least 6 feet away from any other individuals while working.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When you cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue and wash your hands.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at <http://bc.thrive.health/COVID19>.

Entering/Leaving the Building

- Maintain safe physical distancing guidelines of six feet/two metres between different Learning Groups when entering and leaving the building.
- **Do not enter or leave the building in groups!**
- Each Site will identify entrances and exits to be used by all staff and students.
- Parents or outside guests are permitted at this time only by appointment.
- Bus Drivers are asked to take keys home to avoid entering the building to pick up or return keys.
- Bus Drivers will wait in the bus or in other outside areas after conducting pre-trip and will not wait in the staffroom for the start of your run time.

Daily Sanitizing Routines

- Wash your hands when you arrive at work.
- Use available disinfectant to disinfect your work space as needed.
- If you must meet in a shared space or meeting room, disinfect any surfaces, handles, equipment, furniture, etc. that have been used following the meeting.
- Disinfect any shared surfaces, handles, equipment, furniture, etc. after you use it. This includes any appliances in the kitchen.
- Bus Drivers will disinfect touch points in the bus twice daily as per cleaning protocol.
- Do not share food/drinks

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School Hours/Access

- School bell times will remain the same.
- Use the designated entrance(s) and exit(s).
- No access outside of posted hours.

Physical Distancing

- Follow safe physical distancing guidelines of maintaining six feet (2 m) distance between non-learning group members.
- Work in your classroom, office or workspace as much as possible.
- If you need to talk to someone outside your learning group, make sure you stay six feet (2 m) away or, use your phone.
- Ensure physical distancing measures are followed when working in groups with non-learning group members.
- Use Zoom, Google Meet or Microsoft Teams much as possible.
- If 2 m distancing can not be maintained use a non-medical mask.
- If a vehicle must be used by multiple people, it must be wiped down with the disinfectant after each use.
- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact. Wash hands before and after accepting deliveries and handling mail.

Staff Room and Breaks

- Wash your hands before you enter the staff room.
- If you leave the Site make sure you follow the same protocols that you did when you arrived.
- Clean the areas, surfaces, appliances, etc. that you use in the staff room.
- When you are finished wash your hands before you return to your classroom, office or workspace.
- Do not share food, drink or utensils.

Illness

- If you are sick, stay home and log your sick leave in SFE.
- If you start to develop symptoms while at work, let your Supervisor know via email or phone.
- If you are not sure whether you should stay home use the BC COVID-19 Symptom Self-Assessment Tool at <https://bc.thrive.health/COVID19>

Photocopier

- Before and after using photocopier practice proper hand hygiene.
- Where possible use your pen to use the touchpad.

Bathrooms

- Follow COVID-19 hand washing guidelines as posted in the bathrooms.
- Make sure to wash your hands when you leave the bathroom.



BC Centre For Disease Control: <http://COVID-19.bccdc.ca/>

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Daily Communication Routines

- Check your email regularly for updates.
- Staff who do not have individual computers will be assigned a computer to be used while in the building if required.
- Sign out at the office when you are leaving the building at the end of the day.
- We recognize that it may be more difficult to complete certain tasks. **The priority is to ensure everyone is safe and we are moving forward as best we can. If you have any questions, please contact your Principal or Supervisor.**

Emergency Drill Procedures

- Drills such as Fire or Lock down will continue during Stage 2.
- Schools should maintain learning group physical distancing during drills.
- After a fire drill, schools will allow a staggered learning group building re-entry to allow time for appropriate hand washing.

Call 1-888-COVID-19 or text 604-630-0300 for details advice or further information.

Other Shared or Specialty Spaces

- Principals will develop protocols for use of other shared spaces within their individual buildings (libraries etc.).
- Gymnasiums are closed to staff for personal use.
- Weight rooms are closed to staff for personal use.
- Protocols for these spaces must comply with district protocols and CDC guidelines.

Know the Facts

Operational Guidelines for School Districts and independent School Authorities:

<https://www.openschool.bc.ca/COVIDguidelines>

The BC Centre For Disease Control:

<http://COVID-19.bccdc.ca/>

Health Link BC:

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-COVID-19>

Health Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-COVID-19.html>

