

COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES - STAGE 2

***UPDATED February 22, 2021**

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.
- Perform the Daily Health Check for COVID-19 Symptoms. Use the self-assessment tool at <http://bc.thrive.health/COVID19>.

Entering/Leaving the Building

- Maintain safe physical distancing guidelines of six feet/two meters 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 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.
- **All Staff and Visitors are to sign in and indicate that they have performed the daily health check.**

Daily Sanitizing Routines

- Wash your hands when you arrive at work.
- Disinfect your workspace 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.

COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES

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

- Use Zoom, Google Meet or Microsoft Teams as much as possible. Digital options for meetings should be prioritized whenever feasible.
- 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.
- 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.
- Do not leave communal food in the staffroom
- Staff are to bring their own plates and utensils

Illness

- Perform a Health Check Daily.
- 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.



COVID-19 MANDATORY PROTOCOL: SITE PROCEDURES

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.

Non-Medical Masks

- All K-12 staff and Middle/Highschool Students are required to wear a non-medical mask in schools - both within and outside of their learning group, except when:
 - sitting in (or standing at) their seat or desk/ workstation in a classroom or learning space;
 - there is a barrier in place;
 - eating and drinking;
- K-12 Staff may also remove their masks while maintaining physical distance (2M), in a classroom/learning environment
- All staff are required to wear masks in “Staff-Only” Areas unless socially distanced or a barrier is in place.
- Non-Medical masks should not be used to replace other safety measures such as physical distancing

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/2019-novel-coronavirus-infection.html>



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