

Communicable Disease Prevention SITE PROCEDURES



(Updated October 1, 2021)

COVID-19 Preventative Measures



- 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

- Do not enter or leave the building in groups!
- Each site will identify entrances and exits to be used by all staff and students.
- All Itinerant Staff and Visitors are to sign in at the main entrance of schools when arriving

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.
- Do not share food/drinks.

Carpooling

- If the weather is good, all windows should be opened.
- If weather is poor, the vehicles ventilation should be turned on and set to bring in fresh outside air. Do not use air recirculation.
- Travel with the same people whenever possible.
- Spread out within the vehicle as much as possible.
- All Staff and Students are required to wear non-medical masks or face coverings in the vehicle.
- All vehicle occupants should wash their hands or use hand sanitizer before and after trips
- Clean frequently touched surfaces within the vehicle regularly.

COMMUNICABLE DISEASE PREVENTION - SITE PROCEDURES

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/Mail

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

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 staff room.
- Staff are to bring their own plates and utensils.

Other Shared or Specialty spaces

- Principals will develop protocols for use of other shared spaces within their individual buildings (libraries etc.)
- Protocols for these spaces must comply with district protocols, local/regional health orders and CDC guidelines.

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.
- 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 Staff and Students are required to wear a non-medical mask in schools and on buses - except when:
 - There is a barrier in place;
 - Eating and drinking;
 - Engage in an educational activity that cannot be performed while wearing a mask
- Non-medical masks should not be used to replace other safety measures such as physical distancing.

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>

SD8 Communicable Disease Prevention Plan:

https://www.sd8.bc.ca/sites/default/files/SD8%20Communicable_Disease-Plan-October%202021.pdf