

	Safe Work Procedure COVID-19 Covid Safety Plan for all School Districts - Draft	
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Purpose

This safe work procedure will provide information regarding recognition of symptoms, evaluation of workplace hazards, and controls to put in place regarding the current pandemic COVID-19. All information is current and the procedure will be updated as information is provided from WorkSafeBC, the Ministry of Health BC, and other best practices. The most up to date procedure can be found on the Schools website.

Note: For specific directions pertaining to Maintenance, Custodial, Other Staff working physically at schools please see the end of this document.

Risk Review

The creation of this document utilizes risk assessment to determine if and when employees are required to work at schools, facilities, and from home.

The manager or supervisor of each location, in conjunction with district staff, will determine what is essential in terms of services to ensure operations continue while falling within Ministry of Health declarations.

Risk Reduction will be achieved by implementation of various controls, and will require employees to follow the guidance from this document.

Symptoms

COVID-19 is a viral infection that is thought to spread mainly from person to person through droplets from an infected person.

The transfer of virus may also occur when transferred by a surface to an individual's eyes, nose, or mouth.

The defining symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of Breath

This is not an exhaustive list, as people have experienced other symptoms similar to those of common colds and flus.

Assessing when to come to work

The following circumstances will require employees, visitors, contractors, and all others to stay home:

- **Persons who are ill, whether or not the illness is confirmed to be COVID-19**
- **Persons who have travelled internationally in the past 14 days.**
- **Persons who have an ill person in their home**
- **Persons who share a residence with a person who has a confirmed exposure to COVID-19**

Self – Isolation or quarantine shall consist of 14 days at home. Please do not come to work.

Persons who believe that they have been exposed to someone with a confirmed case of COVID-19 should call Health Link BC at 8-1-1 for recommendations.

Social Distancing and other Protective Measures

Social distancing will play an important role in our district to reduce the potential for exposure to the COVID-19 virus in our workplace.

If practicable, the following shall be followed:

- As per Provincial Health mandate March 18th, 2020 maintain 1-2 metres minimum distance between you and other persons;
- Avoid congregating in common areas;
- Where possible and practicable, use phone calls and teleconferencing rather than in person meetings;
- Rearrange your work area to provide 1-2 meters of separation with other work stations;
- Utilize the Schools supplied posters to restrict access to reception and office areas;
- Chairs in rooms should be spread out or stacked and stored if not required;
- Schedule rotating breaks and do not share food or drinks;
- Avoid skin to skin contact (handshaking, etc.)

Handwashing

Handwashing frequently with soap and water is good practice and will help reduce the chance of being exposed to viruses and bacteria.

Hands should be washed:

- Upon arrival to work
- After using the restroom
- After breaks
- Before eating/drinking
- Before touching your face
- Before administering first aid or medication to others

How to wash hands: <https://www.youtube.com/watch?v=3PmVJQUCm4E>

- 1) Remove jewellery
- 2) Wet hands with warm running water
- 3) Distribute liquid cleaner
- 4) Clean hands for 20 seconds
 - a. Rub palm to palm
 - b. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 - c. Rub palm to palm with fingers interlaced
 - d. Back of fingers on opposing palms
 - e. Rub thumb rotationally, clasped in opposing hand
 - f. Rub tips of fingers rotationally on opposing palm
 - g. Rinse hands thoroughly
 - h. Dry hands with paper towel
 - i. Use paper towel to shut off water

If Sink is not available:

Utilize waterless antiseptic agents (hand sanitizer) with at least 60% alcohol content.

Please note that antiseptics are a last line of defence and handwashing shall always take priority.

Respiratory Protection

Respirators are currently only required for certain tasks.

The BC CDC advises that surgical/procedure masks should be used by sick people to prevent transmission to other people. A mask will help prevent the spread of a person's droplets from their respiratory system to others.

The CDC also advises that it may be less effective to wear a mask in the community when a person is not sick themselves. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g. to adjust the mask).

Mental Health

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)

[Coronavirus: Managing Stress & Anxiety](#)

Maintenance Staff (Trades and Grounds)

SD 63

Additional requirements and controls for maintenance staff:

- One worker per vehicle when possible
- Dash and steering wheel should be cleaned prior to use
- Lunch room at office to remain closed, utilize vehicles and other non-common areas for breaks and lunches
- When arriving to work, do not congregate in common areas, move directly to vehicle when possible
- When possible, contact your Supervisor / Manager by phone rather than in person
- Check emails at least daily for new information and additional guidance
- If two people are required for a task, maintain 1-2 meters distance (if not practicable, wash hands after task is complete)
- Stagger breaks to reduce congregation
- Notify your supervisor of the areas your worked in during a shift (Room numbers, common areas)

SD 33

Additional requirements and controls for maintenance staff:

1. Social distancing, keeping a distance of 2 meters (6 feet) from all persons, is mandated for all face to face contact
2. Vehicles/ equipment will only be occupied by the operator, no passengers
3. Where possible the Foreman will direct staff to direct report to sites
4. Working with the Foreman larger crews will identify staff room at sites, this may require more than one to maintain social distancing.
5. Hand washing and sanitizer is accessible to all workers and frequent use is promoted
6. Daily cleaning / disinfectant routines have been established on all surfaces that are touched often
7. As many meetings as possible will be conducted via Microsoft Teams video conference
8. Where face to face meetings are deemed necessary the number of participants in both internal and external meetings is limited to numbers the available meeting space can accommodate while respecting social distancing
9. Larger face to face meetings on sites will be held outside where social distancing can be maintained
10. All meetings will proceed as currently scheduled with the following additional protocols;
 - a. Physical attendance at site meetings will be limited to those needing to be physically present to properly conduct their business at the site
 - b. All those invited are expected to attend via Teams video conference if not physically present on site – note that even visual site reviews can be conducted via Teams and site personnel cell phone cameras

SD 82

Additional requirements and controls for maintenance staff:

Simple procedures in place to control and minimize exposure, maintaining social distancing, etc.

SD 82 – Greg Porter – In Place Right now (Discussions)

1. Stopped having morning meetings, so workers go right to their work sites to complete ongoing projects, work that was planned for the spring break
2. Workers just check in by phone or other every morning to ensure nothing has changed
3. Minimizing all working together, people travel separately, work in different areas of the building, basically work on their own for the most part.
4. No lunch room get togethers, meeting as groups, etc.
5. Maintain hand washing and provide Hand Sanitizers if required.
6. Maintain social distancing at all times.
7. Develop procedures to ensure vehicles and equipment are wiped down as required.
8. Have procedures in place if people are sick, have sick people at home, discuss the kid's issues, etc.
9. Post signs advising staff to wash hands and maintain social distancing.
10. Discussing and evaluating every day based on current events, ministerial discussions, district discussions, Ministry of Health directives, etc.

Provide the services and others as discussed.

Custodial Staff

Additional requirements and controls for custodial staff:

- Utilize rubber/nitrile gloves when cleaning
- Perform additional cleaning in areas as directed by supervisor/manager
- Stagger breaks to reduce congregation
- Plan cleaning to maintain 1-2 meters distance from others
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your supervisor / manager know as soon as possible

Other Staff – Required to work physically on site

Additional requirements and controls for other staff, for the support of essential service workers:

- Review hand washing practices with any students required to attend classrooms
- Watch for potential signs of illness in students
- Plan class activities that promote social distancing
- Notify Administrator of areas worked in during a shift (if outside of designated areas)

When Building Re-Open

SD 33 - Covid-19 Safety Procedures for Building Entry and Occupancy

Staff Entering all sites

- Designated entrance or entrances to help reduce number of people entering
- Sign in and sign out sheet – name, contact number, date, areas occupied. Greeter will collect data (Bus Driver or E.A.). Data will be required in the event of a confirmed covid-19 case
- Possible staggered entry times for larger sites
- Hand washing / sanitizer at time of entry
- Identify occupied times and days for staff to be in the building (example 7am – 4 pm, site specific)

Staff in all sites

- Identify max occupancy of staff room for social distancing and post outside of staff room. Sign in and out sheet for rooms if you can't see into the room. Staggered break times to reduce number of people in the room, or multiple staff rooms.
- Identify max occupancy of washrooms and post outside of washroom. May need occupied sign or sign in/ out sheet.
- Identify max occupancy of office and post at entrances. Confirm workstation locations meet social distancing requirements.
- Where possible limit areas including washrooms to reduce cleaning requirements

Public Entering all sites

- Sign in and sign out sheet – name, contact number, date, areas occupied. Greeter (Bus Driver or E.A.) will collect data. Data will be required in the event of a confirmed covid-19 case
- Public could make an appointment, to see staff or pick up student info, material
- Opportunity for teachers to be contacted by phone, reducing possible site visits.
- Greeter at public entrance (bus driver with high vis. vest and SD 33 id) (could be bus driver uniform) Marked waiting areas to maintain social distancing. Tape on sidewalk 6' apart
- Contact info posted on website and at door for making appointments
- Runner (Bus Driver or E.A.) to retrieve items from lockers or homework (would need access to lockers)
- Inside identify waiting area with marked 6' separation
- Hand sanitizer before entering the school

Public in all sites

- Identify a couple areas staff and public can meet, or could this be done by phone instead
- Proper meeting area requires space for separation.
- Identify times and days public can access

Sites

- Signage - Covid-19 precautions
- Hand sanitizer

Child Care Sites - Same as schools, site specific, will require messaging.

SD 82 - Covid-19 Safety Procedures for Building Entry and Occupancy

Plans Next Week for when Schools – Reopen (Staff Only)???

1. In this scenario the discussions are still wide open because nobody knows what's going to happen next week.
2. No school Districts to the best of my knowledge have developed or spoken about procedures for school based staff, teachers, principals, custodians, EA's, etc.
3. What rules are they going to follow? Social Distancing?
4. WILL THEY BE BRINGING THEIR KIDS TO SCHOOL.

So basically with SD 82 because the schools are their workplace, if the schools next week are staffed, with teachers, principals, and KIDS???

They will **not** be working in the schools due to inability to maintain social distancing.

Further to this would be a discussion on figuring out what are **“Required” school maintenance procedures** to maintain a safe health workplace?

1. Water sampling
2. Filter changes
3. Testing & Inspection procedures
4. Ventilation checks
5. Emergency, Fire Protection Equipment checks
6. Water systems, heating systems, plumbing systems, electrical systems, etc.
7. Custodial cleaning
8. ETC.

Based on above assuming there are no changes in the schools or no way to self-isolate when entering a school, have to develop a schedule to provide the services and others as discussed.