SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)

COVID-19– Exposure Control Plan

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COVID-19– Exposure Control Plan

1. Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV). A new coronavirus, known as 2019-nCoV(COVID-19) is the cause of an outbreak of respiratory infections. The symptoms reported to date are similar to other respiratory illnesses, including the flu and common cold. They include cough, sneezing, fever, and difficulty breathing. Changes to this virus have allowed COVID-19 to infect humans. Spread of the virus occurs mainly through poor coughing/sneezing etiquette or poor hand washing and then touching of a regular contact surface (door knobs, handles, etc.). The virus can then be transferred to another person’s hand and in turn their mucus membranes (eyes, nose, mouth). Infections of COVID-19 are occurring worldwide with varying degrees of severity. With symptoms similar to regular seasonal influenza, steps need to be taken in order to help prevent (and respond) to any outbreaks in Rocky Mountain School District (RMSD) schools.

2. Policy Statement
The Board of Education of School District No. 6 (Rocky Mountain) is committed to providing a safe and healthy environment for its workers. To achieve this, our district has established and will maintain an occupational health and safety program designed to prevent injuries and disease. It is also a belief of the Board of Education that the focus on health & safety will also benefit students and the general public by providing a safe and healthy environment for all.

All workers share a responsibility with the Board of Education to take reasonable care to protect their own health and safety and that of other persons in the workplace. Every worker is to protect the health and safety of themselves and other persons by working in compliance with the school district safe work procedures and by complying with those regulations applicable to their work.

In accordance with the BC Workers’ Compensation Act and Regulations, the Board of Education shall provide a copy of this policy for inclusion in the School District’s Occupation Health and Safety Program.

Refer to Policy 4500 Occupational Health & Safety:

Purpose of Exposure Control Plan:
The purpose of this exposure control plan is to eliminate or minimize the risk of occupational exposure to biological agents, as well as to reduce the risk of infection should exposure occur.
3. Responsibilities

Senior Management:
1. Follow the direction of the Provincial Health Officer to reduce or restrict contact between individuals in the workplace (ie: workers, contractors, couriers, public).
2. Follow the direction of the Ministry of Education, BCPSEA and Interior Health.
3. As per WorkSafe BC’s guidelines, assess whether employees need to be present in the workplace or if they can work remotely during the COVID-19 pandemic.
4. Update information for all staff concerning current emergency issues.
5. Update the District webpage with information regarding COVID-19 as it becomes available.
6. Provide updates and act as a resource to the Board of Education, Administrators, Principals/Supervisors, employees and parents.

Principals/Supervisors:
1. As per WorkSafe BC guidelines, employers should ensure that the following workers do not come to work:
   i. Workers who are ill, whether or not the illness has been confirmed as COVID-19;
   ii. Workers who have travelled internationally must remain away from the workplace for at least 14 days;
   iii. Workers who have an ill person in their home (this means a person who is experiencing symptoms similar to COVID-19);
   iv. Workers who share a residence with a person who has been exposed to COVID-19.
2. Educate students, staff members, parents and others regarding proper washing of hands with soap and hot water and/or the use of the sanitizer dispensers.
3. Educate students, staff members, parents and others on proper sneezing, coughing and social distancing etiquette.
4. Isolate students or staff members who become sick at school or at another facility until they can go home. Limit the number of staff who take care of the sick person(s) and if available provide a surgical mask for the sick person to wear.
5. If a student or staff member develops signs or symptoms of the virus while at school or at work, send them home as soon as possible.
6. Arrange increased cleaning/disinfection as required.
7. If an employee must get close to a person who is indicating signs and symptoms of the COVID-19 virus, they must wear personal protective equipment such as a mask and gloves.

Employees:
1. As per WorkSafe BC guidelines do not come to work if:
   i. You are ill, whether or not the illness has been confirmed as COVID-19;
   ii. You have travelled internationally you must remain away from the workplace for at least 14 days;
   iii. You have an ill person in your home (this means a person who is experiencing symptoms similar to COVID-19);
   iv. You share a residence with a person who has been exposed to COVID-19.
2. If you are exhibiting signs and symptoms of COVID-19 while at work notify your Principal/Supervisor.
3. Follow applicable safe work procedures.
4. Participate in proper hand washing procedures and proper sneezing/coughing etiquette.
5. Practice recommended social distancing.
6. Instruct students, with age appropriate techniques, on proper procedures for washing hands, proper sneezing/coughing etiquette, as well as social distancing etiquette.
7. Follow this Exposure Control Plan.
Occupational First Aid Attendants:  (see COVID-19 Tile for Poster File)

1. Always follow routine practices (universal precautions) for infection control.
2. Stock the medical rooms with the appropriate personal protective equipment required for the protection of first aid staff.
3. Notify Principal/Supervisor if a student or staff member has signs and symptoms of COVID-19 and are in an isolated area.
4. Notify the Principal/Supervisor when cleaning/disinfection of the medical room is required.

4. Risk Identification & Assessment

All occupations have a potential exposure to COVID-19 in the work environment.

5. Control Procedures

You can call HealthLinkBC at 8-1-1, 24 hours a day/seven days a week to speak to a nurse if you have more questions or if you are feeling ill. COVID-19 is a virus, and is generally spread when an infected person coughs or sneezes. Here are eight simple, common sense precautions that can help safeguard everyone’s health:

   
   BC Center for Disease Control:  http://covid-19.bccdc.ca/

2. Stay home when you are sick or have COVID-19 symptoms. Get plenty of rest and check with a health care provider as needed.

3. Avoid close contact with people who are sick. Practice social distancing keeping 2 metre distance from others to minimize risk of exposure.
4. **Use Proper Sneezing and Coughing Etiquette.** The best way to protect others from COVID-19 is to practice proper sneezing and coughing etiquette.

**Proper Sneezing and Coughing Etiquette**

**Do:**
- Sneeze/cough into a disposable Kleenex or your sleeve (*elbow/arm*).
- Direct the sneeze/cough away from those in the general area.
- Wash your hands frequently.

**Do Not:**
- Sneeze/cough without covering your mouth.
- Sneeze/cough into re-usable hankies.
- Sneeze/cough into your hands (*if you do, wash hands immediately.*)

5. **Wash your hands.** Washing your hands often will help protect you from getting sick. When soap and water are not available, use disposable hand wipes or alcohol based hand-sanitizers.

**Proper Hand Washing**
The best way to protect yourself from COVID-19, and most viruses and germs for that matter, is by practicing proper hand washing techniques. These 4 steps can prevent you from inadvertently transferring the virus/germ from a contact surface (*door knob, light switch, etc.*) to susceptible areas (*nose, mouth, eyes*):
- Wet hands with hot water.
- Add soap, scrub hands, all sides, top of hands and palms, for **20 seconds**.
- Rinse and dry with paper towel.
- Use paper towel to turn off faucet.

**Hand Sanitizer Stations**
Hand sanitizer stations may be offered at the school or workplace, however:
- These stations are only intended as a supplement to proper hand washing procedures noted above.
- They will be refilled by Operations as required.

**Washroom Hygiene Etiquette**
During the current COVID-19 pandemic, proper washroom hygiene etiquette is as important as proper handwashing etiquette. These 4 steps can prevent you from inadvertently transferring the virus/germ from a contact surface (*door knob, light switch, etc.*) to susceptible areas (*nose, mouth, eyes*):
- Enter the washroom and wash hands as directed above;
- Once you have used the facilities, approach the sink and turn on the faucet;
- Wash hands as directed above;
- Leave the water running from the faucet, dry hands with paper towel and turn off the faucet using paper towel (be careful not to touch sink with your hands. Using the paper towel, open the door of the washroom, discard the paper towel into the nearest garbage can.

6. **Staff Rooms/Areas must maintain the social distancing of 2 metres.** Do not sit in staff rooms/areas for lunch or breaks.

7. **Avoid touching your eyes, nose or mouth.** You can become ill by touching a surface contaminated with COVID-19 and then touching your eyes, nose or mouth.

8. **Practice other good health habits.** Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, avoid smoking and vaping (*which may increase the risk of serious consequences if you do contract the flu*).
6. **Education & Training**

The District will inform all workers of the risk related to COVID-19 and recommended prevention controls. The District will educate all workers on contents of the Exposure Control Plan and applicable Safe Work Procedures.

**Note:** contact the District Health & Safety Officer 250-688-6276 for clarification and/or questions.

**Content of training:**

**All staff at RMSD**

1. Hand Hygiene, Sneezing and Coughing Etiquette
2. Exposure Control Plan
3. Applicable Safe Work Procedures

**Custodians**

1. Infection Control Cleaning Procedures – (see COVID-19 Tile for Safe Work Procedures (SWP) File)
2. Personal Protective Equipment – (see COVID-19 Tile for Safe Work Procedures (SWP) File)
3. Applicable Safe Work Procedures


- Bodily Fluids
- Infection Control Cleaning Procedures – Custodians
- Infection Control Cleaning Procedures - Transportation
- PPE – Donning and Doffing
- Work at Home
- Work Environment

8. **Health Monitoring**

- If a worker is exhibiting signs and/or symptoms of COVID-19 while at work their Principal/Supervisor will direct the worker to return home immediately and direct them to the BCCDC website for the self-assessment tool.
- The Principal/Supervisor will alert Superintendent of Schools (DRT Director) and the Director of Operations (Operations-Facilities) of the possible exposure of COVID-19.

9. **Documentation**

Documentation associated with the exposure to COVID-19 will be maintained. The documentation includes, but is not limited to:

- Exposure Control Plan and Safe Work Procedures for COVID-19
- Education and training records related to COVID-19
- First aid records pertaining to exposures to COVID-19
- Incident investigation reports pertaining to exposures to COVID-19
- WorkSafe BC inspection reports, if applicable
- Refusal of Unsafe Work related to exposure to COVID-19
10. References

RMSD Safe Work Procedures

Education (posters)

BC Center for Disease Control
http://covid-19.bccdc.ca/

Interior Health website
https://www.interiorhealth.ca/Pages/default.aspx

Government of British Columbia website
https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/health