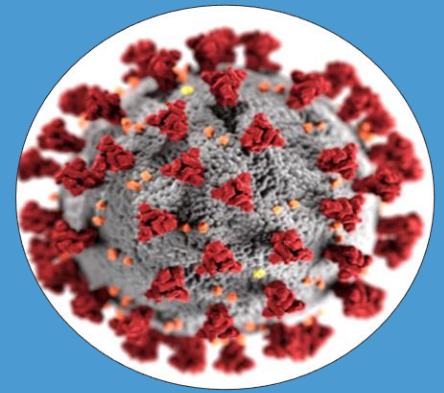


School District No. 51

COVID-19

Mandatory Protocol

Facilities Procedures



On March 17, 2020 the British Columbia government declared a provincial state of emergency to support the province wide response to the novel coronavirus (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.

School District #51 is directing staff to begin the following operational arrangements.

COVID-19 Preventative Measures



- Practice Social Distancing by staying at least 6' away from any other individual 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; entering and exiting new spaces, and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- 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 <https://bc.thrive.health/covid19> and follow the directive.

Entering/Leaving the Building

- Must be approved by AO
- Sign in at designated entrances Name, Date, and position/reason why in building
- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building. **Do not enter or leave the building in groups!**
- Use the designated entrance and exit.
- Wash your hands after you enter the building and disinfect your workspace as needed.

Office Hours

- Facilities hours will be posted and will be reviewed regularly.
- No in person visits from consultants or sales people.
- No access to facilities after hours.

Daily Sanitizing Routines

- After arriving to the site, wash your hands right away.
- 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.
- Wipe down all high-frequency touch surfaces which includes chair handles, computer keyboards, tools, countertops, work surfaces, switches, doorknobs or handles, phones, etc. as needed.
- When workers share a workstation, you are required to sanitize as you go, as well as one final sweep of your workspace before you leave for the day.
- If you must leave facilities at any time during the day, follow the same guidelines as when you arrived.
- **Only one person per vehicle is permitted.** If a vehicle must be used by multiple people, it must be wiped down with the disinfectant after each use.

COVID-19 MANDATORY PROTOCOL: FACILITIES STAFF PROCEDURES

Social Distancing

- Use safe social distancing guidelines of six feet/two metres between people.
- Work in your office or space as much as possible.
- If you need to talk to someone, make sure you stay six feet or two metres away or use your phone.
- If you need to work in a group or meet with others, the number must be three people or less. Ensure that the workspace allows you to keep the six feet/two metre distance between people.
- When travelling anywhere, only one person is allowed per vehicle.
- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact. Wash your hands before and after accepting deliveries and handling mail.
- Public access is limited, visiting is prohibited. In person appointments must be limited and pre-approved by AO of site.

Additional Information

- All work plans are to be approved by your immediate supervisor.
- Facilities staff will still have access to all school sites during regular work hours. Social distancing and disinfectant protocol will apply. Please sign-in at designated entrances.
- Only one person in a vehicle at a time is allowed. If multiple individuals are using the same vehicle it must be disinfected after each use.
- Fuel pumps are to be sprayed with disinfectant after use.
- If in store purchasing is necessary, it must be approved by immediate supervisor and precautions must be taken to maintain safety and follow vendor protocol.
- Limited delivery to school sites will continue at this time; delivery person will maintain social distancing rules and must wear gloves. Precautions must be taken to not contaminate one site to the next.

Bathrooms

- Follow COVID-19 handwashing guidelines as posted and make sure to wash your hands after.
- Washrooms may be limited to certain areas

Staff Room/Kitchen and Food

- **Staff rooms will be closed**
- Wash your hands before you eat.
- Try to bring a lunch that doesn't require a lot of preparation.
- Use disinfectant to clean any area or surface that you used.
- When you are finished, wash your hands before continuing work in your office or workspace.
- Do not share food or drink.

Photocopier/Mail

- Disinfect the photocopier when you are done using it.
- Disinfect any shared surfaces or equipment at the photocopy area such as staplers, hole punches, etc that you used.
- Only **one** person allowed at the photocopier area and in the mail area.
- When you are finished at the photocopier or in the mail area, wash your hands again before you go back to your office or workspace.
- Wash your hands

Illness

- If you are sick, stay home and log a sick leave.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home.
- If you are not sure whether you should stay home use the self-assessment tool at <https://bc.thrive.health/covid19> and follow the directive.

Communication

- 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 as we can. If you have any questions, please contact your immediate supervisor.**
- We appreciate your understanding and efforts in taking the necessary precautionary measures to keep each other safe.