

## **NEW SD 51 COVID-19 Return to School Parameters and Health Guidance K-12 Settings**

K-5 students are welcome to schools 2 days/week for 5.25 hours, from 9:00 am to 2:15 pm including a 30-minute lunch break. Grade 6 & 7 students are welcome to attend schools 1 day/week for 5.25 hours, from 9:00 am to 2:15 pm including a 30-minute lunch break. (Teachers may invite grade 6 & 7 students for more days of in person learning depending on individual student needs.) Student learning goals will be achieved during 2 days of in-school instruction and/or through remote learning platform that will parallel in-school learning opportunities.

Gr 8-12 students will attend schools 1 day/week for 4.75 hours/day, from 9:15 am to 2:00 pm. Gr 8-12 students, even if they attend school once a week, will be required to do 3 more days of remote learning.

We have shortened the day to accommodate teacher workload to support both remote and in-person student learning, and to ensure cleaning protocols can be maintained.

Children of Essential Services Workers in K-5 will be allowed to attend 4 days/week from 8:30 am to 3:15 pm. Students who require extra learning support may attend up to 4 days/week.

The schools will be open to staff from 8:00 am to 4:00 pm daily.

Staff are expected to be in the school for the full day, 4 days /week.

- Elementary: 8:30 am to 3:15 pm
- Secondary: 8:30 am to 3:30 pm

### **COVID 19 K-12 Controls**

SD51 has implemented the recommendations of the Ministry of Education, Ministry of Health, WorkSafe BC and BC Centre for Disease Control. It has also developed specific controls to ensure students, staff and the public are safe in all SD51 facilities.

Dr. Bonnie Henry and the PHO have reassured British Columbians that we have done better than many provincial and international jurisdictions in flattening the curve. Based on this fact, as well as data-based models from countries that have done a good job managing COVID-19 like South Korea, Taiwan and Australia, the PHO has assessed the risk of COVID-19 in the K-12 sector to be low. The BC CDC and Ministry of Health feel that now is a safe time to invite all students to a gradual return to our schools.

### **Why can students return to school?**

#### **COVID-19 and Children**

COVID-19 virus has a very low infection rate in children and youth. In BC, less than 1% of children and youth tested have been COVID-19 positive. Most children and youth are not at high risk for COVID-19 infection.

- Children who are considered more vulnerable can receive in-person instruction. Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend in-person instruction if they are uncertain.

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- Children and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. GI symptoms are more common over the course of disease, while skin changes and lesions are less common.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Clusters and outbreaks involving children and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Children are not the primary drivers of COVID-19 spread in schools or in community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children and youth.
- Prevention measures and mitigation strategies involving children and youth must be commensurate with risk.
- Adolescent children should physically distance themselves where possible when outside the family unit or household.
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

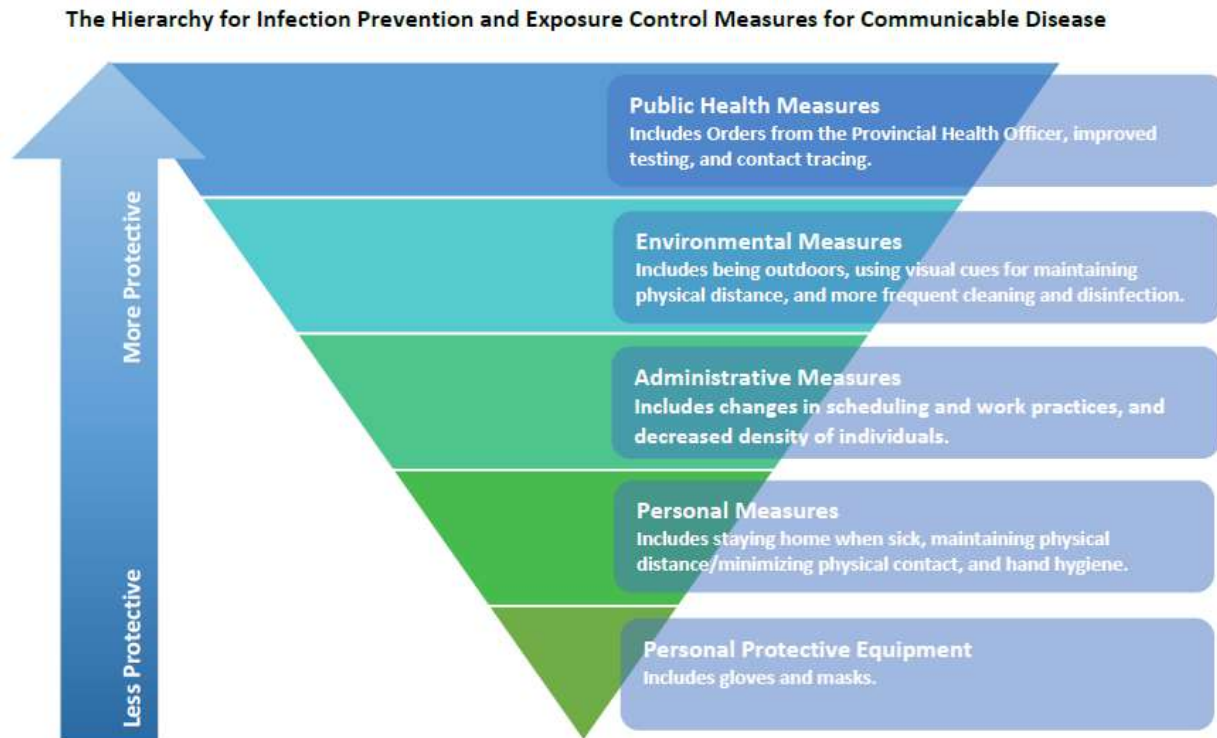
### **COVID-19 and Adults**

- While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:
  - Aged 65 and over,
  - With compromised immune systems, or
  - With underlying medical conditions.
- Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home.

**(BC CDC COVID-19 Guidance for K-12 Schools May 19, 2020 p.1-2)**

# Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create a safe environment for students and staff. Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



Personal Protective Equipment is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. **Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be infected.**

## Provincial Health Officer Orders

Mass Gatherings - the Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people; **however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible.** However, large assemblies of staff and students should not be held including school celebrations, assemblies and grad in traditional ways.

Should a COVID-19 positive person be identified by public health staff, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health

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measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in a school or workplace.

**When someone is symptomatic, they should self-isolate** and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, staff and parents have access to health care providers and that appropriate supports are in place.

### **Environmental Measures Cleaning and Disinfection**

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

School facilities will be cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfectants for Public Settings document, which includes:

- General cleaning and disinfecting of the premises at least once a day.
- Frequently touched surfaces cleaned and disinfected at least twice a day. These include doorknobs, light switches, toilet handles, tables, desks, chairs, keyboards and toys.
- Cleaning and disinfecting any surface that is visibly dirty.
- Garbage containers emptied daily.

The District uses Oxivir as our main disinfecting agent, a hydrogen peroxide-based disinfectant approved by the BC CDC. We also use hospital-grade misting systems in larger school sites to ensure all surfaces are disinfected. The product will be sprayed on surfaces and allowed to dry as this is most effective.

**There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19.**

### **Administrative Measures**

**Physical distancing and minimizing physical contact** (i.e., maintaining a distance of 2 meters between two or more people) **is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities.**

Younger students should be supported to have minimized physical contact with one another, while older students (Gr 6-12) and adults should seek to maintain a safe physical distance whenever possible.

The following physical distancing strategies will be implemented where possible in the K-12 school setting:

- Avoid close greetings (e.g. hugs, handshakes). Regularly remind students about keeping their "hands to yourself".
- Spread people out into different areas.

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- Consider different classroom and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
- Organize students into smaller groups that stay together throughout the day.
- Strive to minimize the number of teacher(s) and education assistant(s) who interact with groups of students throughout the day.
- Stagger pick-up and drop-off times.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often for learning activities.
- Take activities that involve movement, including those for physical health and education, outside.
- Group sports activities should be organized in a thoughtful way, taking into consideration personal measures.
- Reassure students and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, and after outdoor play.
- Incorporate more individual activities or activities that encourage more space between students and staff.
- For younger students, adapt group activities to minimize physical contact and reduce shared items.
- For adolescent students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways.
- Parents, caregivers and other non-staff adults entering the school should be minimized as much as possible.
- All parents, caregivers and other non-staff adults entering school sites must follow all District protocols.
- Assemblies and other school-wide events should be held virtually to avoid having large numbers of people gathered in one space.

### **Student Transportation on Buses**

Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document.

Additional measures should be taken, including:

- Encouraging private vehicle use where possible to decrease transportation density. Consider installing a physical barrier between the driver and passengers if possible.
- Have students sit in their own seat.
- Students should be separated side to side and front to back. Students from the same household can share seats if space is limited.

## Personal Measures

### **Stay Home When Sick**

- All students and staff who have symptoms of COVID-19 OR have travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
- **Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.** Parents are NOT to send students to school if exhibiting symptoms. Parents will be called to pick up their child should staff note any symptoms during a school day. **We will be very strict on this protocol.**
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
- **School administrators must clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.**
- Follow site specific procedures for students and staff who become sick while at school to be sent home as soon as possible.
- **Staff and students who are ill, including children of essential service workers, should not be permitted to attend school.**
- Staff unsure if they or a student should self-isolate, will be directed to use the [BC COVID-19 Self Assessment Tool](#).
- If concerned, they will be advised to contact 8-1-1 or the local public health unit to seek further input or to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- **There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.**

### **Washing Hands**

- Wash hands with plain soap and water for at least 20 seconds.
- If sinks are not available, alcohol-based hand rub containing at least 60% alcohol should be used.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- To learn how to perform hand hygiene, please refer to the [BCCDC's hand washing poster](#).
- Hand washing stations will be placed in various locations throughout schools, including entrances, hallways, and classrooms.
- Alcohol-based hand rub dispensers will be in locations where sinks are not available.
- Posters to promote the importance of regular hand washing will be posted at each station.
- Staff and students will be regularly reminded about the importance of diligent hand hygiene.
- Additional hand hygiene opportunities will be incorporated into the daily schedule.
- Hand washing supplies will be stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Staff will assist younger students with hand hygiene as needed.

(BC CDC COVID-19 Guidance for K-12 Schools May 19, 2020 p. 3-10)

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## SD51 Elementary and Secondary Controls and Protocols

**\*These controls and protocols must be followed AT ALL TIMES to ensure safety of all individuals on school sites**

### Elementary

#### **Movement/Hygiene On-Site**

- Students should clean their hands for 20 seconds with soap or hand sanitizer (with at least 60-70% alcohol) BEFORE leaving their home or leaving the bus. **Students should arrive no earlier than 5 minutes before start of class. Bus schedules have been modified to limit students' time on school property before/after school.**
- Upon arrival at school, students are expected to follow the school's protocol on where to wait for their teacher. Individual school protocols will be communicated to parents and will include physical distancing measures.
- District employees will be outside 15 minutes before start of school to meet students and ensure they are following protocol. Once ALL students arrive, the teacher will share clear rules about maintaining spacing and keeping their hands-off other individuals as they transition to class.
- Teachers should assess their students for symptoms of COVID 19 which include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite. If a student is symptomatic then they will be taken to Medical room and a parent will be contacted to pick them up. Teachers should post [Help prevent the spread of COVID-19](#) at entrance to classroom.
- Teachers will guide their students to the exterior door of their classroom. If they do not have an exterior classroom door, they will enter through one of the main entrance doors closest to their classroom.
- Upon entry, students will maintain physical distancing and patiently wait to clean their hands for 20 seconds using hand washing protocol with soap and water OR hand sanitizer. [Reduce the Spread of COVID-19. Wash your hands.](#) should be posted at any cleaning station.
- Students will be assigned seating. These seats are the only place students sit unless otherwise directed by the teacher.
- Student backpacks and jackets will be placed beside their seats (unless the teacher directs students to do otherwise). **Students will not have access to lockers during this time.**
- **If students transition to other parts of the building, they will do so only with teacher permission and an adult monitor (or at a minimum a hall-pass indicating who their teacher is.)**
- When students travel throughout the building, they must follow directional arrows on the floor and maintain physical distancing according to horizontal 2 metre increment tapped lines.
- Anytime a student transitions inside or outside the building, eats, uses the bathroom, sneezes or touches items that have potentially been touched by others, they must clean their hands for 20 seconds (sing Happy Birthday 2X).
- Students are required to clean their hands before they leave for the end of the day.
- **Parents/guardians/community members are NOT to enter the school building.** They must call and make an appointment.

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## Structural

- Schools will have directional arrows and 2 metre incremental lines to maintain physical distancing.
- **The maximum number of students allowed in each classroom will be posted; however, we do not expect to have more than 10 students and 3 adults (*Occupancy Limit: 13 people*) in any elementary classroom during June.** [Help prevent the spread of COVID-19](#) sign will be placed by teacher at their classroom entrance. (This # may be smaller for certain smaller rooms like counseling or Principals office)
- **Classes will have staggered lunches and breaks.** Lunch breaks will be 30 minutes. Students will be monitored by a District employee. Teachers are not on duty during lunch, unless there is a safety issue in which the Principal may direct teachers to cover lunch break.
- Classes will be directed to specific areas outside the school to play to reduce cross socialization. **We need to always be thinking about *minimizing physical contact*.**
- The gym and some other rooms (as coordinated by the Principal) will not be open to prevent gatherings and maximize custodial resources. If you enter a room that is CLOSED, do so ONLY with permission from the Principal as it must then be disinfected.
- Lockers will not be available. Students must bring all belongings in their backpack including supplies, lunch and a water bottle filled with water.
- Students should not share personal items, including food or water bottles.
- Students' supplies should be labelled with their full name and may be left at the student's workstation.
- Students are NOT to bring soft or fabric items to school, such as blankets or stuffed animals.
- There will be washrooms assigned to students.
- No more than one student will be allowed in a washroom at a time. An employee will monitor this washroom to ensure ONLY 1 student at a time and to ensure student has properly washed their hands. Students will line up 2m apart. Spacing dots will be installed. If employee, who will also manage hallway movement, must leave the student bathroom area momentarily, a RED sign will be posted on student washroom to indicate IT IS NOT OPEN. Students must obey this sign and wait for return of staff member.
- Water fountains will not be available; *however, water fillers will be*. It is recommended students and staff should bring water bottles to school, preferably pre-filled with water.
- Staff rooms are limited to a maximum of 4 adults.
- **Parents and guardians are asked to drop off their child(ren) and enter the building through the main office doors only if they have made an appointment with the school.**

## Cleaning

- All staff must know and implement proper hand washing protocol and be able to teach/demonstrate to students.
- There will be daytime custodians, however, ALL staff should sanitize high touch items in their classroom regularly.
- High touch areas like doorknobs, sinks, and faucets will be disinfected at least twice/day.

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- There will be a major cleaning at the end of the school day.
- Each class with a sink and running water will have soap and paper towels to dry hands. Classrooms without running water will have hand sanitizer. People should clean hands for minimum of 20 seconds. (Happy Birthday 2X).
- Larger schools will have a hospital-grade misting system. This device sprays all surfaces efficiently and ensures all nooks and crannies are cleaned. The liquid hydrogen peroxide disinfectant solution kills all virus within 5 minutes – allow to air dry to be most effective.
- All classrooms will be provided with a spray bottle of Oxivir, Teachers and EA's can spray high touch surfaces and allow to air dry.
- Teachers and/or EA's are expected to spray equipment (i.e. small toys) that are communally shared in small groups after usage.

***We anticipate a learning curve for elementary students regarding physical distancing, especially younger students. We ask that staff to recognize that reinforcing physical distancing should not be the focus, rather the focus is minimizing student contact in a kind and respectful way. We recognize this will be challenging but we must consistently remind ourselves that there is little evidence that students transmit the virus. It is ok to structure small group interactions. It is recommended that students who are grouped play/work in the same small groups through the day. It is also recommended that while 2m spacing is difficult, teachers and EAs reinforce a hands-off policy. (no touching others, hugging or tag)***

Remember Bonnie Henry's famous quote as we work with our students during these unprecedented times, "be kind, **be calm, be safe.**"

## Secondary

### Movement/ Hygiene on site

- Students should clean their hands for 20 seconds with soap or hand sanitizer (with at least 60% alcohol) BEFORE leaving their home or leaving the bus.
- **Students should arrive no earlier than 5 minutes before start of class. Bus schedules have been modified to limit students' time on school property before/after school.**
- Upon arrival at school, students are expected to follow the school's protocol on where to wait. Individual school protocols will be communicated to parents and will include physical distancing measures.
- Students will enter the building through one of the exterior doors assigned by grade to reduce the density of students entering the building. This will be communicated by the school Principal to students and parents.
- Teachers should assess their students for symptoms of COVID 19 which include fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite. If a student is symptomatic then they will be taken to Medical room and a parent will be contacted to pick them up. Teachers should post [\*Help prevent the spread of COVID-19\*](#) at entrance to classroom.
- Students will clean their hands *immediately* upon entry to the building at the hand sanitizing station using proper hand washing protocol. [\*Reduce the Spread of COVID-19. Wash your hands.\*](#) should be posted at any cleaning station.
- Students will maintain 2 metre spacing outside while waiting to enter. Upon entry to the building students will head **directly** to their first class following directional arrows on the floor while maintaining physical distancing according to horizontal lines of 2m increments.
- Upon arrival to their classroom, students will be directed to their designated seats.
- Student backpacks will be placed beside their seats (unless the teacher directs students to do otherwise).
- **Students will not have access to lockers during this time.**
- If students transition to other parts of the building, they will only do so ONLY with teacher permission and a **HALL PASS indicating who their teacher is.**
- **No more than one student will be allowed out of class and no more than one student in the washroom at any time.**
- When students travel throughout the building, they must follow directional arrows on the floor and maintain physical distancing according to the horizontal 2 metre taped lines.
- Anytime a student transitions inside the building or outside, eats, uses the bathroom, sneezes or touches items touched by others, they must clean their hands.
- Students are required to clean their hands before they leave for the end of the day.
- **Parents/guardians/community members are NOT to enter the school building.** They must call and make an appointment, and then enter only through the doors as directed by the school.

### Structural

- Schools will have directional arrows and 2 metre incremental lines to maintain physical distancing.

- **The maximum number of students allowed in each classroom will be posted; however, we do not expect to have more than 10 students and 3 adults (*Occupancy Limit: 13 people*) in any secondary classroom during June.** *Help prevent the spread of COVID-19* sign will be placed by teacher at their classroom entrance. (This # may be smaller for certain smaller rooms like counseling or Principals office)
- **Physical contact will not be tolerated.**
- The gym, auditorium, drama, band rooms and some other rooms (as coordinated by the Principal) will not be open to prevent gatherings and maximize custodial resources. If you enter a room that is CLOSED, do so ONLY with permission from the Principal as it must then be disinfected.
- **Lockers will NOT be available.** Students must bring all belongings in a backpack including all supplies, snacks and water bottles, preferably prefilled with water.
- Students are NOT to share personal items.
- There will be washrooms assigned to students.
- No more than one student will be allowed in a washroom at a time. An employee will monitor each washroom to ensure ONLY 1 student at a time and to ensure student has properly washed their hands. Students will line up 2m apart. Spacing dots will be installed. If employee, who will also manage hallway movement, must leave the student bathroom area momentarily, a RED sign will be posted on student washroom to indicate IT IS NOT OPEN. Students must obey this sign and wait for employee to return.
- Water fountains will not be available; *however, water fillers will be.* It is recommended students and staff should bring water bottles to school, preferably pre-filled with water.
- Staff rooms are limited to a maximum of 4 adults.
- Parents and guardians are asked to drop off their students and enter the building only if they have made an appointment with the school.

## **Cleaning**

- All staff must know and implement proper hand washing protocol and be able to teach/demonstrate to students.
- There will be daytime custodians, however ALL staff should sanitize high touch items in their classroom regularly.
- High touch areas like doorknobs, sinks and faucets will be disinfected at least twice/day.
- There will be a major cleaning at the end of the school day.
- Each class with a sink and running water will have soap and paper towels to dry hands. Classrooms without running water will have hand sanitizer. People should clean hands for minimum of 20 seconds (Happy Birthday 2X).
- Larger schools will have a hospital-grade misting system. This device sprays all surfaces efficiently and ensures all nooks and crannies are cleaned. The liquid hydrogen peroxide disinfectant solution kills all virus within 5 minutes – allow to air dry to be most effective.
- All classrooms will be provided with a spray bottle of Oxivir. Teachers will spray all desks/chairs between blocks and allow to air dry. Teachers and EA's can also spray high touch surfaces as required and allow to air dry.

***There is a high expectation for high school students to follow these strict COVID 19 guidelines. Students who do NOT comply will be sent home and restricted from further in-person learning through June.***

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## COVID-19: Questions for Worksite Visitors, Staff and Students

The consistent and regular messaging to staff should be that those who are sick with any respiratory symptoms (such as COVID-19) should not be at school.

1. Are you currently experiencing any of the following symptoms (it does not matter whether they are mild or severe)?
  - a. Fever
  - b. Chills
  - c. Cough
  - d. Shortness of breath
  - e. Sore throat and painful swallowing
  - f. Stuffy or runny nose
  - g. Loss of sense of smell
  - h. Headache
  - i. Muscle aches
  - j. Fatigue
  - k. Loss of appetite
  
2. If YES to any of the above the individual should not be permitted to enter the building. Following are some suggested responses to employees, students and parents:
  - a. *The health and safety of you (your child) and others is important to the District. We are doing our best to ensure our workplaces are safe and free of communicable illness including COVID-19.*
  - b. *Please return to your home. We require that you do the BC Center for Disease Control (BCCDC) self-assessment (<https://bc.thrive.health/covid19/en>) and follow the recommendations provided. It may include consulting with your family physician, getting tested for COVID-19 and isolating at home. You will receive a call and/or email from the principal with a link to the Self-Assessment and to let you know next steps.*
  - c. *I fully appreciate that you feel your symptoms are strictly related to seasonal allergies, however we understand that the symptoms of COVID can be very similar initially to allergies and we want to ensure we are doing our very best to keep our schools and buildings safe and free of COVID-19.*

**If you are an employee that goes/stays home because you have any of the COVID 19 symptoms a-k above, then you are requested to go to the BC CDC COVID-19 Symptom Self-Assessment Tool (<https://bc.thrive.health/covid19/en>) to seek next steps guidance. Please apprise your supervisor of your status.**

(Revised May 29, 2020)

## ***Busing Safety Protocols 2020***

### **Bus Driver Protection:**

- Use facility procedure protocols when coming to the bus garage.
- Use recommended hygiene procedures.
- First row of seats directly behind the driver have been removed to maintain physical distancing.
- Cleaning supplies
  - Drivers each have their own spray bottle and rags, stored in a secure location in the bus
  - Wash hands or use hand sanitizer before and after using all shared cleaning supplies
- Personal Measures: maintaining physical distance, use of face shields if requested, use masks or bandanas washing or hand sanitizing your hands frequently, practicing appropriate coughing/sneezing etiquette, and staying at home if you are sick.

### **Students Protection:**

- Use hand sanitizer at the entrances to the buses before getting on the bus.
- Place numbered stickers on the seats indicating where students can sit.
- Students seats will be staggered down the rows.
- No more than one student per seat unless same household.
- Loading will be from rear to front.
- Unloading will be from front to rear.
- **Students will remain in their seats and remain in their designated space.**
- High touch points are disinfected by driver in between each run.
- Entire bus is wiped down and cleaned with a disinfectant at the end of the day.
- **No eating anything on the bus, including chewing gum.**
- **Parents are requested to not send their child if they display any of these symptoms:** fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite. If bus drivers note these symptoms.
  - Process regarding strategy for if K-5 student shows symptoms when boarding the bus.
    1. Bus driver notes student has symptoms listed above.
    2. Student does not board the bus and returns home.
    3. If parent is not there, driver contacts the school.
    4. The school contacts the parent to inform them child is symptomatic, and they need to pick them up.

### **Loading and Unloading**

- Students will be asked to stand on spacing dots in a line when loading from the school.
- One student at top of stairwell, before next student boards.
- Students load rear to front, working their way forward filling seats, in order to avoid passing other students on bus.
- Unload from the front first, working their way backwards in order to avoid passing other students on the bus.
- When transferring between schools everyone will unload from the bus, the bus will be sprayed with disinfectant from back to the front and the next group will board from the back to the front.
- Once unloaded the students will follow the school's protocol in entering their classrooms.

### **Procedure around riding the bus and if not following safety protocols**

- Clearly communicate with parents and caregivers, their responsibility to assess their children daily before sending them to school.
  - If a child displays any signs or symptoms of what could be influenza or COVID-19, they may not ride the school bus.
- If a child displays any signs or symptoms, *while at the bus stop*, the driver will not let them board the bus. If the child is under the age of 11, the driver will radio the school and ask to have the student picked up from the bus stop.
- If a child displays any signs or symptoms while riding the bus, the driver will contact the school to alert them of the situation prior to dropping the student off at school. There will be someone to meet the student at school ensuring of the proper isolation. The bus will be disinfected prior to making the next run.
- **If not following the safety protocols of sending healthy students, practicing safe hygiene or other items listed above, students will have their privilege of riding the bus revoked.**

(SD51 Director of Operations, DR, May 22, 2020)

## COVID-19 and returning to safe operation - Phase 2

WorkSafeBC recognizes the importance of worker safety as businesses look to resume operations following COVID-19 related work stoppages or interruptions. The following materials provide employers with information and resources to assist them in ensuring the risk of exposure to the virus that causes COVID-19 is minimized at their workplace.

Employers are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. This plan follows the six steps outlined below. Employers must involve frontline workers, joint health and safety committees, and supervisors in identifying protocols for their workplace. You do not need a formal plan in place to begin operation but are expected to develop it while protecting the safety of your workers.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan **must be posted** at the worksite. During a WorkSafeBC inspection, we will ask employers about the steps they have taken to protect their workers or to see the plan if it has been developed.

### Guide to reducing the risk of COVID-19

#### 1.

##### *Assess the risk at your workplace*

Employers must assess their workplaces in order to identify places where the risk of transmission is introduced. This process must involve frontline workers, supervisors, and joint health and safety committees and/or worker representatives. You should continue to assess the workplace after operations resume to ensure risks are identified and managed.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at your workplace, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
- What job tasks or processes require workers to come into proximity with one another or members of the public?
- What tools, machinery, and equipment do people come into contact within the course of their work?
- What surfaces are touched often, such as doorknobs, elevator buttons, light switches, equipment, and shared tools?

*Implement measures to reduce the risk*

You must select and put measures in place to minimize the risk of transmission.

**Maintaining physical distance**

- Consider reducing the overall number of workers at the workplace at one time. This may be done by implementing work-from-home schedules or rescheduling some work tasks.
- Ensure that the appropriate number of people are in each area of a workplace to prevent workers from coming too close to one another or members of the public. This may be done by posting occupancy limits (e.g., on elevators, washrooms, and other small spaces), and limiting the number of workers at one time in break locations.
- Maintain a distance of 2 metres (6 feet) between workers and others wherever possible, by revising work schedules, organizing work tasks, and employing the use of dollies or other aids for work tasks that would typically be done by more than one person.
- Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- Implement measures to ensure workers can maintain a distance of 2 metres when serving or working with or near members of the public.

**Where physical distance cannot be maintained**

- Where distance cannot be maintained, consider separating people with partitions or plexiglass barriers.
- Where other measures are not sufficient, consider the use of non-medical masks, understanding that these have limitations.

**Cleaning and hygiene**

- Provide adequate hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Develop policies around when workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
- Remove any unnecessary tools or equipment that may elevate the risk of transmission, including items like coffee makers and shared utensils and plates.



### 3.

#### *Develop policies*

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

The provincial health officer and the BC CDC have issued the following guidance around self-isolation, which must be reflected in your policies:

- anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms
- Prohibit or limit visitors.
- Have a plan around workers who may start to feel ill while at work, including who they should notify and how they will travel from the workplace to their home.
- Will you have workers working alone to reduce the risk of transmission? If so, you need to have procedures for these workers to ensure they are safe.
- If you will have employees working from home, you need to develop work from home procedures to ensure workers are working safely.

### 4.

#### *Develop communication plans and training*

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.
- Post signage, including occupancy limits and effective handwashing practices. Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including visitors and workers with symptoms).
- Ensure supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed.

## 5.

### *Monitor your workplace and update your plans as needed*

- Things may change as your business operates. If you identify a new area of concern, or if it seems like something is not working, take steps to update your policies and procedures. Involve workers in this process.
- Ensure that workers can raise safety concerns. This may be through a worker health and safety representative or a joint health and safety committee. Employers with fewer than 9 employees must also have a way for workers to raise health and safety concerns at the workplace. Work with these committees and workers to resolve any identified safety issues.

## 6.

### *Assess and address risks from resuming operations*

If your workplace has not been operating, there may be risks arising from restarting your business that you need to manage. Consider the following:

- Have you had any staff turnover, or are workers being required to change or adapt job roles, or to use new equipment? Consider training or new employee orientation.
- Will workers need time or training to refresh their skills after having been out of the workplace?
- Have you changed anything about the way you operate, such as the equipment you use or the products you create?
- Are there any processes required for start-up that might introduce risks? Consider the impact of restarting machinery, tools and equipment, or clearing systems and lines of product that may have been left when your business was closed.

# COVID 19 POSTINGS at Each School/Work Site/Classroom

## REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.

**1**  
Wet hands with warm water

**2**  
Apply soap

**3**  
For at least 20 seconds, make sure to wash:

- palm and back of each hand
- between fingers
- under nails
- thumbs

**4**  
Rinse well

**5**  
Dry hands well with paper towel

**6**  
Turn off tap using paper towel

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada

# Help prevent the spread of COVID-19

## **Please do not enter this workplace if you:**

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

**If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.**

# Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

**Address/room/space:**

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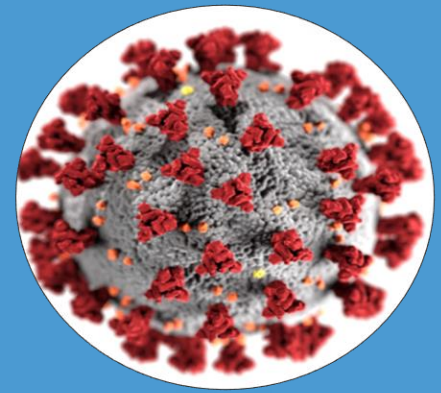
**Occupancy limit:** \_\_\_\_\_ **people**

# 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.

# Enhanced Cleaning

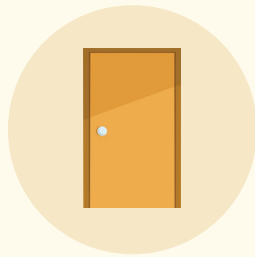
## GUIDE FOR REGULAR CUSTODIANS AND REPLACEMENT CUSTODIAL STAFF

Regular custodians and replacement staff will have regular daily duties with emphasis on all high-touch points, which include the following:



### Main entrance doors

- door handles on both sides of door
- push area above door handle on both sides of door (see fig.1)



### Exit doors

- handles on both sides of door
- push area above door handle on both sides of door (see fig.1)



### Reception

- countertop



### Water fountains

- handles
- buttons



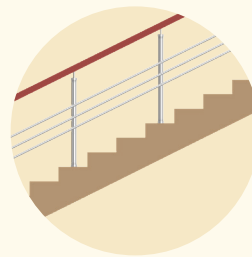
### Classrooms

- door handles and area above door handles on both sides of door (see fig.1)
- light switches
- cabinet handles
- teacher chairs:** top back of chair; top and bottom of arm rests (see fig.3)
- classroom chairs and stools:** top back of chair; sides of chair/stool (see fig.4)
- desks/tables:** top and sides of student desks/tables. Includes 1"-2" of area immediately under the sides (see fig.5)



### Washrooms

- door handles
- faucets
- toilet stall:** locking mechanisms
- toilet stall:** area around locking mechanisms on both sides (see fig.2)



### Handrails

- disinfection of handrails in the stairwell



### Exceptions

- Custodial staff do not clean the following:
- shop equipment
  - kitchen equipment
  - computers
  - furniture brought in by teachers
  - sensory room mats
  - telephones

**Low priority cleaning:** gym floor(s), office vacuuming, hallway and classroom spot vacuuming/mopping.

**Childcare spaces and StrongStarts:** these groups are required to clean their own tables, counters, toys and chairs. Custodians replenish supplies, and also clean door handles (both sides of door and push area above door handle), washrooms, and sinks. Custodians also vacuum and wash the floors in these spaces.

FIG 1.



Push area above door handle

FIG 2.



Toilet stall: area around locking mechanisms

FIG 3.



Teacher chairs: top back of chair; top and bottom of arm rest

FIG 4.



Classroom chairs: top back of chair; sides of chair

FIG 5.



Top and sides of desk, including 1"-2" area immediately under sides