



School District No. 51 (Boundary)

PANDEMIC

RESPONSE

PLAN

(March 2020)

Purpose of the Pandemic Planning:

The Ministry of Education and Health Authorities are requiring School Districts to establish a Pandemic Plan should a pandemic situation arise. This booklet outlines the key actions that School District members should take before, during and after the arrival of a pandemic.

Questions or comments regarding this plan should be addressed to:

Mr. Ken Minette, Superintendent
250-442-8258
School District 51 (Boundary)
www.sd51.bc.ca

Pandemic Response Plan

And

**Novel Coronavirus (COVID -19)
Exposure Control Plan**

As of March 17, 2020

Introduction

This plan is fluid and serves as a guideline for conditions that are changing rapidly. In all matters related to the pandemic the District will follow the directions of our Provincial and National Health Officers and the Ministry of Education. Updates can be found at:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html> and

<https://www.interiorhealth.ca/AboutUs/Leadership/MHO/Pages/MHOUpdates.aspx>

Pandemics are identified by their geographic scale rather than the severity of illness. For example, in contrast to annual seasonal influenza epidemics, pandemic influenza is defined as “when a new influenza virus emerges and spreads around the world, and most people do not have immunity” (WHO, 2010). Examples of pandemics that have occurred in the last century are the Spanish flu (1918), the Asian flu (1957) and the Hong Kong flu (1968).

Currently, in 2020, the World Health Organization has identified the novel coronavirus (COVID-19) as a pandemic.

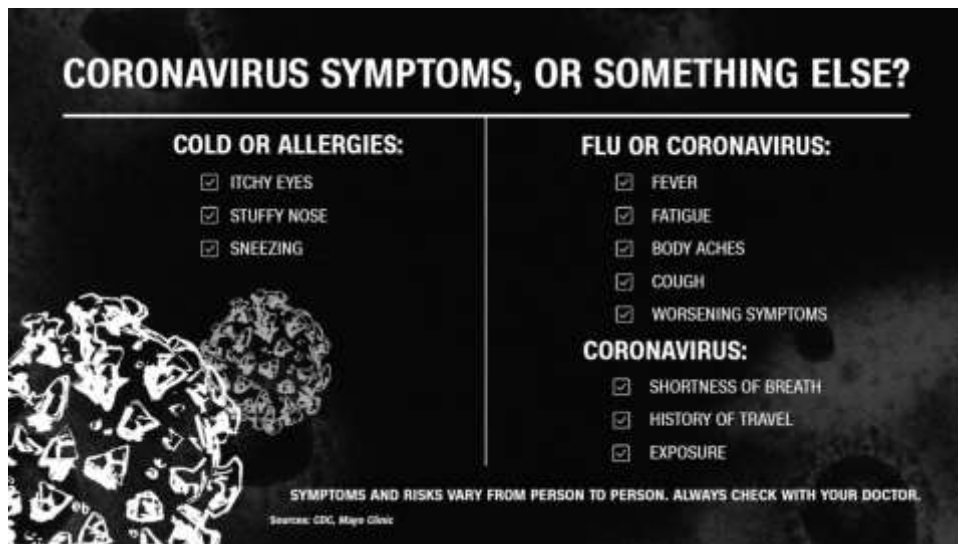
An epidemic on the other hand, is a widespread occurrence of an infectious disease in a community at a particular time. This could be any infectious disease such as measles or whooping cough.

The Ministry of Education has recommended that all districts balance a variety of objectives when determining how best to decrease the spread of influenza and lower the impact of influenza in the workplace. The Pandemic Response Plan should consider and communicate objectives, which may include reducing transmission among staff and students, as well as, protecting individuals who are at an increased risk of pandemic related complications.

The Centre for Disease Control (CDC) estimates that as many as 40% of the workforce, in a worst-case scenario, might be unable to work at the peak of the pandemic due to the need for many healthy individuals to stay home.

What is an Influenza Pandemic and Epidemic?

- An epidemic occurs when a disease affects a greater number of people than is usual for the locality or one that spreads to areas not usually associated with the disease.
- A pandemic is an epidemic of world-wide proportions.
- Pandemics can happen when an animal virus mixes or changes to result in a new virus.
- This new virus is capable of person-to-person spread because most people have little or no immunity to it.
- Influenza causes outbreaks each winter. The very young and the very old usually have the most severe illness.



- Influenza pandemics and epidemics cause more illness and more serious outcomes like hospitalization and death affecting all age groups, including young adults. This is different from usual influenza.

Pandemic Plan

Risk of influenza transmission in schools can increase with crowded classrooms, closed ventilation and limited emphasis on hygienic practices. Schools may be closed depending upon the epidemiology of the pandemic strain, e.g. severity of infection, high attack rates and severe complications.

In the event of a pandemic being declared, School District 51 has prepared a plan which will assist us in preparing and responding should any of our schools or work sites be involved. It does so by clarifying the roles and responsibilities of those who would be involved in such a public health emergency – governments at all levels, public health officials and school district staff. As a practical working tool, it also provides guidelines and checklists to assist various schools with their emergency planning.

The ultimate goal of the Pandemic Response Plan is to minimize serious illness and consider school closures in the event of an influenza pandemic, and also to ease any social or economic disruption that might be caused by a massive outbreak of the disease.

Pandemic Planning Emergency Response Team (PPERT)

Members of the Team:

- Ken Minette, Superintendent of Schools
- Miranda Burdock, Secretary-Treasurer
- Anna Lautard, Director of Instruction - Inclusive Education
- David Reid, Director of Operations
- John Popoff, Manager of IT

Continuity of Student Learning Online Team (CSLOT)

Members of the Team:

- Ken Minette, Superintendent of Schools
- Anna Lautard, Director of Instruction - Inclusive Education
- Principals of SD51

Note: School District 51 Boundary Pandemic Response Plan has been modeled after School District 8 (Kootenay Lake) Plan. Their plan was modeled after School District 23 (Central Okanagan), School District 73 (Kamloops/Thompson) and School District 36 (Surrey) whose plans are the product of extensive research and development.

Communication Network

**Office of the Provincial Health Officer
Ministry of Education
Interior Health**

Pandemic Planning Emergency Response Team (PPERT)

Director of Learning

- Receives updated information
- Contact person for Administrators/staff & parents

Superintendent of Schools

- Receives updates from the Ministry of Education and Interior Health
- Gives direction to Principals & Management Team
- Reviews and updates the Board of Education

Secretary Treasurer

- Reviews and updates plan for all CUPE staff
- Responsible for staff payroll
- Contact person for WorkSafe BC
- Contact person for staff regarding health & safety

Executive Assistant

- Tracks any Ministry of Health, Ministry of Education or Chief Medical Officer updates and communications.
- Reviews and updates SD51 Website and Facebook
- Sends messages to ALL Staff
- Manages contact lists for All District personnel
- Reviews and updates support staff lists
- Reviews and updates absenteeism lists

School Administrators

- Review and updates all site staff and students
- Daily review and updates to Superintendent regarding absenteeism – staff, students
- Updates parents and school PAC via School Facebook and website

Director of Operations

- Reviews and updates all operations staff and bus drivers
- Implements updated cleaning procedures.
- Assists school administrators in the closing and opening of schools.
- Reviews and updates HVAC issues

School Closures

The Ministry of Education guided by the BC Medical Health Officer will contact the Superintendent to discuss school closure implementation.

Once a decision is made to close a school or school district, the Superintendent (or designate) must ensure the decision is communicated immediately to:

- The Board of Education
- The Principal of the school(s) affected
- The Ministry of Education
- Other impacted parties (BDTA, CUPE etc...)

Principals, in turn, must immediately convey the decision to:

- Parents
- Students
- Community groups that use the school's facilities
- School staff
- The school Parent Advisory Council

Alternate Learning Strategies

Should school(s) be closed due to the number of students being ill, teaching and support staff may be reassigned to other schools.

Should school(s) be closed due to the number of teachers being ill, students may be sent home or reassigned to another school.

Should school(s) be closed due to a directive from the BC Chief Medical Officer, requiring students to stay home then the district will implement a Continuity of Learning Plan.

Schools currently have the capability to communicate with families and students through their websites and Facebook (and in some cases Twitter). Alternatively, schools may need to communicate with their parents using a phone tree.

Refer to the district's *Continuity of Learning Plan* which is to be used in case of a school closure.

Plan Overview

Organization and Structure of the Plan

The main body of this plan is organized in three sections, which outline the key roles and responsibilities of School District 51 Boundary in each of the three pandemic phases.

- 1. Pre-pandemic Period:** This is the critical stage for pandemic preparedness. Planning efforts need to focus on education, business continuity and infection control.

2. **Pandemic Period:** The Provincial Health Officer (PHO) will declare when it is time to activate plans for the pandemic phase. We cannot anticipate exactly what will happen. Plans will need to be adapted to reflect circumstances and situations as they arise. During this phase, the key goals will be to:
 - Minimize rates of infection; and
 - Minimize educational and business disruptions
3. **Post-pandemic Period:** The post-pandemic period begins when the Provincial Health Officer (PHO) declares that the pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review their impact, and use the lessons learned to guide future planning activities.

Each period in the Pandemic Response Plan addresses the following four key components:

1. **Planning and Coordination**
2. **Continuity of Student Learning and Core Operations**
3. **Infection Control Policies and Procedures**
4. **Community Planning**

Pre-Pandemic Period

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination <ol style="list-style-type: none"> a. Responsibility for SD51 plan activation----- b. Update <i>Website</i> to include pandemic information----- c. Incorporate responsibilities and authorities of Ministry of Health/ Interior Health and Ministry of Education in development and implement Pandemic Response Plan----- d. Advise staff of pandemic plan ----- e. Plan for self-isolation for staff and students that show symptoms while at work or school----- f. Monitor student until parent/ guardian arrives----- 	Superintendent or designate Superintendent, Principals Superintendent, Principals Principals, Directors Principals
2. Continuity of Student Learning and Core Operations <ol style="list-style-type: none"> a. Consider impact of varying levels of student, staff absences and school closures----- b. Consider and develop alternative procedures to ensure continuity of education----- c. Develop a continuity of operations for essential services: <ol style="list-style-type: none"> i. Education----- ii. Payroll ----- iii. Custodial----- iv. Communications----- v. Transportation----- 	Superintendent Principals, Superintendent, DOL Superintendent Secretary-Treasurer Director of Operations Superintendent or designate Director of Operations

<p>3. Infection Control Policies and Procedures</p> <ul style="list-style-type: none"> a. Implement infection control practices and procedures that help limit the spread of infection----- b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels----- c. Order additional cleaning supplies and ensure custodial staff are trained in pandemic terminal cleaning procedures----- d. Advise staff, students, and community who are experiencing symptoms to remain at home----- e. Educate children and staff on proper hand washing and cough/sneeze etiquette----- f. Maintain a healthy work environment by posting tips on how to stop the spread of germs----- g. Advise the public health nurse/Superintendent when more than 10% of school population is away ill ----- 	<p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Principals All</p> <p>All</p> <p>Principals</p>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Develop and maintain contacts with Ministry of Education, Interior Health, and local authorities----- b. Post relevant information on District website on Pandemic Planning--- c. Establish method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing----- d. Advise Board of Education and School Administration on preventative pandemic measures----- e. Develop safe work procedures to ensure staff safety----- f. Advise staff, students and families of District website----- g. Ensure that parents/guardians have provided up to date contact information to the school----- h. Educate staff, students and parents on pandemic prevention, signs, symptoms and family preparedness----- i. Media communications----- <p><i>(at your Health and Safety Committee meetings, staff meetings, assemblies, classrooms)</i></p>	<p>Superintendent</p> <p>Superintendent / EA</p> <p>Principals</p> <p>Superintendent</p> <p>Secretary Treasurer and DOP</p> <p>Executive Assistant</p> <p>Principals</p> <p>Principals</p> <p>Superintendent</p>

Pandemic Period

<i>Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <ul style="list-style-type: none"> a. If school trips are underway, determine how children and staff will be self-isolated----- b. Closing of schools may be required----- c. School trips and school evening user groups may be cancelled d. Schools may be used by officials for clinics, hospitals, daycare centres, etc.----- e. Depending on staffing or student shortages, classes may need to be combined or moved on-line----- f. Bus routes may need to be altered due to driver and/or student shortages----- 	<p>Superintendent</p> <p>Superintendent/Director of Operations Superintendent/Principals</p> <p>Superintendent</p> <p>Principals</p> <p>Director of Operations</p>
<p>2. Continuity of Student Learning and Core Operations</p> <ul style="list-style-type: none"> a. Evaluate capability of student learning continuity: adjust as needed----- b. Reinforce cross training to ensure continuity of core operations <ul style="list-style-type: none"> i. Education----- ii. Payroll----- iii. Custodial----- iv. Communications----- c. Schools may be closed----- d. School trips may be cancelled----- 	<p>Superintendent/Principals</p> <p>Superintendent Secretary Treasurer Director of Operations Superintendent</p> <p>Principals, Superintendent</p> <p>Superintendent</p>
<p>3. Infection Control Procedures</p> <ul style="list-style-type: none"> a. Continued use of terminal control practices and procedures that help limit the spread of infection----- b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels----- c. Advise staff and students who are sick with pandemic consistent symptoms to remain at home----- d. Restriction of community, volunteer and visitors to schools and facilities----- e. Audit infection control practices----- 	<p>Director of Operations</p> <p>Director of Operations</p> <p>Principals</p> <p>Principals Director of Operations</p>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Continue to work closely with Ministry of Education, Interior Health and local authorities----- b. Media Communications----- c. Maintain District website for information on Pandemic Planning----- d. Maintain method of communication with students, staff and families----- e. Continue to provide the Board of Education and Principals with information on preventative pandemic measures----- f. Remind staff, students, volunteers and families of district website---- 	<p>Superintendent or designate Superintendent</p> <p>Superintendent or designate</p> <p>Superintendent or designate, Principals</p> <p>Principals</p> <p>Superintendent</p>

Post-Pandemic Period

<i>Post-Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination <ul style="list-style-type: none"> a. Re-opening of schools----- b. Resumption of business activities----- c. Depending on staffing shortages, classes may need to be combined----- d. Plan for operations staff shortages ----- 	Superintendent, Director of Operations Principals Principals Director of Operations
2. Continuity of Student Learning and Core Operations <ul style="list-style-type: none"> a. Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened----- b. Communications----- c. Resumption of school classes and activities----- 	Director of Operations, Superintendent, DOL Superintendent Superintendent, Principals
3. Infection Control Policies and Procedures <ul style="list-style-type: none"> a. Continue to audit infection control----- b. Advise staff and students who are experiencing pandemic- like symptoms to continue self- isolation----- c. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette----- d. Advise the Superintendent when more than 10% of school population is away ill----- 	Director of Operations Principals, Director of Operations DOL, Principals, Teachers Principals
4. Communication Planning <ul style="list-style-type: none"> a. Continue to work closely with MHO, Ministry of Education and local authorities----- b. Media Communications----- c. Maintain and evaluate district website for information on Post-Pandemic Recovery Phase----- d. Prepare for Critical Incident Response if there have been deaths among students and staff----- 	Superintendent or designate Superintendent or designate Superintendent Superintendent, DOL, Principals
5. Educate Staff / Students / Families <ul style="list-style-type: none"> a. Direct staff, students and families to information on district website-- b. Use school newsletter/website to provide information to students and families----- 	Principals Principals

Responsibilities

When the Pandemic is declared:

Pandemic Planning Emergency Response Team (PPERT)

1. Contacting or receiving information from the Chief Medical Officer, Ministry of Education, Interior Health, and local authorities.
2. Communicating to all staff/families with current information regarding the viral infection/pandemic situation.
3. Updating the district websites.

Principals

1. School will remain in session unless otherwise directed by the Superintendent.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. If a Principal feels an employee is displaying pandemic symptoms, they can encourage them to stay home until they are better. The individual would be entitled to the usual sick leave pay/entitlements as long as they follow the correct reporting procedures. Principals should also make a recommendation that the person contact their doctor regarding the situation.
4. Move any students, teachers, and staff to a separate room if they become sick at school until they can be sent home. Limit the number of staff who take care of the identified person.
5. Interior Health Authority and/or Director of Operations may initiate a modified terminal cleaning of a school if they feel it is required.
6. Healthy students should avoid contact with students who have pandemic-like symptom.

CUPE / Exempt Support Staff

1. Staff will remain flexible. This may involve changes to their schedule, room, or school.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. If you have pandemic-like symptoms, regardless of where you have traveled, stay home from work or school and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse, but call ahead of time to let them know you have pandemic-like symptoms.
4. It is suggested you keep a record of school communication.

Students

1. If you have pandemic-like symptoms, regardless of where you have traveled, stay home from work or school and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse but call ahead of time to let them know you have pandemic-like symptoms.
2. Do not come to school unless healthy and symptom free. If you are symptom free but have travelled abroad or have come in contact with someone that has confirmed COVID 19, then self-isolate for 14 days.

Custodial Staff

1. Custodians will be familiar with the Modified Cleaning Procedures and be prepared to initiate this technique under the Director of Operations.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. During the pandemic period every effort will be made to ensure all soap and paper towel dispensers are filled.
4. In the event of a disruption in custodial services, the Custodial Supervisor will assign available Custodians to ensure high traffic areas are cleaned.

Bus Drivers

1. In the event of an individual traveling on the district's transportation system and has confirmed pandemic symptoms, then a Terminal cleaning will occur.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. Bus schedules may need to be changed to accommodate emergent pandemic information.
4. The Director of Operations will put a plan in place should there not be sufficient bus drivers to accommodate all current bus runs.

Parents

1. During school/district closures, you cannot send your children to school.
2. If your child is sick, please keep them home.
3. Ensure that your email and contact information is updated and accurate with the school Principal.
4. Regularly read updates from School District 51 Boundary on the district and local school websites.
5. Recognize that you play an active and essential role in supporting your child's learning during this time.
6. You are responsible for regularly checking your email for lessons and communication from your child(s) teachers.
7. Respond to teacher emails as requested and return assignments electronically to your child(s) teacher(s).
8. It is suggested you keep a record of school communication.

Signs and Symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. The following symptoms may appear **2-14 days after exposure***.

- Fever
- Cough
- Sneezing
- Sore throat
- Shortness of breath

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

If individuals show any of the above symptoms they should not go to work or school. If individuals begin to experience symptoms while attending a school, it is recommended that schools promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home. People showing symptoms should follow the advice of health authorities.

Do I have COVID-19, the flu or a cold?

Symptoms	Coronavirus	Cold	Flu
Sore throat	Sometimes	Common	Common
Cough	Common	Common	Common
Sneezing	—	Common	Sometimes
Fever	Common	—	Common
Body aches	Sometimes	Mild	Common
Tiredness	Sometimes	Mild	Common
Headache	—	—	Common
Runny/stuffy nose	—	Common	Sometimes
Nausea	—	—	Sometimes
Shortness of breath	In severe cases	—	—

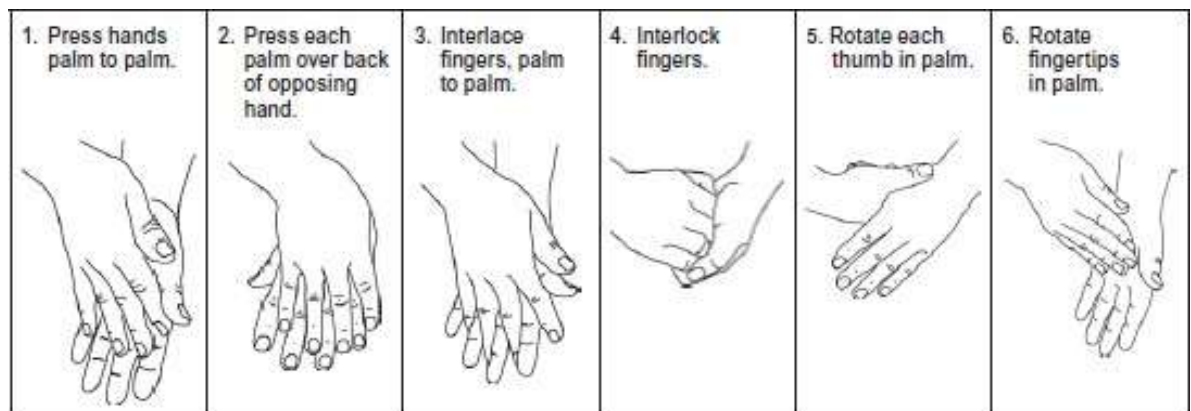
Source: World Health Organization and U.S. Centers for Disease Control and Prevention, via Cleveland Clinic

Prevention Control

1. Hand Washing

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched. Wash your hands immediately:

- Upon arrival at work or school
- After using the toilet
- Before eating, drinking, food preparation, handling contact lenses, or applying makeup
- Before leaving school



Proper hand washing includes using soap and a running water. Wash for a minimum of 20 seconds. If water is unavailable, you must use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser.

Health Authorities note that hand washing with plain soap and water is the preferred method of hand hygiene in schools and childcare centres as the mechanical action is effective at removing visible soil as well as microbes. In instances where hand-washing sinks are not available, supervised use of alcohol-based hand rubs may be considered. If hands are visibly soiled, alcohol-based hand rubs may not be effective at eliminating the virus.

2. Cough/Sneeze Etiquette

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

3. Proximity Recommendation

Practice social distancing and attempt to keep a minimum two-meter (6 ft) distance between yourself and others whenever possible. Droplets may be generated when an infected person coughs or sneezes.

Droplets travel a short distance through the air and can be deposited on surfaces or directly in the eyes, nose, or mouth.

It is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.

4. Cleaning and Disinfecting

Regular cleaning and disinfecting of objects and high-touch surfaces (e.g. door handles, water fountain push buttons) will help prevent the transmission of viruses. This can be done using existing school setting cleaning and disinfection protocols, if the disinfectant step is with a product active against COVID-19 (see “table” below).

Cleaning is the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth. *Cleaning for COVID-19 virus is the same as for other common viruses.* In general, cleaning should be done whenever surfaces are visibly soiled.

Disinfection is the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body. It is recommended that high-touch surfaces be disinfected at least twice/day. The following is a list of disinfecting agents and concentrations known to be effective against coronaviruses.

	Agent and Concentration	Uses
1.	Chlorine: Household bleach – sodium hypochlorite (5.25%) 1:100 (500 ppm solution) 10 ml bleach to 990 ml water	Used for disinfecting general surfaces, e.g., hand railings, grab handles, door knobs, cupboard handles.
2.	Chlorine: Household bleach - sodium hypochlorite (5.25%) 1:50 (1,000ppm solution) 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Allow surface to air dry naturally.
3.	Accelerated Hydrogen Peroxide 0.5%	Used for disinfecting general surfaces (e.g. counters, hand rails, door knobs).
4.	Quaternary Ammonium Compounds (QUATs)	Used for disinfecting of general surfaces (e.g., floors, walls, furnishings).

5. **If individuals show symptoms**

If individuals show symptoms as outlined above, they should not go to school or work. If individuals begin to experience symptoms while attending a school, it is recommended that schools promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home. This room should not be one that is commonly used for other purposes (ie, the lunchroom during non-mealtimes). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well-ventilated areas and where at least two metres of distance can be maintained between the ill person and others.

A limited number of staff should be designated to care for ill persons until they can be sent home. These caregivers should not be at increased risk of viral infection complications (ie, pregnant women or persons that have a chronic illness), and they should be familiar with infection control recommendations to prevent the spread of the virus.

When possible, and if the sick person can tolerate it, he or she should wear a surgical mask when near other persons.

6. **Risk Management**

Due to the nature of the classroom setting all district staff can be at risk of contracting the viral infection. We tend to work in a closed environment filled with a large congregation of people. Each variant of potential pandemic situations will determine which population is at the most risk.

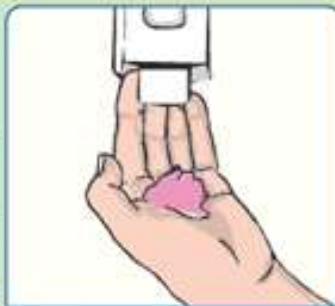
To help minimize the risk of viral infection the following protocols have been recommended:

- a. Avoid close contact with people who are sick.
- b. Avoid touching your eyes, nose, and mouth.
- c. Stay home when you are sick.
- d. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- e. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- f. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- g. If experiencing pandemic symptoms call health care provider. (CDC, 2020)

FIGHT GERMS BY WASHING YOUR HANDS!



1 Wet your hands



2 Soap



3 Lather and scrub - 20 sec



4 Rinse - 10 sec



5 Turn off tap



6 Dry your hands

DONT FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

APPENDIX 1

PRINCIPAL'S

CHECKLIST

PRINCIPAL'S CHECKLIST

Review of District's Pandemic Response Plan and Ministry of Education Fact Sheets.

Discuss with staff, students and parents alternate learning strategies i.e. on-line learning.

Identify a room which may be used as a temporary quarantine room. This room does not need to be on a separate air handling system. Keep in mind the access to washrooms, sinks etc.

Identify an individual who will monitor the affected student.

Ensure up to date emergency contacts for all students, parents or guardians.

Update staff contact information and phone tree.

Cancel all clubs and extracurricular school events.

APPENDIX 2

MODIFIED

CLEANING

PROCEDURES

MODIFIED CLEANING PROCEDURES

(to be used when directed by Director of Operations)

Personal Protection: Regular Disposable latex or vinyl gloves, safety gloves

Equipment Needed: Bucket, small garbage can liner, plastic bags, disinfectant cleaner

Hand hygiene is essential, which would include thorough washing of hands after cleaning.

When cleaning a room, it is critical that you have a method that you follow so as not to lose track of surfaces that you have and have not cleaned.

Work clockwise around the room, cleaning the outer perimeter first and working to the center of the room. (If working with partner(s) good communication is essential.)

Using a disinfectant cleaner, liberally wash down all touchable surfaces, paying particular attention to commonly utilized items such as doorknobs, light switches, pencil sharpeners, desktops and such.

Other areas not to be missed are as follows:

Loose books (books in shelf units, spine only), pencils, pens, crayons, markers, chairs, desks and chair legs (include teacher's desk and chair also).

All vertical surfaces as high as you can reach and all horizontal surfaces that would normally be touched on a daily basis.

Clean the exterior of the doors, locker fronts and combination locks in near proximity to the room (including near-by exit doors and water fountains).

Change the disinfectant solution in the bucket every 15 minutes of active cleaning. Used cloths and dust mops should be bagged and disposed of appropriately.

If you take a coffee or lunch break during cleaning time, be sure to discard your used gloves and thoroughly wash your hands, using new gloves upon resuming cleaning.