

**COVID-19 Safe Work Instructions and Protocols for Central Elementary
Stage 3 of the BC K-12 Education Restart Plan
~revised May 29, 2020~**

Overview:

First priority from [Ministry of Education](#) is health and safety of staff and students based on information provided by [British Columbia Centre for Disease Control](#). This includes the foundational health and safety requirements including, but not limited to, legislation, professional standards, and [trauma-informed practice and social emotional lens](#).

All staff working in schools will adhere to the standards, guidelines and direction from the Provincial Health Officer (PHO) and WorkSafeBC and must be able to practice:

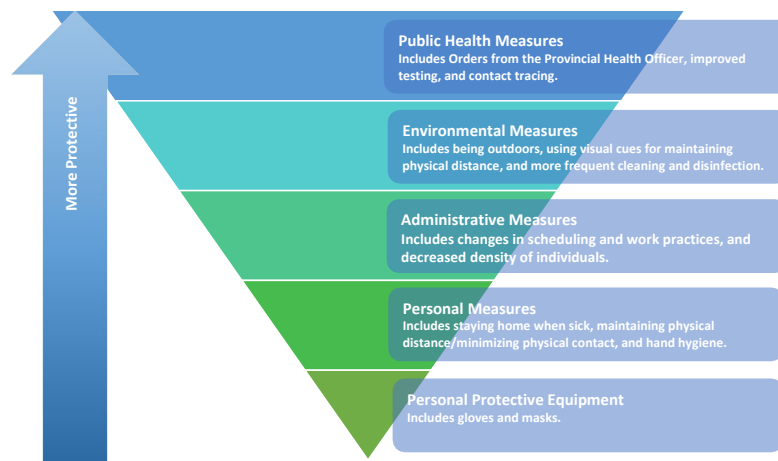
- proper procedures as outlined by the Provincial Health Authority (i.e. hand washing, coughing/ sneezing into elbows, not sharing items), and
- social distancing of 2 metres (6 feet).

All students able to practice the following where possible, except students with diverse or unique needs will follow the process under [student services guidelines](#):

- proper procedures as outlined by the Provincial Health Authority (i.e. hand washing, coughing/ sneezing into elbows, not sharing items), and
- social distancing of 2 metres (6 feet).
 - For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.
 - Adolescent children should physical distance themselves where possible when outside the family unit or household.

The following are infection prevention and exposure control measures to help create a safe environment for students and staff. The measures outlined below are guiding principles 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. Wherever possible, use the measures that offer the highest level of protection and add additional measures as required.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



PUBLIC HEALTH MEASURES

Public Health Measures are actions taken across society at the population level to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travelers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

More information about public health measures can be found on page 4 of the [BCCDC COVID-19 PUBLIC HEALTH GUIDANCE for K-12 School Settings May 19](#)

ENVIRONMENTAL MEASURES

1. Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and [Disinfectants for Public Settings document](#).

This includes:

- Deep cleaning and disinfecting of the premises should occur at least once a day.
- Frequently-touched shared surfaces should be cleaned and disinfected at least twice a day with cooperation between custodial staff and room occupants. (e.g. door knobs, light switches, toilet handles, applicable furniture, electronic devices, and keyboards)
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.

USE OF BLEACH PRODUCTS CONTAINING SODIUM HYPOCHLORITE IS STRICTLY PROHIBITED (I.E. WIPES)

- Limit items that are not easily cleaned (e.g. fabric or soft items).
- Disabling water fountains, however bottle fillers are acceptable.
- Washrooms should be cleaned at least twice a day keeping in line with the high touch surface area protocols.
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Refer to [Biological Agents Exposure Control Plan](#).
- Empty garbage containers daily.
- Disinfectant bottles will be provided for only dedicated photocopying and resource rooms.

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 of books or paper based educational resources to students because of COVID-19.

ADMINISTRATIVE MEASURES

1. Physical Distancing and Minimizing Physical Contact

Physical distancing (e.g. maintaining a distance of 2 metres 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. For example, younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance whenever possible.

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

(Note: This includes all related school activities including field trips, fundraising, etc.)

- Avoid close greetings (e.g. hugs, handshakes). Regularly remind students about keeping their “hands to yourself”.
- The number of students in a space should not exceed the ability to maintain health and safety measures.
- Spread people out into different areas.
 - Consider different classroom and learning environment configurations to allow distance between students and adults (e.g. different desk and table formations).
- 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.
- Organize learning activities outside including snack time, place-based learning and unstructured time.
- Take activities that involve movement, including those for physical health and education, outside.
- Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal 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 and bathrooms.
- Parents and caregivers and other non-staff adults entering the school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are in the school.
- Assemblies and other school-wide events should be held virtually to avoid large gatherings of people in one space.

PERSONAL MEASURES

1. Stay Home When Sick

- All students and staff who have symptoms of COVID-19, **OR** 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.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- Staff and students who are ill, including children of essential service workers, should not be permitted to attend school (Note: Students and employees should stay home until deemed healthy to return).
- Those unsure of if they, or a student, should self-isolate should be directed to use the BC COVID-19 Self- [Assessment Tool](#).
 - If concerned, they can be advised to contact 8-1-1, or the local public health unit to seek further input.
 - They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

AN INFO SHEET ON 'WHAT TO DO IF A STUDENT OR STAFF MEMBER BECOMES ILL AT WORK' IS INCLUDED AS APPENDIX B IN THE PHO GUIDELINES.

2. Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents, caregivers and staff can teach and reinforce these practices amongst students.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- 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 about how to perform hand hygiene, please refer to the [BCCDC's hand washing poster](#).

Strategies to ensure diligent hand hygiene:

- Upon entering the school at the designated door, staff will follow sign-in procedures and then wash hands and students will be escorted to their classroom and immediately wash their hands.
- put up posters to promote the importance of regular hand washing).
- Regularly remind staff and students about the importance of diligent hand hygiene.
- Incorporate additional hand hygiene opportunities into the daily schedule.
- Staff should assist younger students with hand hygiene as needed.

AN INFO SHEET ON 'WHEN STUDENTS AND STAFF SHOULD PRACTICE HAND HYGIENE' IS INCLUDED AS APPENDIX C.

3. Respiratory Etiquette

Students and staff should:

- Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Refrain from sharing anything that could lead to transmission through the respiratory system and eyes.

Cloth or homemade masks are not recommended, particularly for children. There is limited evidence outside of health care settings and only in uncontrolled situations where physical distancing between adults cannot be maintained for extended periods of time (greater than 15 minutes with a person who has probable or lab confirmed COVID-19). Wearing a mask is a personal choice. It is important to treat people wearing masks with respect.

Parents, caregivers and staff can teach and reinforce these practices amongst students.

4. Personal Protective Equipment

Personal protective equipment (PPE), such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. *They should only be used when all other controls fail (e.g. only used when other control methods cannot reduce the risk to a low enough level).*

Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student.

No additional personal protective equipment is required (for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student.

There is no evidence to support the use of medical grade, cloth or homemade masks in school settings at this time. Wearing a mask is a personal choice. It is important to treat people wearing masks with respect.

More information about COVID-related mask use is available on the [BC Centre for Disease Control website](#).

SCHOOL CONTEXT PRINCIPLES

General Guidelines

- All staff must review the [COVID-19 Exposure Control Plan](#)
- Staff Orientation of these procedures was held to ensure staff feel safe and the understanding around safety was clear
- Current information related to COVID-19 will be posted on the School Health and Safety board in the staff room
- First Aid attendants (Robin and Lauren) on site daily
- Staff are required to report to work on site during scheduled times only, Monday-Friday
- Staff sign in and wash in through the MPR doors
- Greeter at front doors to sign in late students and possibly TTOCs if they come to the front
- Students line up by their designated cone with space markers and are escorted up to class with a staff member
- All transitions in and out of the building (recess, lunch, etc) are lead by a staff member
- Students will be given a squirt of soap in hall and then will proceed in to their classroom to wash at the sink
- Students will wash in and out every time as well as in between as needed
- Handwashing is most important: COVID is not transferred through you skin; it is through droplets and then touching your face and eyes.
- Minimize face touching with unwashed hands
- Minimize the number of teachers and educational assistants that interact with groups of students throughout the day as possible
- Minimize the number of school settings
- Staff room set up with designated physical distancing areas and two extra rooms have been designated as staff rooms in order to space out
- All staff/students to bring a water bottle as water fountains are closed and only bottle fillers are open (2)
- Staff will wipe photocopier in prep room with disinfectant provided after using machines. Pencil tips are also used for pressing the buttons
- Use of bleach products is prohibited including wipes
- First aid room is located in the office
- Isolation rom is downstairs next to the counsellors office
- Student washrooms are marked off for every second stall and sink use only. All students will be accompanied by an adult to the washrooms
- Current documentation is on SharePoint under the COVID-19 heading
- If staff present with symptoms of common cold, influenza, COVID-19, or other respiratory disease, they must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.

- Staff may be required to provide school administration with documentation from a health care professional clearing them of COVID-19 before returning to school.
- Schools are controlled environments after entering schools, staff and students must minimize their public interactions during the workday to decrease everyone's risk of exposure to COVID-19

Messaging to Parents

- Clearly communicate with parents and care givers their responsibility to assess their children for symptoms of common cold, influenza, COVID-19, or other respiratory disease daily before sending them to school. **Parents or caregivers must keep their child at home** if their child is sick, until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved
 - Parents may be requested to provide school administration with documentation from a health care professional clearing their child of COVID-19 before returning to school.
- Students will need to be picked up promptly from the school's dedicated isolation room if sick.
- Parents to be made aware of pick up and drop off procedures for their child and expected conduct
- Students must not be dropped off early or picked up late
- Students not to contact or share items (school supplies, clothes, food)
- Lunch and recess snacks must be brought from home as the breakfast and lunch program is not running
- Parental questions or concerns. Communicate for parents to contact the school or make an appointment.
- Minimize the number of non-essential people coming into the school
- Parents will sign a permission click form stating they have agreed and read the safety procedures for Central
- A second recess was added as well as a second play time at lunch to space children out
- Students dropped off by their designated class cone and line up according to space distance markers
- Teachers/staff members will greet students outside and escort them into the school to directly wash their hands
- Attendance will be taken

All Signage Posted (on SharePoint COVID-19)

- Hand Hygiene Posters where hand washing occurs, as well as, in high visible areas
- Coughing and sneezing etiquette
- Physical (social distancing)
- Enhanced environmental cleaning guide
- SD33 Safe Building Practices
- Daily Health Assessment Poster

- **ALL ROOMS BEING USED HAVE OCCUPANCY SIGNAGE POSTED ON THEM (HOW MANY PERSONS ALLOWED)**

Students with Diverse Needs

- Once it is determined which students will be attending, review all plans with the student's support team including: IEPs, Student Support Plans, Safety Plans, Delegated Care Plans, Behaviour Plans, Personal Care Plans
- Refer to Guidelines for Supporting Students with Diverse Needs [Guidelines For Supporting Students with Diverse Needs](#)
- Full day support to students with diverse needs will be limited to children of essential service workers and SD33 staff
- *Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. **No additional personal protective equipment is required (for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student. COVID-19 Public health Guidance for K-12 School Settings (page 8)***

Classroom Expectations

- Teacher to review and practice with students and support staff physical distancing, hand wash procedures, cough and sneeze etiquette.
- Teacher to note for younger children physical distancing is less practical and the focus should be on minimizing physical contact instead. No hugging, touching one another or hand shaking. Frequently remind them to keep their hands to themselves.
- Remind students hand washing of minimum 20 seconds (hand-sanitizing) is to take place upon arrival, before eating, before going outside and upon return to the school, before the need to touch the face, after coughing or sneezing into hands, after using the toilet, after handling common resources/equipment/supplies or pet, whenever hands are visibly dirty and, upon departure.
- Remind students not to touch their face (nose, eyes, mouth)
- Teacher to review protocols around bringing materials (bags/backpacks, school supplies) in and out of the building. Items to be kept at their desk or in personal storage bins
- 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.
- Handwashing is most important: COVID is not transferred through your skin; it is through the respiratory system and eyes (minimize face touching with unwashed hands)

Classroom Set up

- Disinfectant bottles will be provided for only dedicated photocopying and resource rooms.
- Class size to be 50% of Local Class Size and Composition agreement
- Where possible, arrange student learning spaces to minimize student to student physical contact while maximizing student to adult distance.
- All surfaces must be kept clear to facilitate ongoing disinfection.
- De-clutter classrooms to facilitate effective and efficient cleaning. Only essential, daily required teaching items should be accessible. All other non-needed items stored away and marked off as “out-of-use”).
- Where possible, unnecessary and unused items should be removed from the classroom.
- All porous fabric material (i.e. bean bags, stuffed animals, couches, classroom carpets/rugs, student’s mats, etc.) items to be removed or stored
- **Students don’t share materials.** Students to have school supplies in personal container (i.e. Ziploc bag) to limit contact with others.

Main Entry For Staff

- When possible, have a front door greeter at main entrance
- Signage (distancing, hand hygiene, health assessment poster, cough and sneeze etiquette)
- Sign-in/out sheet for contact tracing (completed by door greeter, or self-completion when door greeter not possible)
- Upon entry students and staff must report immediately to a designated washroom and wash their hands
- Lock doors after staff and students arrive
- 2-metre waiting areas designated outside

Exiting the Building

- All students/staff must wash their hands before leaving
- Staff sign out

Washrooms and Hand Washing Stations

- No washroom attendants and washroom sign-in/out required
- Designate separate washrooms for staff and students for both hand washing and actual washroom use where possible and label rooms.
- Washrooms will have occupancy limits posted
- Hand washing poster displayed in all washrooms
- Every second stall and sink has been taped off

Office Set-Up

- Physical distancing must be maintained in the school office. Signage and markers reinforcing this should be used.
- Re-arrange waiting areas to allow for physical distancing and decrease number of people in the office. For example, move chairs into the hall outside of the school office, properly spaced, or use markers/signage.
- Establish procedures for onsite deliveries

Isolation Room

- Area for staff/students showing symptoms (coughing, sneezing, flushed face)
- Post [COVID-19 Safe Work Procedures \(SWP\) Instructions for Isolation of Symptomatic Students and Staff](#)
- Separate from learning spaces and first aid room
- Short term stays (area for students to wait for parents to pick up)
- Must be easy to clean
- Minimal furniture and nothing with porous fabric material
- Maintain social distancing

First Aid Room

- Separate from learning spaces and isolation room
- Post [Covid-19 Safe Work procedures for First Aid Attendants](#)
- For regular first aid (not for people who are symptomatic; symptomatic people go immediately to Isolation Room)
- Must be easy to clean
- Minimal furniture and nothing with porous fabric material
- Regular first aid supplies
- Have supply of gloves for protection from fluids

Gym Set up

- Encourage outside activity as much as possible
- Approved equipment must have a hard-smooth surface (i.e. hula hoops, smooth rubber balls, mats in good condition)
 - no use of soft, porous or textured equipment (i.e. basketballs)
- No storage room access – approved items in the gym ready to use
- Set up of “Clean Equipment” area, then once used place in gym equipment area labelled “To Be Cleaned”

Staff Rooms

- Encourage staff to eat in their rooms/work station area wherever possible and bring a small cooler to keep items
- Remove couches and soft surface furniture to a do not use area (cloth chairs replaced with plastic ones)
- May choose to have no microwave or fridge use depending on the layout of your staff room. Sink and fridge area should have a 6’ perimeter line on the floor
- Wash your hands before/after you use items in the staff room and eating. Do not share food or containers

Playgrounds

- June 1st playgrounds re-opened. Gaga ball pit has remained closed.
- Provide a safe environment, and encourage appropriate hand hygiene practices before, during and after outdoor play (Public Health Guidance Document for K-12)
- We have received confirmation from Fraser Health playgrounds do not require cleaning and the focus is on hand hygiene and physical distancing/physical contact depending on the age of the children

Custodial

- Day custodian to clean high touch surfaces twice per day for areas used
- Washrooms will be cleaned twice per day
- Evening custodial to perform a deep clean and full disinfection of all areas used each day
- Used gym equipment to be cleaned in the evening
- Mark: 6:00-10:00, 12:00-4:00
- Collin: as per usual evening shift

Personal Protective Equipment (PPE) Not Required While Onsite

- Based on strict hygiene and public health procedures at our sites (physical distancing, hand washing, respiratory etiquette and enhanced cleaning of high touch surfaces) the risk of exposure is minimal.
- Instruction area is set up and strongly supported by the above procedures
- We do not supply any PPE (i.e. masks or gloves) beyond what was normally required for the work prior to the COVID-19 pandemic
- Gloves do not protect from COVID-19, good handwashing practices do.
- The virus does not enter through your skin it enters through the respiratory system and eyes.
- Gloves can offer a false sense of security. Inadvertently touching your face with a dirty glove ***is worse*** than touching your face with recently sanitized hands.

Appendix A: Summary of School-Based Control Measures



1. STAY HOME WHEN SICK

All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should wash their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread children out to different areas.

Take them outside more often.

Stagger lunch times. Incorporate individual activities.

Remind children, "Hands to Yourself!"



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice a day.

General cleaning of the centre should occur at least once a day.

Use common cleaning and disinfectant products.

Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

NOTE: “The student must self-isolate for a minimum of 10 days from the onset of symptoms...” was removed by the BCCDC in their May 19, 2020 revision

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<p>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</p> <p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Contact the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>IF STAFF DEVELOPS SYMPTOMS AT HOME:</p> <p>Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further input.
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	

Appendix C: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g., recess, lunch). • Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • After using the toilet. • After handling common resources/equipment/supplies or pets. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g. recess, lunch). • Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student or self. • After using the toilet. • After contact with body fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.