

RETURN TO SCHOOL HANDBOOK



WSÁNEĆ
SCHOOL BOARD

WSÁNEĆ EMERGENCY PREPAREDNESS
WSÁNEĆ SCHOOL BOARD

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WSÁNEĆ School Board

Return to School Handbook

Section 1: Purpose

The intent of this handbook is to inform WSÁNEĆ School Board (WSB) Staff on the Operations and Health & Safety processes for WSB sites during COVID-19, to ensure Employee Health and Safety.

Section 2: Background

The B.C. Center for Disease Control (BC CDC) has published the following information in its May 19, 2020 COVID-19: Public Health Guidance for K-12 School Settings:

- In B.C., less than 1% of children and youth have been COVID-19 positive.
- 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.
- Most cases in children have been linked to a symptomatic household member.
- Children are **NOT** the primary drivers of COVID-19 spread in schools or community settings.
- 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.

See Appendix A.

Section 3: Safe Work Procedures

All WSB Staff must follow the applicable COVID-19 Safe Work Procedures (SWP) listed in the Appendix B.

If a Teacher or Principal suspects a Student or Students are suffering from a communicable disease, they must report this to the Vancouver Island Health Authority, as per the Order of the Provincial Health Officer (Provincial COVID-19 Health and Safety Guidelines for K-12 Setting). The Administrator will be responsible to informing the appropriate stakeholders.

Section 4: Training and Education

All WSB Staff Must:

- Review this document and complete any and all orientation/training related to this document.
- Review all applicable COVID-19 SWPs.
- Complete Staff Orientation Checklist on first day of return to work. See Appendix F.
- Review all Updates/Notices provided to Staff.
- Participate in any additional Training/Education Sessions, as required (e.g. WHIMIS).

Section 5: W̱SÁNEĆ Emergency Preparedness (WEP) Committee

WEP Committee Members are required to:

- Follow applicable WorkSafe B.C. Legislation.
- Support and assist Managers regarding COVID-19 concerns, brought forward by workers.
- Participate in necessary COVID-19 Training.
- Complete the WEP Site-Based Checklist COVID-19. See Appendix G.
- Post Hand-Washing signs near Hand-Washing Facilities. See Appendix Q.

Section 6: Work Environment

The following are considerations for classrooms and other WSB Work Environments:

- Sufficient ventilation in classrooms that meets WorkSafe B.C. Legislative requirements and building standards.
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Staff are required to wear a mask while inside the organization. Staff must become familiar with how to put on and take off a mask safely.
<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>
- Saanich Adult Education Centre (SAEC) Students are required to wear a mask.
- Teachers must provide instruction on how to properly put on and take off a mask. See Appendix Q.
- Ensure the waste receptacle in the classroom is located in an area, where it can be used and **NOT** inhibit physical distancing.
- Have a tissue box strategically located in the room, to provide easy access and **NOT** prevent physical distancing.
- Classrooms must be de-cluttered with non-essential items and furniture removed, to allow for efficient, effective ongoing and nightly Custodial cleaning/disinfecting.
- Workspace and desk set up, will all be 2 meters apart.

- Students will have staggered drop-off and pick-up times.
- Students will have staggered breaks.
- Students and Staff will have different access Points/Entrances/Exits.
- Shared desks are not permitted.
- Ideally desks are to be set up around the perimeter of the classroom, leaving the central area open for adequate Physical Distancing during Entry/Exit of the classroom.
- Number of desks allowed in each classroom will depend on the size of the classroom: Please refer to Appendix J for occupancy limits.
- As per WorkSafe B.C. Legislative requirements (OHSR 4.79), if air quality concerns are brought forward, they will be investigated accordingly.
- Ideally, the classroom will have a Hand-Washing sink with soap (**NO** bar soap) and paper towel.
- If no hand-washing sink is located in the classroom, Students and Staff will have access to a designated washroom.
- Desktops and counter surfaces must be kept clear, to facilitate ongoing disinfection throughout the day and allow for nightly Custodial cleaning/disinfection.
- If assistance is needed with moving heavy items, please Notify Maintenance for support and they can submit a work order, as required.
- Access to Library will be permitted for classroom space if needed.
- Use of shared items will **NOT** be allowed.
- Gymnasium is **NOT** available due to construction.
- Each class will have their own designated gym equipment (as required).
- Management in collaboration with the WEP Committee can determine any additional access limitations.
- Handouts for Students can be placed on Student's desks before the start of class or during breaks to maintain Physical Distancing.
- There can be more than 50 Students and Staff in the School/Site at any given time, if they are **NOT** all in one area. **NO** large in-person assemblies of Staff or Students should be held.
- Text books, paper or other paper-based should **NOT** be shared.
- Minimize the number of Staff that interact with groups of Students throughout the day.
- Organize Students into smaller groups, that stay together throughout the day.
- Disable water fountains (Provincial COVID-19 Health and Safety guidelines for K-12 Settings). Water bottle filling stations may be used as long as they are disinfected after each use.
- Personal items between Students and Staff should **NOT** be shared (e.g. electronic devices, pens, etc.). (Provincial COVID-19 Health and Safety Guidelines for K-12 Settings).
- Equipment or supplies should **NOT** be brought back and forth from school to home.
- Students will be provided school supplies needed for the day and store as instructed by Teacher. Storage of supplies must **NOT** inhibit the Custodian's ability to clean/disinfect.
- If electronics are to be shared, they must be cleaned between users, as per process below.

Section 7: Hot Lunch Program

- Individually wrapped in disposable containers food items only (For example: soup, sandwiches, wraps).
- Students must only eat at their desk (or outside if that is a feasible option).
- Students must dispose of their own items when possible.
- Considerations for Kitchen Staff:
 - Staff must follow proper Hand Hygiene as required.
 - Staff must wear a Mask at all times – **NO** exceptions.
 - Staff must wear Gloves at all times – **NO** exceptions.
 - Staff must wear a Hairnet.
- Non-Kitchen Staff must not enter kitchen or cooking space.

Section 8: Office, Staffroom and Shared Space Access

- Access to the School Office will be limited.
- Signs will be posted regarding maximum occupancy requirements. See Appendix Q.
- Office doors will remain closed.
- Staff will bring your own lunch (no take-out deliveries) with a cooler pack, if needed.
- Staffroom will **NOT** be available for eating.
- Staffroom will **NOT** provide coffee and tea during the pandemic.
- Staff may **NOT** use the microwave.
- Only one person allowed in the Weight Room at a time. See Appendix M.
- Photocopier rooms will have limited access, whereas only Secretaries will have access to photocopier.
- Staff are asked to limit printing and use email or other platforms instead.
- Handouts for educational purposes are allowed, but should be limited as able.
- Staff must disinfect items touched (e.g. copier buttons, hole punch, stapler, etc.) before leaving.
- Access to Staff mailboxes shall be limited, use of email to scan documents is preferred.
- Staff are responsible for sanitizing high touch areas in their office or classroom as needed. Staff can request Custodian support when required. Nightly cleaning done by the Custodians.
- Staff sharing office spaces must follow room capacity at all times. Where applicable office schedules must be developed.

Section 9: Communal Meeting Rooms

- Limit in office meetings, so only one area needs to be sanitized.
 - Staff must wear mask when in a meeting.
 - Consider opening window or door for airflow.
 - Consider length of meeting, as shorter is better.
 - Staff must disinfect the communal space after each use.
 - Discuss over zoom or phone when possible.
 - Limit outside Visitors as much as possible.
 - Remind Visitors they must not enter the organization if they have COVID-19 symptoms or have been in contact with someone who has. See Appendix I.

Department:	Communal Meeting Rooms:
Administration/Daycare/O&M	SENĆÓFEN IST Classroom
SAEC	Staffroom
WLSS	Staffroom

Section 10: Washrooms

- Shared washrooms will have a max occupancy of 2 people. See Appendix J.
- Shared washrooms will have two non-touch paper towel dispensers waste receptacles for easy access.
- Middle sinks will be turned off, to ensure Physical Distancing.
- Middle stalls and urinals will be blocked off.
- When required, Students need to be monitored for proper Hand Hygiene.
- Washrooms will be sanitized after each use.
- Physical Distancing stickers will be placed accordingly in washroom spaces, to guide use. See Appendix Q.
- Staff are required to sanitize Staff washrooms before and after use.

Section 11: Handwashing Facilities

- Where multiple sinks are installed at one hand washing station, counters will be designed to allow for a minimum of 2 metres between sinks, to allow for appropriate Physical Distancing.
- Where necessary, some sinks will be temporarily taken out of service, to ensure Physical Distancing while washing hands.
- Use of paper towel rather than hand dryers is recommended (Provincial COVID-19 Health and Safety guidelines for K-12 Settings).
- Signage will be posted at the entrance of required washrooms, to limit number of occupants based on size and ability to Physical Distance.

- Hand Hygiene Stations at each school entrance, with Hand Sanitizer (on a table or stand) for students upon arrival (Provincial COVID-19 Health and Safety guidelines for K-12 Settings). See Appendix Q.
- Soap (**NOT** bar soap) and water are the preferred method for cleaning hands once inside the school.

Section 12: Handwashing is Required for Students

- Before leaving home, before getting on the bus, on arrival at school and before leaving school.
- After using the toilet.
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.).
- After sneezing or coughing.
- After handling common recourses.
- After breaks and sporting activities.
- Before eating any food, including snacks.
- Before touching face (nose, eyes or mouth).
- Whenever hands are visibly dirty.

Section 13: Handwashing is Required for WSB Staff

- Before leaving home, before getting on the bus, on arrival at work, before/after breaks and before leaving work.
- After using the toilet.
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.).
- Before touching face (nose, eyes or mouth).
- Before administering medications
- After contact with bodily fluids (e.g. runny noses, spit, vomit, blood).
- After cleaning or handling garbage.
- Before donning and after removing gloves.
- Before food preparation, handling, or serving.
- Before and after assisting student with eating.
- After sneezing or coughing.
- Whenever hands are visibly dirty.

Section 14: Temporary Storage Area

Classrooms must be decluttered, excess desks, chairs, equipment, supplies and materials must be reduced to provide a 'minimalist' type environment in the classroom. If the WSB property can **NOT** be stored safely in the room, Administration can select a room, or area, for temporary storage during COVID-19. Boiler, electrical and mechanical rooms **MUST NOT** be used for storage.

Section 15: Isolation Room

Administration in consultation with the WEP Committee will select a room with a door, that can be used for isolating a sick Student, while awaiting Parental/Guardian pick-up.

- The selected area will ideally have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain a hand sanitization dispenser.
- The room must have an “Isolation” sign, that can be posted while the room is in use. See Appendix Q.
- The room must have capabilities to house more than one Student.
- The room will need to be de-cluttered and all non-essential items to be removed, to allow for ease of cleaning and disinfecting.
- The First Aid room **MUST NOT** be used as an Isolation Room.
- If Isolation Room is used, Custodial Staff will be notified and conduct enhanced cleaning, as per the Enhanced Cleaning SWP COVID-19. See Appendix C.

Section 16: Illness

All Students and Staff who have symptoms or COVID-19 or travelled outside of Canada in the last 14 days or were identified as close contact of a confirmed case or outbreak, must stay home and Self-Isolate (BC CDC May 19, 2020).

Section 17: Staff

If ill 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. If you are unsure of your status or have symptoms contact 811 for guidance or use the BC COVID-19 Self-Assessment Tool:

<https://ca.thrive.health/covid19/en>

Staff must notify their Manager if they are ill and unable to attend work due to illness.

Section 18: Students

If a Student is ill, with any common cold, influenza or COVID-19 like symptoms, Parents/Guardians 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.

Section 19: If Staff or Students become Ill While on Site

- Staff must notify Manager and go home.
- As per the First Aid SWP COVID-19 (Appendix B) document, any child exhibiting COVID-19 symptoms must move to the Isolation Room.
- Parents /Guardians must be notified and advised to pick-up the child immediately.

- Staff supervising symptomatic children must use strict hand washing techniques and maintain 2- meters of distance.
- Staff must wear a mask.
- Except for the designated Supervisor, there must be **NO** access to the Isolation Room during isolation.
- There must be **NO** access to the Isolation Room after child is picked-up, until cleaning/disinfecting has been performed by Custodial Staff, as per the Enhanced Cleaning SWP COVID-19.
- The Isolation Room must be aired out after use and wait a minimum of 24 hours to clean.
- Custodial should be notified of the areas where the ill Staff or Student occupied, for cleaning/disinfecting, as per the Enhanced Cleaning SWP COVID-19. See Appendix C.
- Contact 811 or Local Public Health to notify them of potential case and seek further input.
- If COVID-19 is confirmed, then the WSB will contract V-Force to disinfect the entire organization.

Section 20: Isolation Rooms

Department:	Room:
Administration/SAEC/Daycare/O&M:	Room behind Janitor Closet
LTS:	Office in Library
WLSS:	Office 112

Section 21: Daily Self-Assessment for Illness

Parents/Guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease, before sending them to school. Students must be deemed healthy before accessing school transportation.

Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. If ill, 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.

Principals must ensure School Staff and Parents/Guardians of Students 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. Staff, Parent/Guardian can call 811 for advice or use the BC COVID-19 Self-Assessment Tool: <https://ca.thrive.health/covid19/en>

The WSÁNEĆ School Board of Directors will provide guidance on checking temperatures for Staff and Students as a COVID-19 precaution before daily on-site access is granted.

Section 22: Arrival Procedures

Parents/Guardians must remain outside of the school to drop off their children. They must **NOT** enter the school.

Managers in collaboration with the WEP Committee will determine Student entry points and if the drop-off and pick-up schedule needs to be staggered, based on Student attendance. Physical distancing of 2 metres between adults and Students, must be maintained while Students are being dropped off or picked up. See Appendix K.

In addition to the Daily Health Check, Parents/Guardians of Learners with Diverse Needs, as required, will communicate with Staff via email prior to arrival, to communicate any additional information that may be required to support their child. Please consult with Principal if support is needed. See Appendix D.

Site-Specific Building Access Protocol will be completed by WEP and available for Managers. Staff must review the Site-Specific Building Access Protocol for their site. Staff who require access to another building, must report to the Secretary to sign in. Maintenance and Custodians will have access to all buildings as needed. See Appendix H.

Section 23: Access Control

Parent/Guardians and Visitors must **NOT** enter the School/Site building. Only WSB Staff may enter. Maintenance/Operations Staff must thoroughly wash hands, as per the COVID-19 SWP prior to entering all buildings for cleaning purposes.

Access to WSB sites by Non-School District Personnel is **NOT** permitted, unless deemed necessary by Administration, WEP or Manger. Communication should occur via the phone, virtual meeting or email. If access is required, it must be by pre-approval from Manger and by appointment only. See Appendix I.

Mail will be delivered to front entrance of buildings. Postage and mail out will be done by Administration Secretary.

Section 24: Personal Protective Equipment (PPE)

Masks will be required for all WSB Staff. Good Handwashing and Sanitization practices are recommended. No additional PPE beyond normal universal precautions or applicable safe work procedures is required.

Section 25: Cleaning and Disinfecting WHMIS Requirements

- All Disinfectants, Detergents, Hand Sanitizers must be safely stored out of reach of children.
- Only those with WHMIS training can use cleaning products or any hazardous product.

- WSB Staff who are WHMIS trained must request a Custodian to clean/disinfect the area.
- Review instructions for the product before use:
 - Understand what to do in case of exposure.
 - Understand what PPE is required for use?
- Use percept to disinfect surfaces.
- All chemicals must be properly labelled in accordance with WHMIS requirements.

Section 26: Custodial

Following the Enhanced Cleaning SWP COVID-19, Custodial Staff must clean the school thoroughly every evening after the school is closed, once the last Staff Member has left at 4:30 pm. Custodians must also clean high touch points twice daily and check supplies (paper towel, hand sanitizer and soap) in the school daily, when the classroom or area is unoccupied. If supplies are low call Maintenance for supplies. Building access protocols will be followed to ensure Custodial Staff are aware of areas that have been occupied and cleaning and disinfecting is required.

Custodial Staff will keep spray bottles with Percept Cleaner (or equivalent) and microfiber cloths or paper towels readily accessible, for WHMIS trained WSB Staff to sign-out, to clean their work area and IT equipment. If required, Staff may require a bucket with Percept Solution for disinfecting toys or other items. A designated area to store cleaning supplies in or near each classroom, will be provided to Staff to ensure safety. All cleaning products must be kept away from Students.

Garbage must be emptied daily. See Appendix C.

Section 27: Facilities and Transportation

Maintenance and Operations Staff must keep their school buses clean, as per the Facilities and Transportation SWP. See Appendix E.

Section 28: Cleaning and Disinfecting by Staff Supporting Learners with Diverse Needs

Staff working with Learners with Diverse Needs must implement ongoing cleaning and disinfection of high touch areas throughout the day, both as a routine practice and on an as needed basis. Staff working with Learners with Diverse Needs will have access to disinfectant sprays and cloths. Learners with Diverse Needs spaces need to be left, neat and uncluttered at the end of the day.

Section 29: Keyboards and Electronic Devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, and mice should be cleaned and disinfected daily. Shared devices must be disinfected after every use and will have plastic covers to aid the sanitization process.

When Cleaning and Disinfecting Devices Please Consider the Following:

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors, to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections, before cleaning and disinfecting (remove batteries from anything with a removable battery).
- For screen, use a soft cloth and do **NOT** press hard.
- **DO NOT** use alcohol-based cleaners, as it will react with percept.
- **Do NOT** spray cleaner on the device or submerge it in cleaner.
- Spray cleaner onto a cloth and wipe the device.
- **Do NOT** clean inside any ports or openings.
- Clean between users.

Section 30: Toys and Sports Equipment

WSB Staff will select the minimum number of toys and sports related equipment required. Selected items must be easily cleaned. **NO** stuffed toys or porous items. Classroom Teachers and/or Education Assistants (EA) will sanitize after every use.

Parents/Guardians must **NOT** allow students to bring toys from home, unless approved by Principal.

WSB Staff and Students must **NOT** use outdoor play equipment (playgrounds).

Students will be provided school supplies needed for the day and can remain on-site for the student, as long as they are **NOT** shared and they **DO NOT** inhibit the Custodian's ability to clean/disinfect.

Section 31: Food

NO food sharing for Staff or Students. Students will be provided individually wrapped lunches in disposable packaging.

Student must store snacks from home under their chair or on the back of their chair. Students must wash hands before eating.

Section 32: Learners with Diverse Needs, if Students Need Support for Eating

- Use good Hygiene Practices when Handling Food.
- Avoid Bare Hand Contact. Use utensils, deli napkins, or dispensing equipment to handle food.
- Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods.

Section 33: Behaviour Support Plans, Personal Care Plans and Worker Safety Plans

Children are screened case by case, to determine levels of support required to safely bring Students into the school environment and any support plans will be provided to Principal. Staff working with children that have Behaviour Support Plans, Personal Care Plans, Individual Education Plans and Worker Safety Plans in place, must review these plans prior to working with the child.

Please see Appendix D for recommendations for Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans based on Student need.

Appendix A: SWP COVID-1

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has **NOT** been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Transmission:

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced, when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

- People are thought to be most contagious when they are most symptomatic (the sickest).
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is **NOT** thought to be the main way the virus spreads (CDC, May 2020).
- There is no evidence that COVID-19 is transmitted via text books, paper or other paper products.
- In B.C., less than 1% of children and youth have been COVID-19 positive.
- 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.
- Children are **NOT** the primary drivers of COVID-19 spread in schools or community settings.
- Adolescent children should physically distance themselves, where possible when outside the family unit or household.

- For younger childcare maintaining physical distance is less practical and the focus should be on minimizing physical contact instead (B.C. CDC, May 19, 2020).

Signs and Symptoms:

- Respiratory Symptoms (shortness of breath and breathing difficulties).
- Cough.
- Fever.
- Chills.
- Muscle Pain.
- Sore Throat.
- New loss of Taste or Smell.

Symptoms may appear **2-14 days after exposure**.

How to Avoid Spread:

- If ill, 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.
- If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, physical distancing (2 meters) and hand hygiene.
- Please Note: masks are **NOT** necessary for people who are **NOT** experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 811 for Guidance or Complete the BC COVID-19 Self-Assessment Tool: <https://ca.thrive.health/covid19/en>
- **DO NOT** share office equipment like: pens, scissors, staplers, etc.
- **DO NOT** share food (fruit trays, deli trays, etc.).
- **NO** skin to skin contacts with others (handshaking, hugging, etc.).
- Avoid touching your face with your hands.
- **NO** congregating in common rooms or areas (staffroom, lobby, washroom, etc.).
- Endeavour to make use of phone calls instead of in-person conversations.
- Whenever possible, relocate to another workspace or location to maximize Physical Distancing.
- Always follow the guidelines and recommendations of the Public Health Officer.
- Avoid close greetings (e.g. hugs or handshakes). Regularly remind Students to keep 'hands to themselves' (BC CDC, May 19, 2020).

Respiratory Etiquette:

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and dispose used tissues in a plastic-lined waste container. https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf
- Followed by handwashing.

Handwashing is Required:

- Before leaving home, on arrival at work, before/after breaks and before leaving work.
- After using the toilet.
- Before and after any transitions within the school setting (e.g. to another classroom, indoor or outdoor transitions, etc.).
- After breaks and sporting activities.
- Before eating any food, including snacks.
- Before touching face (nose, eyes or mouth).
- Before administering medications.
- After contact with bodily fluids.
- After cleaning or handling garbage and compost.
- Before donning and after removing gloves.
- Before food preparation, handling, or serving.
- Before and after assisting student with eating.

How to Wash Hands:

- Follow video from *World Health Organization*:
<https://www.youtube.com/watch?v=3PmVJQUCm4E>
- Remove Jewelry.
- Wet Hands with Running Water.
- Distribute Liquid Cleanser thoroughly over Hands.
- Clean hands for 20 seconds following steps 1-9:
 1. Rub palm to palm.
 2. Rub right palm over the back of left hand with interlaced fingers and vice versa.
 3. Rub palm to palm with fingers interlaced.
 4. Back of fingers on opposing palms.
 5. Rub thumb rotationally, clasped in opposing hand.
 6. Rub tips of fingers rotationally on opposing palm.
 7. Rinse hands thoroughly.
 8. Dry hands with paper towel.
 9. Use paper towel to shut off water.

If No Sink Is Available:

- Follow video from World Health Organization:
<https://www.youtube.com/watch?v=ZnSjFr6J9HI>
- Use Waterless Antiseptic Agents for COVID-19 a 60% alcohol agent is required.
- Please Note, this is **NOT** as effective as washing hands with soap and water.
- Antiseptic agents are to be used as a last line of defense only.
- If hands are visibly soiled, they must first be washed with soap and water.
- The hand-sanitizer may then be used to further reduce the microorganism load on the skin.

Please Note: If you are unable to perform hand washing as above, due to injury or medical skin conditions, please contact Physician and inform Manager/Principal with Physician's Note.

References

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Appendix B: Administering First Aid Safe Work Procedure COVID-19

The purpose of this document is to provide a procedure for First Aid Attendant designates to follow, while performing First Aid to either Students or Staff at schools/sites during COVID 19 to ensure Employee Safety.

PPE:

- Nitrile gloves.
- Safety eyewear or other PPE is task dependant.
Before performing Administering First Aid, Occupational First Aid (OFA) designate must read and understand the COVID 19 SWP.
- Watch the associated hand watching video:
<https://www.youtube.com/watch?v=3PmVJQUCm4E>

Procedure - Flu like Symptoms:

OFA designates are **NOT** to assess or approach patients with suspected flu like symptoms.

Should a Staff or a Child begin to show Flu like Symptoms:

- Ensure safe distance of 2 meters and reassure the patient.
- Alert the Principal or Manager.
- Direct Staff to move everyone to another room.
- If patient is a child, have them wait in the Isolation Room for pick from a Parent/Guardian.
- Advise Custodial Staff of areas patient occupied, to ensure Enhanced Cleaning Safe Work.
- Procedure (SWP) are followed.

Procedure - Non -Flu like Symptoms- Standard First Aid:

- First Aid Rooms/Dressing Rooms are to be kept as a clean staging area, patients are **NOT** to enter.
- Have patient sit in chair outside room or other designated area.
- Perform Hand Washing as per COVID 19 SWP.
- Use Nitrile Gloves.
- Gather appropriate First Aid supplies and leave First Aid kit in Staging Area (First Aid Room/Dressing area).
- Perform injury assessment verbally and visually, prior to administering First Aid.
- Advise the patient **NOT** to speak when possible and to look to the side while you administer First Aid.
- Administer appropriate First Aid.
- Advise Custodial of areas used/touched, for disinfecting purposes.
- Remove Gloves:
 - Wash hands as per Hand Washing SWP.
 - Complete -First Aid Record (Form 55B23) as per WorkSafe B.C. (you can use the same form for Students).

- N 95 masks are **NOT** required PPE for performing First Aid on patients who are **NOT** presenting flu like symptoms if no body fluids are present. Non-surgical masks should be worn when performing First Aid.
- Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under another glove at wrist and peel off. Discard in regular waste.
- <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

Appendix C: Enhanced Cleaning SWP COVID-19

The purpose of this document is to provide a procedure for Custodial Staff to follow while performing enhanced Cleaning/Disinfecting of schools/sites due to COVID 19, to ensure worker safety and effective disinfecting.

Enhanced Cleaning:

Regular cleaning, disinfecting and enhanced cleaning of: washrooms, horizontal surfaces and high touch points twice daily such as: door handles, light switches, computer equipment, hand rails, toilet handles, tables, desks, and chairs.

Please follow the process below, to ensure cleaning/disinfecting is sufficient for COVID-19.

If cleaning up and disinfecting after an ill Staff Member or Student, we must only use wet clean-up methods, **NO** dry mopping.

Personal Protective Equipment (PPE):

Nitrile Gloves, Splash Goggles and if using Clorox 360 - N95 Dust Mask.
Goggles and Nitrile Gloves for concentrated percept.
No PPE required for use of 1:16 dilution of percept.

Procedure:

1. Perform hand washing as per hand washing Safe Work Procedure (SWP).
2. Use required PPE. **DO NOT** sweep with a bristle type broom.
3. When dry mopping:
 - Do **NOT** shake the mop head.
 - Keep mop head on the floor surface when dry mopping.
4. Use HEPA Rated Vacuum to collect the debris, being careful **NOT** to shake the mop, to create.
5. If cleaning up and disinfecting after an ill Staff Member or Student, we must only use wet clean-up methods, **NO** dry mopping.
6. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
 - The custodial cart can be placed outside the room against a wall, **DO NOT** bring into room.
 - Use bucket to bring in essential supplies only to the room.

- Bucket along with all of its contents will be thoroughly disinfected before being placed back on the cart, to prevent cross contamination.
 - A waste bag will be placed on the floor by the doorway.
 - A wet mop can be pre-dipped and stood in the corner of the room.
 - Its handle should be disinfected thoroughly before being placed back in the cart.
7. Using WSB approved disinfectant, begin cleaning and disinfecting at the doorway and work around the room in a clockwise direction, to ensure **NO** areas are missed.
 - Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including: phone, chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches and doorknobs, desktops and spot wash walls.
 8. Ensure contact time for the product is sufficient to disinfect, see table 1 below.
 9. Inspect window coverings and remove dirt if visibly soiled.
 10. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.
 - Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and spot wipe walls.
 - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base.
 - Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
 11. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
 - **DO NOT** leave additional liners in the bottom of the garbage container or hanging over the side.
 12. Wipe down vacuum after use.
 13. Take garbage/soiled items to exterior dumpsters.
 14. Replace all mop bucket solutions and gloves every 2 to 3 rooms.
 15. Removing personal protective equipment and dispose.
 - Goggles or Safety Glasses – **DO NOT** touch the front of them.
 - Place in container for disinfection.
 15. Wash hands as per Hand Washing SWP.
 16. This procedure should be repeated twice daily for areas in use (e.g. school office, entrance doors, etc.).
 17. For very high-risk areas, follow up with Clorox 360, if required. Follow Clorox 360 SWP.

Table 1: Shows the contact time required for the cleaning product, to ensure effective disinfection.

Product	Contact Time
Percept (concentrate, RTU and Wipes)	5 minutes

If using bleach, only mix 24 hours' worth, as it doesn't have a shelf life.

Appendix D: Diverse Learners Support Considerations COVID-19

Learners with diverse, complex needs are considered vulnerable Students whose specialized supports and continuity of learning plans are challenging to deliver remotely. These Students require personal care and communication systems that require Staff to be in closer proximity. As a result, this document has been created to aid in creating Worker Safety Plan, Individual Education Plans, Behaviour Support Plans and Personal Care Plans for Students due to COVID-19.

Personal Protective Equipment (PPE):

Managing Students with complex behaviours, on a care plan or experiencing a Health Emergency, may require Staff to be in close physical proximity with the student. Masks are required (BC CDC, May 19, 2020). PPE is dependent on Personal Care Plan or Safe Work Procedure.

Non-surgical masks are required for Staff when working 2 to 1 with a student, where physical distancing is **NOT** possible, to protect the student. **NO** additional personal protective equipment (PPE) is required for Personal Care, unless identified on a case by case basis by VIHA. For particularly complex cases, example feeding tubes, direct any inquiries to

Personal Care Plans:

Students with complex health needs may have Personal Care Plans developed in conjunction with the Principal. Mask and gloves are required.

Food/Eating:

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently hand washing with plain soap and water, to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing SWP.
- Staff prepare Student's food wearing gloves; use paper towel to place fresh food items on and keep food in container it was brought in.
- Staff support Student in washing hands, if required.
- Wash hands as per Hand Washing SWP.
- Staff monitor to ensure Student remains seated while eating.
- Staff to return all waste and containers to Student's backpack (pack in, pack out).

Toileting:

- Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
- Wash hands as per Hand Washing SWP.
- Staff must wear gloves and a mask.
- Staff support Student in areas required.

- Staff to remain at Student's side if needed.
- If second person is required to assist, second Staff member will wear gloves and a mask while supporting.
- Two Staff members to distance as much as possible.
- Bathroom door ajar (if appropriate) to support physical distancing.
- Staff support Student in washing hands, if required.
- Remove Gloves.
- Staff must wash hands with a clinical handwashing technique.
- Staff to employ a verbal prompt to student.
- Staff request additional assistance if needed.
- If a staff member is required to deal with bodily fluid, then a N 95 mask and nitrile gloves must be worn. COVID-19 can be transmitted through fecal matter.
 - Clinical handwashing techniques should be followed after dealing with bodily fluid.

Handwashing:

- Staff support Student to wash hands as required on page 4 of the Handbook "Handwashing is required."
- In addition, if Student touches face, mouth or nose, whenever possible Staff should support Student to wash hands.
- Staff to provide verbal cues for Hand Washing.
- If Student requires hands on support, Staff to remain at Student's side while wearing a mask.
- Staff support to wash hands with soap and water, dry hands with paper towel.
- Staff must then wash hands as per Hand Washing SWP.

Programming:

- Self-Regulation: Student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required. e.g.: cozy swing.
- Safe Space for a designated Student only (single use).
- Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under another glove at wrist and peel off. Discard in regular waste.
- Watch How to Remove Disposable Gloves video: <https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html>
- Activities: include tasks in Student's clearly marked bin. If using edible reinforcers, follow eating protocol above.

Medication Administration:

- Wash hands as per Hand Washing SWP.
- Staff wear gloves, if required as per Health Care Provider's recommendations.
- Administer medication.
- Remove gloves.
- Wash hands as per Hand Washing SWP.

Specialized Equipment: (e.g.: Helmet, stander, stroller/wheelchair, lift etc.).

- If Staff need to support Students with specialized equipment.
- Wash hands as per Hand Washing SWP.
- Staff to remain at Student's side using diagonal CPI supportive stance, Staff must be wearing a mask as physical distancing requirements are not met.

Recommendations for Worker Safety when Student Exhibits any of the Following Behaviour:

Although these behaviors are challenging, if the Student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with handwashing, PPE and cleaning.

Review Student's updated IEP and follow Staff response accordingly.

1.	Spitting: <ul style="list-style-type: none">• Wipe down any area with saliva with disinfectant.• If in contact with saliva, wash hands and/or affected areas.
2.	Biting: <ul style="list-style-type: none">• If in contact with saliva, wash hands and/or affected areas.• If skin is broken seek first aid and follow universal precautions.• Wear Kevlar sleeves or other Kevlar products, as necessary.
3.	Lunging: <ul style="list-style-type: none">• Move self out of way.
4.	Grabbing: <ul style="list-style-type: none">• If in contact with saliva, wash hands and/or affected areas.
5.	Assisted Movement: <ul style="list-style-type: none">• If in contact with saliva, wash hands and/or affected areas.• If staff are supporting a student 2:1 within 2 meters, staff should wear a non-medical grade mask.
6.	Mucous and Saliva: <ul style="list-style-type: none">• Wear an N 95 mask, gloves and safety glasses.• Change gloves and sanitize safety glasses as required.• Clinical handwashing required.

Appendix E: Facilities/Transportation Guidelines COVID-19

The purpose of this document is to provide a guidance for Facilities /Transportation Staff while working during the COVID- 19 pandemic, to ensure Worker Safety.

DO NOT share school buses, **Do NOT** enter or touch any other vehicle. If you are using a vehicle after another worker, it must be re-sanitized before use.

DO NOT ride in a vehicle with a Co-Worker unless a plexiglass shield is in place.

Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP):

- Staffrooms are closed.
- **DO NOT** share tools without disinfecting first.
- When arriving to work, **DO NOT** congregate in common areas, move directly to vehicle when possible.
- Contact your Manager or Clerical Staff by email or phone, rather than in person.
- Check emails daily for new information and additional guidance.
- If two people are required for a task, maintain 2 meters distance and wear a mask.
- Stagger breaks to reduce congregation.

Procedure – Bus Cleaning:

PPE:

- Drivers must wear a mask when cleaning.
- Additional PPE may be required depending on chemical used or applicable safe work procedure.
- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- Open door and window, to allow for increased ventilation.
- Using WSB approved disinfectant begin cleaning/disinfecting at the door and work your way into the vehicle.
- Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including: Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
- To clean the microfiber cloth, please hand wash and hang to dry before next use.
- Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
- Take garbage/soiled items to exterior dumpsters.
- Wash hands as per Hand Washing WSP.
- This procedure should be performed after every bus run.

Please Note: If a Co-Worker is assigned to use the vehicle after you, they must also perform this procedure before they use the vehicle at the start of their shift.

Table 1: Shows the contact time required for the cleaning product to ensure effective disinfection.

Product	Contact Time
Percept (concentrate, RTU and Wipes)	5 minutes

Appendix F: Staff Orientation Checklist

School: _____ Worker Name: _____

Person Conducting Orientation: _____ Date: _____

Items reviewed	Site Specific Information	Reviewed (X)
Site Based Admin/Contact		
Staff Check-In/Out Process		
Muster Station Location		
Lockdown Process/Location		
WEP Rep for each Department		
Isolation Room Location		
First Aid Designate		
First Aid Location - DO NOT enter First Aid Room		
How to Summon First Aid Designate	#:	
Daily Self-Assessment for Illness Requirement Reviewed		
Staff Washroom Location		
Student Washroom Location		
Confirm Staff have reviewed the following SWP's: -if NOT applicable please put NA	1. SWP COVID-19 (Hand Washing) 2. Administering First Aid Safe 3. Enhanced Cleaning 4. Diverse Learners Support Considerations 5. Facilities/ Transportation Guidelines 6. Building Access Protocol 7. Return to School Handbook	

To be completed with Staff upon return to the school/site, please Note this can be done via MS teams.

Additional Comments/Information:

Appendix G: WEP Site-Based Checklist COVID-19

Date: _____ **School/Site:** _____

WEP Committee Members:	Department:
Rebecca Clifford	Administration
Rachelle Clifford	Administration
Bobilee Copeland	SAEC
Robin Cooper	LTS
Ang Hamilton	SAEC
Esther Morris	LTS
Gord Olsen	O&M
Zandra Paul	WLSS
Caroline Stengl	SAEC
Gus Underwood	Daycare

Site-Based Checklist:

Task:	Complete:	Action Needed:
Entrance Signs		
Entrance Markings		
Entrance Automatic Hand Sanitizer		
Entrance Disinfecting Wipes		
Entrance Masks		
Exit Signs		
Exit Markings		
Exit Automatic Hand Sanitizer		
Hallway Flow Signs		
Hallway Markings		
Signs		
Staff Room Occupancy signs		
Staff Room signs		
Staff Room Markings		
Staff Room Automatic Soap		
Staff Room Automatic Paper Towels		
Photocopier Room Occupancy Signs		
Photocopier Disinfecting Photocopier Wipes		
Photocopier Signs		
Photocopier Markings		
Office Occupancy Signs		
Office Signs		

Office Markings		
Office Hand Sanitizer		
Office Disinfected Wipes		
Classroom Entrance and Exit		
Classroom Occupancy Signs		
Classroom Signs		
Classroom Layout		
Classroom Markings		
Classroom Sink Handwashing		
Classroom Hand Sanitizer		
Classroom Disinfected Wipes		
Staff Mailbox Access Sign		
Staff Mailbox Sign Email vs Paper		
Staff Mailbox Access Schedule		
Isolation Room Locations		
Isolation Room Capacity		
Isolation Room Signs		
Isolation Room Markings		
Isolation Room Hand Sanitizer		
Isolation Room Disinfectant Wipes		
Isolation Room Masks		
Isolation Room Gloves		
Isolation Room First Aid Kit		
First Aid Room Sign and Markings		
First Aid Room Location		
First Aid Room Capacity		
First Aid Room Hand Sanitizer		
First Aid Room Masks		
First Aid Room Disinfected Wipes		
First Aid Room Gloves		
First Aid Room Kit		
Washroom Signs		
Washroom Markings		
Washroom Occupancy		
Student and Staff		
Sink Spacing		
Toilet Spacing		
Automatic Soap		

Automatic Paper Towel		
Handwashing Signs		
Workout Gym Use Protocol		
Workout Gym Sign-up		
Workout Gym Signs		
Workout Gym Markings		
Workout Gym Hand Sanitizer		
Staff Access to Percept		

Additional Comments or Concerns:

Appendix H: Building Access Protocol for WSB Staff

- Staff will not be permitted to enter the W̱S̱ÁNEĆ School Board if they have been directed by a Health Official to self-isolate, have respiratory symptoms (cough, congestion or difficulty breathing) or are feeling ill.
- Staff are required to stay home when sick.
- Staff who are granted access to the organization must be following the current health and safety guidelines outlined by the Provincial Health Officer.
- Staff are responsible for following proper hand hygiene as outlined by the W̱S̱ÁNEĆ School Board in the SWP.
- Permitted Staff must report directly to their classroom or office space. No loitering permitted.
- Staff must have Visitors pre-approved to enter the organization.
- Permitted staff must limit the number of personal items they bring on-site.
- The organization and grounds will not be used in any capacity for school or community events during this time.
- Management must be informed if any of the outlined procedures are not adhered to, as safety is of utmost importance.

School/Department: _____

Manager (name/contact #): _____

Designated entry and exit locations: _____

Additional Site-Specific Comments:

General Comments:

- Copies of the Return to School Handbook, policies and procedures related to COVID-19 are available on the W̱S̱ÁNEĆ School Board website.
- If you have any questions or concerns regarding health and safety please contact your Principal/Manager.

Appendix I: Building Access Protocol for Essential Visitors

- Essential Visitors may include and are not limited to: Mail Courier, Food Delivery, Construction Worker, External Contract Worker etc.
- All Visitors must be pre-approved to enter any of the WSB buildings.
- Visitors will **NOT** be permitted to enter the WSÁNEĆ School Board if they have been directed by a Health Official to Self-Isolate, have respiratory symptoms or are feeling ill.

Questions all Visitors are required to answer:

- Do you have a cough?
- Do you feel congested?
- Are you having difficulty breathing?
- Have you traveled outside of Canada in the past two weeks?
- Visitors who are granted access to the organization, must be following the current Health and Safety Guidelines outlined by the Provincial Health Officer.
- Visitors are responsible for following proper hand hygiene as outlined by the WSÁNEĆ School Board in the SWP.
- All Visitors must wear a mask while onsite.
- Pay attention to Entrances, Exits, Physical Distancing Markings and all COVID 19 signs.
- All Visitors are required to check in with Secretary. Leaving their full name, phone number and reason for coming onsite, for Safety measures.

Date: _____ Name of Manager Approval: _____

Visitors Full Name: _____ Visitors Phone Number: _____

School/Department Visiting: _____ Reason for Visiting: _____

Designated Entry and Exit Locations: _____

Additional Site-Specific Comments:

General Comments:

If you have any questions or concerns regarding health and safety please contact your Principal/Manager.

Appendix J: Occupancy Limits

Occupancy limits must be followed at all times. Management must be informed if occupancy limits are not adhered to. If a space does not have its occupancy limits specified, please consult with your Manager prior to use.

Washrooms:

Washroom Size:	Occupancy:
Staff Washrooms:	1 person max occupancy
Students Washrooms:	2 people max occupancy

SAEC:

Room:	Occupancy:
Art Room	4 people max with Instructor
All Other Classrooms	10 people max with Instructor
Kendra/Linda/Counselling Room	2 people max occupancy
Staff Offices	1 person max occupancy
Kitchen	2 people max occupancy
Bathrooms	2 people max occupancy

Daycare:

Room:	Occupancy:
Infant and Toddler	6 people max occupancy with staff
3-5 Room	15 people max occupancy with staff
Bathrooms	1 person max occupancy

WLSS:

Room:	Occupancy:
Classroom across from Office	10 people max occupancy with staff
Kitchen	5 people max occupancy with staff
Science Room	17 person max occupancy with staff
Double Room – Open	22 people max occupancy with staff
Double Room – Closed	10 -12 people max occupancy with staff
Cultural Room	10 -12 people max occupancy with staff

LTS:

Room:	Occupancy:
All Classrooms	12 people max occupancy with staff
Kitchen Area	2 people max occupancy
Maryann's Office	2 people max occupancy
Counselling Space (loft)	2 people max occupancy

SENĆOFEN:

Room:	Occupancy:
Language Room	4 people max occupancy
SENĆOFEN IST Classroom	8 people max occupancy with staff

Office Spaces:

Room:	Occupancy:
Curtis' Office	2 people max occupancy
Kristine's Office	1 person max occupancy
Rhiannon's Office	2 people max occupancy
Rebecca's Office	2 people max occupancy
Rachelle's Office	2 people max occupancy
Gus' Office	1 person max occupancy
Gord's Office	1 person max occupancy

Cultural Building:

Room:	Occupancy:
Cultural Building	6 people max occupancy
Washrooms	1 person max occupancy
Kitchen Area	2 people max occupancy
Loft	2 people max occupancy

Gym:

Room:	Occupancy:
Workout Room	1 person max occupancy

Appendix K: Managers Working from Home

Phase 1: Remote/Online Learning

- Managers must make sure that all their Staff have read and signed the WSB Temporary Remote Work Agreement.
- Staff have discussed and submitted their Work from Home Plan to their Manager.
- Managers must approve Staff borrowing any WSB office supplies/laptops. Staff must agree to return it. If damaged or lost, the employee will have to replace it.
- Managers must verify with Staff they have access to hour tracking template, travel, reimbursement, leave forms and the due dates.
- Staff understand that they have to attend Staff meetings and are available during work hours.
- If Staff needs to go onsite, they must read and follow WSB onsite procedures and book a date and time with Gord.

Phase 2: Remote/Online with option of Outdoor Education

- Staff have informed Manager their Outdoor Education Plans (e.g.: date, time, location, equipment needed, number of students, learning plans, etc.).
- Managers inform Staff that they have booked the location (e.g.: soccer field, baseball field etc.) and book transportation with Bus Drivers.
- Staff have showed Students COVID 19 Educational Videos: Social Distancing, Hand Washing, Hand Sanitizing etc.
- Managers must preapprove any Essential Visitors.
- Managers must inform Parent/Guardians that only WSB Staff and Student are allowed on the premise.

Phase 3: Partial Return Low Density

- Staff must discuss their Partial Return Work Plans with their Manager (e.g.: date, time, learning plans, equipment/supplies needed etc.).
- Managers must preapprove any Essential Visitors.
- All Staff must read the *WSB Return to Work Hand Book*.
- Watch all COVID 19 videos and review COVID 19 posters.
- Manager must clarify the occupancy numbers for each office and classroom with their Staff.
- Managers must do an office and classroom walkthrough with their staff. Take notice of the flow of the floor markings, signs, placement of desks, chairs and hand sanitizers etc.
- A scheduled staggered drop off and pick up time with Bus Drivers must be booked by Manager.
- Managers must inform Parent/Guardians that only WSB Staff and Student are allowed on the premise.
- Special Education Teachers/Education Assistants and Manager must meet with Parents/Guardians of Special Education Student about Educational Plans.
- Managers need to make sure that their staff knows the location of the First Aid Room and Isolation Room. The procedures of utilizing them.

- A daily schedule of cleaning/disinfecting must be scheduled with Manger, Teacher and Maintenance/Custodian.
- Who is in charge of cleaning/disinfecting must be clearly stated to Staff by the Manger.
- If a Staff member does **NOT** wish to return back to work, the Manger must go over the Refuse to Work Questionnaire and Agreement. Then must inform WSB for the next steps.

Phase 4: Partial Return Higher Density & Day Care is Open 50%

- Staff must discuss their Partial Return Work Plans with their Manager (e.g.: date, time, learning plans, equipment/supplies needed etc.).
- Managers must preapprove any Essential Visitors.
- All Staff must read the *WSB Return to Work Hand Book*.
- Watch all COVID 19 videos and review COVID 19 posters.
- Manager must clarify the occupancy numbers for each office and classroom with their Staff.
- Managers must do an office and classroom walkthrough with their staff. Take notice of the flow of the floor markings, signs, placement of desks, chairs and hand sanitizers etc.
- A scheduled staggered drop off and pick up time with Bus Drivers must be booked by Manager.
- Mangers must inform Parent/Guardians that only WSB Staff and Student are allowed on the premise and this includes Day Care too.
- Special Education Teachers/Education Assistants and Manager must meet with Parents/Guardians of Special Education Student about Educational Plans.
- Managers need to make sure that their staff knows the location of the First Aid Room and Isolation Room. The procedures of utilizing them.
- A daily schedule of cleaning/disinfecting must be scheduled with Manger, Teacher and Maintenance/Custodian.
- Who is in charge of cleaning/disinfecting must be clearly stated to Staff by the Manger.
- If a Staff member does **NOT** wish to return back to work, the Manger must go over the Refuse to Work Questionnaire and Agreement. Then must inform WSB for the next steps.

Phase 5: Density: 100%

- Staff must discuss with their Mangers what they need out of storage.
- Mangers will book a date and time with Maintenance when to get items out of storage. Mangers will provide Maintenance with a list of what needs to be taken out of storage and what office/classroom to deliver them to.
- A new class schedule will be in effect. Mangers must meet with Teachers and Bus Drivers about the changes of class time and drop off/pick up times.
- A new daily schedule of cleaning/disinfecting must be scheduled with Manger, Teacher and Maintenance/Custodian.

Appendix L: Outdoor Education



WSÁNEĆ SCHOOL BOARD COVID-19 OUTDOOR EDUCATION GUIDELINES

The WSÁNEĆ School Board will be offering Phase 2 of Our Educational Restart Plan. Phase 2 allows for Outdoor Education for WSÁNEĆ Leadership Secondary and Saanich Adult Education Center. Below are guidelines for safely offering Outdoor Education. The WSÁNEĆ School Board reserves the right to edit or change these guidelines as needed.

1. Outdoor Education class sizes must **NOT** exceed 10 Students.
2. Outdoor Education classes are **NOT** permitted to join other classes/cohorts.
3. Attendance must be taken and shared with a WEP Committee Representative.
4. Outdoor Education classes must follow all WSÁNEĆ School Board COVID-19 Policies and Procedures.
5. Students and Staff are **NOT** permitted to attend an Outdoor Education class if they are unwell or have been in close contact with someone who is unwell.
6. Students and Staff will be required to check their temperature.
7. If a Staff member or Student begins to feel unwell during the Outdoor Education class, they must immediately leave or be picked up by a personal mode of transportation. Please follow the On-Site COVID-19 Outbreak Guidelines.
8. School bus transportation will be provided with a reduced capacity.
9. Adult Students and Staff who are riding the bus must wear a facemask/face shield.
10. Carpooling is **NOT** permitted for anyone outside of the same household.
11. Hand sanitizer will be provided when entering and exiting the bus and when students arrive at the location via personal transportation.
12. All Outdoor Education classes must remain outside, for the duration of the session.
13. Physical distancing must be maintained at all times.
14. If Staff provided food or drinks during the class, they must be individual wrapped items. Staff and Students may bring their own food but may **NOT** share food. Students and Staff are required to sanitizer their hands before and after eating.

Appendix M: Weight Room Procedures

- Maximum occupancy is 1 person at a time.
- Staff and Students will not be permitted to use the facilities if they are presenting symptoms of illness.
- Staff and Students must wash their hands before and after their workout and use hand sanitizer when transitioning between pieces of equipment. Supplies will be provided.
- A weekly sign-up sheet will be located at the entrance of the gym.
- Staff must limit their workout to one hour in length.
- Staff and Students must sign up prior to their workout.
- Drop-ins are only permitted if the requested time-slot is available.
- Staff and Students are required to wipe down equipment and non-stationary equipment before and after every use. Adequate supplies and garbage bins for disposing used materials will be provided.
- Tissues, disinfecting wipes must be properly disposed of in a lined waste basket that is emptied at least daily.
- Staff and Students must allow equipment surfaces to air dry naturally before using.
- Shower will be closed for use until further notice.
- The gym will be required to be fully sanitized every evening.

Appendix N: Responsibility for Self-Assessment

Staff, Parent/Guardian or Adult Learners Responsibility for Self-Assessment:

- It is our shared responsibility to ensure Staff and Students are healthy while at work or school to protect the WSÁNEĆ community.
- To minimize the spread of COVID-19, daily self-assessment is required for all Staff, Students and community members who will be entering the WSÁNEĆ School Board.
- Self-assessment is meant to meet operational needs, as Staff and Student return to school and support a transition towards a culture, where Staff and Students stay home when they are sick.
- This strategy is built on a foundation of awareness, trust and shared responsibility.
- Mild COVID-19 like symptoms can include: fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.
- Less common symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.

- Average normal body temperature taken orally is about 37°C. A **Fever** is considered 37.6°C or higher.
- See HealthlinkBC's information on normal body temperatures and fevers for children age 11 and younger: <https://www.healthlinkbc.ca/health-topics/fevr3>
- For people age 12 and older <https://www.healthlinkbc.ca/health-topics/fevr4>

Parent/Guardian's Responsibility for Self-Assessment for Daycare, LTS, WLSS Students:

- Parents/Guardians are required to fill out a Self-Assessment Ticket, before students are granted access to transportation or school facilities.
- One Self-Assessment ticket will be required per family.
- Parents/Guardians must accompany children ages 4-7 to the bus stop daily, as any student who is ill or does not do their Self-Assessment Ticket, will **NOT** be granted access to school/bus and will be required to be accompanied home by their Parent/Guardian.
- Children ages 8 + who are ill or do not have their Self-Assessment Ticket, will be required to return home on their own.
- Parents/Guardians are required to keep their children home when they are sick, to help prevent the transmission of illness.
- Staff will have additional Self-Assessment Tickets at the bus stop if required.
- All Students who are sick, are required to stay home until their symptoms resolve or they have a doctor's note.
- Children who present symptoms of illness at school, will be required to wait in the Isolation Room and must be picked up immediately by their Parent/Guardian.

Adult Learners Responsibility for Self-Assessment:

- Adult Learners are required to do a Self-Assessment before using the W̱SÁNEĆ School Board transportation and before entering the facilities.
- All students who are sick, are required to stay home until their symptoms resolve or they have a doctor's note.
- The Self-Assessment process for Adult Learners will be based on trust.
- If an Adult Learner presents symptoms of illness at school, they will be required to go home immediately. If the Student does not have their own transportation, then they are required to wait in the Isolation Room, until they can be picked up by a family member.

Appendix 0: W̱SÁNEĆ School Board Temporary Remote Work Agreement

The W̱SÁNEĆ School Board (WSB) continues to adjust operations as a result of COVID-19. The WSB Temporary Remote Work Agreement is applicable to all WSB Employees during phases 1-4 of the Education Restart Plan. All Staff must be aware of the following expectations:

- 1. Participation:*
The Employee agrees to follow all applicable policies and procedures. The Employee recognizes that the Temporary Remote Work Agreement (TRWA) is **NOT** an Employee entitlement.
- 2. Trial Period:*
WSB reserves the right to review, amend or cancel the TRWA as necessary.
- 3. Salary and Benefits:*
WSB agrees that the TRWA is not a basis for changing the Employee's salary or benefits.
- 4. Official Duties:*
The Employee agrees to perform duties as requested, make themselves available for virtual staff meetings, check-ins and keep open communication with Supervisors. Should the Employee not make themselves available through daily contact with their Supervisor, they will be deemed absent from work. Employee must agree not to conduct personal or other business during the regular or flexible work hours that have been agreed upon between the Employee and the Supervisor.
- 5. Work Schedule:*
Employee agrees to work the full duration of their regular hours, but the parties agree that flexible work hours may be necessary in specific circumstances. The Employee and the WSB agree that their official work hours will be the hours pursuant to the Collective Agreement or other Employment Agreement, unless an alternate arrangement have been agreed between both parties.
- 6. Weekly Educational Plan:*
All WSB Teachers are required to submit to their Manager, a Weekly Educational Plan. Plans must be submitted by Friday for the following week.
- 7. Remote and On-site Work:*
All WSB Employees, including Management will balance remote and on-site work where applicable, to lessen the number of people at the facility, in order to decrease potential COVID-19 transmission.
- 8. Time and Attendance:*
WSB Employees agree to track work hours daily and provide reports to their Supervisor as required. WSB agrees to the arrangement between the Employee and the Supervisor for work schedule and check-ins for attendance.

9. *Leave:*
All WSB Staff agrees to follow established office procedures for requesting and obtaining approval for leave (sick leave, vacation leave or other), in accordance with the leave policies.
10. *Overtime:*
In accordance with the WSB policies, all overtime must be preapproved by Supervisor. Overtime work without prior approval is not compensated.
11. *Equipment/Supplies:*
All WSB Staff must agree to protect any employer-owned equipment and to use the equipment for work purposes only. WSB agrees to install, service and maintain any employer-owned equipment issued to Staff. WSB Staff agrees to install, service and maintain any personal equipment used during the TRWA. Employees agree to transfer and remove any work-related information off any personal devices that were utilized during the closure. All Staff understand that any provided equipment and supplies belong to the WSB and will be returned as required. Failure to return equipment and supplies will lead to pay deductions to cover expenses and/or disciplinary action.
12. *Security of Business Information:*
All WSB Employees agree to maintain the required security for paper and electronic business information. Staff will immediately inform the Employer if any equipment provided by the organization is not password protected.
13. *Confidentiality:*
Employees must agree to maintain confidentiality and safeguard documents and information in the home.
14. *Liability:*
All WSB Employees understand that WSB will not be liable for damages to an employee's personal property.
15. *Alternative Workplace Costs:*
Employees' understand that the WSB will not be responsible for any operating costs that are associated with Staff using their home as an alternative worksite, including cell phone costs.
16. *On-Site Work:*
The employee understands they may be asked to attend the office in small groups, in order to complete essential tasks. All employees must sign-off on the *WSB On-Site Procedures Agreement*.
17. *Work Assignments/Performance:*
All WSB Staff must agree to complete all assigned work according to procedures mutually agreed upon by the Employee and their Supervisor. Employees understand that a decline in performance may be grounds for cancelling the TRWA and/or disciplinary steps.
18. *Standards of Conduct:*
Employees agree that they are bound by the WSB's Standards of Conduct while working at home.
19. *WCB/OH & S:*
Many health and safety roles, rights, and responsibilities are just as applicable for at-home Employees as they are for more traditional workplaces, including;
 - Reporting workplace injuries.
 - Worker's duty to follow safe work procedures.
 - Check-ins are required if the Employee is working alone or in isolation.If the Employee is injured during the agreed up regular or flexible hours, the Employee is required to:

- See physician or clinic as soon as possible as necessary.
- Report the injury immediately to their Supervisor and HR Manager.
- Do **NOT** continue work until Physician has given the go ahead to return to work.
- Seek advice from Supervisor to eliminate any further injuries or occurrences.

Employees are required to:

- Assess ergonomics to ensure safety (desk and chair set-up).
- Assess surroundings to ensure safety (clean up spills immediately, keep floor free of clutter and tie up loose cords so they don't pose tripping hazards).
- Ensure electrical cords are safe.
- Take regular breaks to get up and move around.

Employees agree to provide a work area adequate for performance of official duties. Staff will ensure that their work area at home is safe and hazard free. They will ensure that they immediately take steps to eliminate hazards and if they are not sure how to eliminate hazards, they will seek advice or guidance of their Supervisor. By signing off on the TRWA the Employee has confirmed they have read and understood the attached document, Fitting your Work to You at Home.

20. Other Action:

Nothing in this agreement precludes the WSB from taking any appropriate disciplinary action against an WSB Employee who fails to comply with the provisions of this agreement.

21. Policies:

All policies are posted on the WSÁNEĆ School Board website.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Temporary Remote Work Agreement of the WSÁNEĆ School Board. Further, I agree to adhere to this agreement and will ensure that Employees working under my direction adhere to this policy. I understand that if I violate the rules and procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Appendix P: COVID-19 On Site Outbreak Guidelines

WSB Emergency Preparedness (WEP) will work to ensure Policies and Procedures are in place regarding reporting elevated Staff and Student absenteeism due to influenza-like illness to Public Health. These guidelines are helpful in early identification of clusters and outbreaks.

Preventative Measures:

- Distancing measures ensure adherence to physical distancing guidelines as much as possible.
- Screen for symptoms Daily Health Checks for symptoms and prompt testing for symptomatic individuals.
- Students and Staff members who are ill, should **NOT** attend School/Work.
- Mask wearing when distancing cannot be maintained, and students are outside their cohort, face masks are required as an additional layer of prevention.
- Cleaning Adhere to infection prevention and control guidelines.

Daily Attendance on the Bus, in the Administration Building and in the Classroom:

WSB Bus Drivers will keep up-to-date passenger lists to share with Public Health should contact tracing need to occur. The passenger list will include the date, locations of pick up and drop off, seating chart, and attendance of passengers.

WSB Secretaries will have all WSB Staff, Visitors and Third Party sign in at the WSB Administration Office. The sign in sheet will include full name, date, time of entry, time of exit, and location they work or visited.

WSB Teachers and Staff will keep daily attendance of who they directly work with. This includes Educational Assistance, Councillors, Specialists etc.

Parents/Guardians will complete the Daily Health Check Form:

It is the Parents/Guardians responsibility to assess their children daily before sending them to school.

Temperature Checks:

WSB Bus Drivers will check Students temperature before they get on the bus. Students who are dropped off at the School will get their temperature checked by the WSB Staff who is supervising in the morning. Secretaries will check temperatures of WSB Staff, Visitors and Third Party before they are allowed to enter WSB facilities.

Assigned Seating:

It is important to have consistency during these times. Students will have assigned seating on the School Bus and in their Classroom.

Daily Health Check Form for All WSB Students and Staff:

If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) then you should **NOT** come to School/Work.

Symptoms of Illness	Does your Child have any of the following Symptoms?	Circle One	
		Yes	No
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Sore throat	Yes	No
	Runny nose or Stuffy nose	Yes	No
	Loss of sense of smell or taste	Yes	No
	Headache	Yes	No
	Fatigue	Yes	No
	Diarrhea	Yes	No
	Loss of appetite	Yes	No
	Nausea and vomiting	Yes	No
	Muscle aches	Yes	No
	Conjunctivitis (pink eye)	Yes	No
	Dizziness, confusion	Yes	No
	Abdominal pain	Yes	No
Skin rash or discolouration of fingers or toes	Yes	No	
International Travel	Have you or anyone in your household returned from traveling outside Canada in the last 14 days?	Yes	No
Confirmed Contact	Are you or is anyone in your household established contact of a person confirmed to have COVID-19?	Yes	No

If they are experiencing any symptoms of illness, contact a Health-Care provider for further assessment. This includes 8- 1-1, or a primary care provider like a Physician or Nurse Practitioner. If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.

<https://bc.thrive.health/>

What to do if a WSB Student Develops COVID-19 Symptoms at Home:

Student Develops COVID-19 Symptoms at Home
<ol style="list-style-type: none">1. Student must NOT enter the school if they have symptoms of COVID-19.2. Direct the student to stay home.3. Seek Health Care advice (e.g.: call Health Link 811, or Online COVID-19 Self-Assessment Tool or contact their Family Doctor.
Student Develops COVID-19 Symptoms at School
<p><i>Staff must take the following steps:</i></p> <ol style="list-style-type: none">1. Immediately direct the symptomatic Student to the schools Isolation Room.2. Contact the Student's Parent/Guardian to pick them up as soon as possible.3. Where possible, maintain a 2-metre distance from the ill Student. If not possible, Staff should wear a nonmedical mask.4. Provide the Student with a non-medical mask.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. Notify Custodian to clean and disinfect the space where the student was separated and the Isolation Room (e.g.: classroom, bathroom, common areas).8. Students experiencing symptoms of illness, should NOT return to school until they have been assessed by a Health-Care Provider, to exclude COVID-19 or other infectious diseases AND their symptoms have been resolved.

What to do if a WSB Employee Develops COVID-19 Symptoms at Home:

Employee Develops COVID-19 Symptoms at Home
<p>Employee must NOT enter any WSB facilities if they have symptoms of COVID-19. Direct the Employee to stay home. Employee must notify their Supervisor. Seek Health Care advice (e.g.: call Health Link 811, or Online COVID-19 Self-Assessment Tool or contact their Family Doctor.</p>
Employee Develops COVID-19 Symptoms at Work
<p>Staff should go home as soon as possible. <i>If unable to leave immediately:</i></p> <ol style="list-style-type: none">1. Symptomatic Staff should go directly to the Isolation Room.2. Maintain a distance of 2 metres from others.3. Use a mask to cover their nose and mouth while they wait to be picked up.4. Notify Custodian to clean and disinfect the space where the student was separated and the Isolation Room (e.g.: classroom, bathroom, common areas).5. Employees experiencing symptoms of illness, should NOT return to work until they have been assessed by a Health-Care Provider, to exclude COVID-19 or other infectious diseases AND their symptoms have been resolved.

If a Staff or Student in a School is confirmed by Public Health as positive for COVID-19, Public Health will work with WSB to determine what actions should be taken, including if

any Staff or Students who have been in contact with that person need to self-isolate, and if other Staff and Students' families should be notified.

WSB will **NOT** provide notification to Staff or Students' families if a Staff member or Student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by Public Health.

Important Definitions:

Alert: is generally defined as a warning sign that there may be more cases than would normally be expected in a defined community, geographical area or season.

A COVID-19 Alert in a School Setting: is defined as one confirmed case of COVID-19 in either a Student or Staff member in the school setting.

Close Contact: in a School Setting, close contacts are individuals that:

- a) Provide direct care for an individual with COVID-19 or who had similar close physical contact.
- b) Had close prolonged contact (i.e., for more than 15 minutes cumulative and within two metres) with a case.
- c) Had direct contact with infectious body fluids of an individual with COVID-19 (i.e., was coughed or sneezed on).

Cohort: also referred to as a bubble, circle, or safe squad, is a small group whose members are always the same people, and who do not always keep 2 metres apart. Cohorts in schools will generally be the size of one class.

COVID-19 Case: A person with laboratory confirmation of infection with the virus (SARS-CoV-2) that causes COVID-19.

Outbreak: is generally defined as “the occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season” (World Health Organization, 2018).

A COVID-19 Outbreak within a School Setting: is “two or more confirmed cases (Staff/Student) within 14 days period (one incubation period) **OR** two or more confirmed cases (Staff/Student) that are epidemiologically linked.”

Public Reporting: when a School Outbreak reaches five confirmed cases in Student/Staff members in the school, the outbreak will be listed on the publicly-available website.

Symptomatic: An Individual who has signs or symptoms of COVID-19 illness.

What to do if a COVID-19 Outbreak Occurs on WSB Site.

Task:	Complete:	Action Needed:
Remain calm. We have COVID-19 Policies and Procedures to follow.		
Confirm Outbreak with Symptomatic Individual.		
Send Symptomatic Individual to Isolation Room and post In Use Sign on Isolation Door (Sign will be placed in the Isolation Room along with hand sanitizer, tissue etc.).		
If the Symptomatic Individual isn't wearing a mask then give them a mask to wear and use hand sanitizer.		
LTS/WLSS Symptomatic Students may have a WSB Supervisor with them in the Isolation Room. Supervisor must wear mask, face shield, gown, gloves and continue to social distance.		
Contact Department Manager.		
Contact WEP Committee Representative.		
Contact Symptomatic Student's Parent/Guardian or Emergency Contact.		
Arrange for a ride home for the Symptomatic Individual.		
Ask the Symptomatic Individual/Parents/Guardian to call 811 or visit https://bc.thrive.health/ as soon as possible.		
Get Symptomatic Individual to Self-Isolate until they get directions from their Health Care Provider.		
Remind Symptomatic Individual to keep WSB posted on their COVID-19 results.		
Mark off with caution tape and caution cones of Symptomatic Individual classroom/office.		
Once Symptomatic Individual is done using the Isolation Room, there is NO access to it for 24 hours. Put up DO NOT Enter sign on Isolation Door (Sing is in Rachell's office in WEP file).		
Contact Janitorial Staff and inform them which rooms the Symptomatic Individual had accessed to in the past two weeks.		
After 24 hours Janitorial Staff must clean and disinfect Isolation Room and Classroom/Office.		
Gather Student/Staff attendance and Essential Visitor sign in sheets for the past two weeks.		
Post COVID-19 Outbreak sign on all entrance and exit doors of the facility (Sing is in Rachell's office in WEP file).		
Contact Island Health for further action required. 1-888-268-4319		

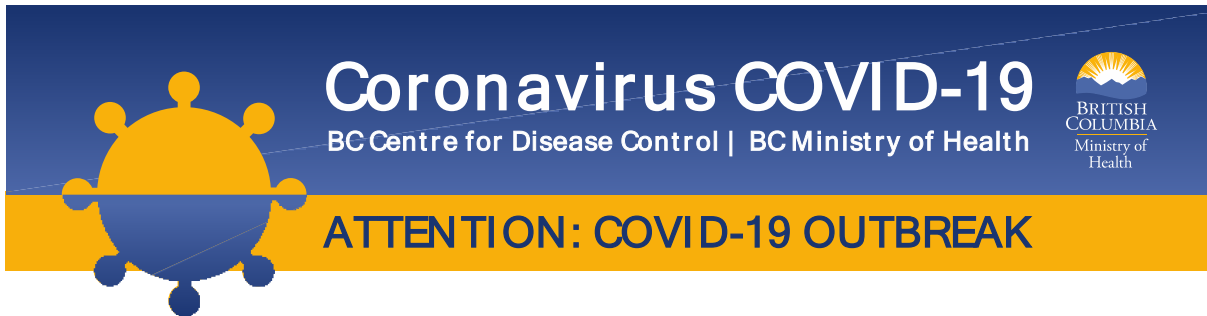
Contact W̱SÁNEĆ Chief and Council.		
Does an Alert Letter or Outbreak Letter or School Closure Letter needs to be sent out?		

*Please keep information on Symptomatic Individuals private. There is absolutely **NO Gossiping or Rumors** to be spread about Symptomatic Individuals.*

Do your part to the **STOP** the spread of rumors by doing three easy things:

1. Find trusted sources of information.
2. Share information from trusted sources.
3. Discourage others from sharing information from unverified sources.

Appendix Q: COVID-19 Signage



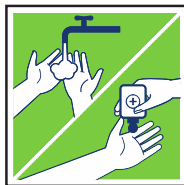
**COVID-19 OUTBREAK
in this facility**



**Do not visit
if you are sick**
or if you are required to
self-isolate in accordance
with public health directives



**Visiting is
restricted**
Please check with
front desk or staff

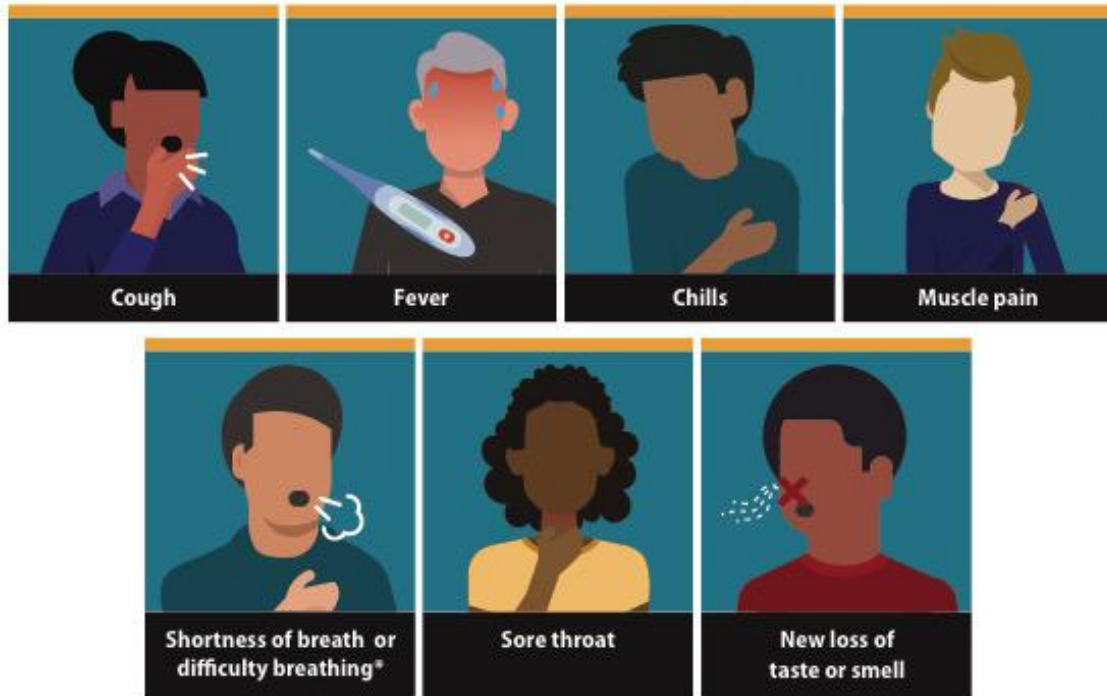


**Clean your
hands**
when entering and
leaving the facility
and each room/unit



Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

11710-4, May 23, 2020 10:44 AM

How to Clean Your Hands with Soap and Water

Use soap and water if your hands are visibly soiled.
Use Alcohol Based Hand Rub if your hands are not visibly soiled.



Wet hands and apply soap. Cover all areas of your hands as shown below. Rinse hands and pat dry with disposable towel. Turn off tap with towel.



Effective Date: October 2014 Revised Date: © Island Health 2014

Clean hands **CARE** |  island health

9 - 90554

How to Clean Your Hands with Alcohol Based Hand Rub

Use Alcohol Based Hand Rub if your hands are not visibly soiled.
Use soap and water if your hands are visibly soiled.



Apply enough Alcohol Based Hand Rub to cover all areas of your hands as shown below. Rub Alcohol Based Hand Rub into your hands until they are dry (about 15-25 seconds).



Palm to palm



Back of hands



Between fingers



Back of fingers



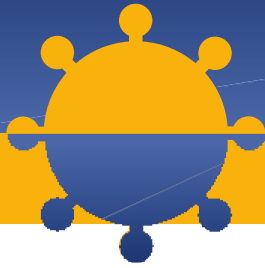
Thumbs



Fingernails on palm



Wrists

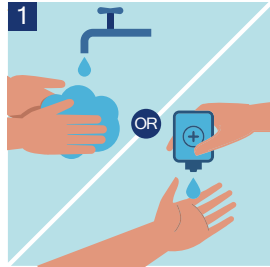


Coronavirus COVID-19

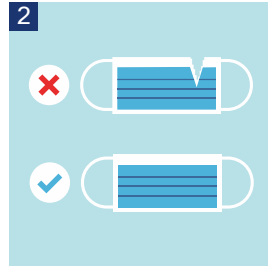
BC Centre for Disease Control | BC Ministry of Health



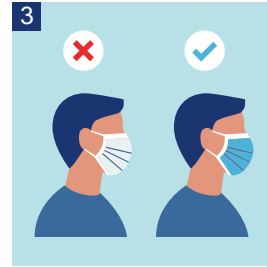
How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



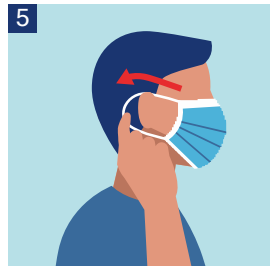
2 Check the new mask to make sure it's not damaged.



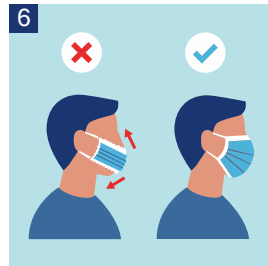
3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



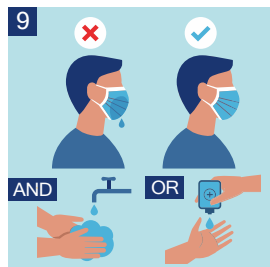
6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.

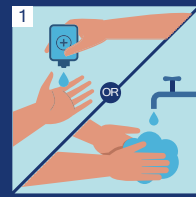


8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



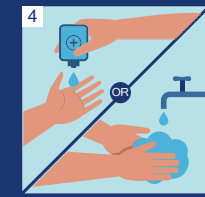
1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



Ministry of Health

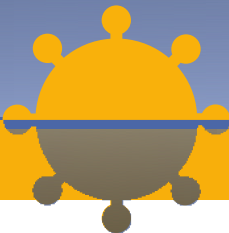


BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



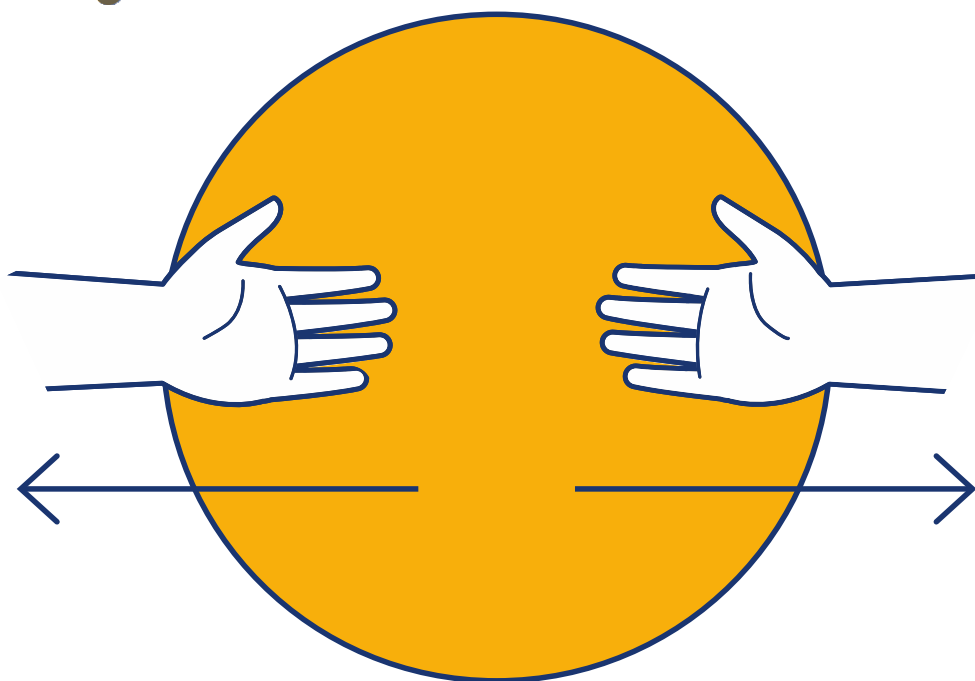


Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



Ministry of
Health



BC Centre for Disease Control

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**



Cover Coughs and Sneezes

Stop the spread of germs
that can make you and others sick!



Cover your
mouth and nose
with a **tissue**
when you
sneeze or cough.



If you don't
have a tissue,
use your
elbow.



Wash hands
often, **especially**
after coughing
or sneezing.



CS 316683-E 05/06/2020

cdc.gov/coronavirus

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:

Occupancy limit: _____ **people**

[worksafebc.com](https://www.worksafebc.com)

WORK SAFE BC



**ISOLATION
ROOM**

Reorder: NHEP-37929 www.ComplianceSigns.com

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



CS 216201A 06/18/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face covering in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

cdc.gov/coronavirus