



WSÁNEĆ
SCHOOL BOARD

COVID-19 Policies

WSÁNEĆ Emergency Preparedness Committee



**WSÁNEĆ
School Board**

Subject
COVID-19 Policies

**Policy and
Procedures
Manual**

Section	Revision Date	Original Date
280.1		August 11, 2020

Policy: Hand Washing Policy

Intent

The WSÁNEĆ School Board has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our employees, students, and community.

Guidelines

All employees/students must practice hand washing before any contact with other employees /students (even if gloves are worn).

Handwashing is Required for employees/students:

- Before leaving home, before getting on the bus, on arrival at work/school, before/after breaks and before leaving work/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 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 (e.g. runny noses, spit, vomit, blood).
- After cleaning or handling garbage.
- Before donning and after removing personal protective equipment (PPE)
- Before food preparation, handling, or serving.
- Before and after assisting student with eating.
- After sneezing or coughing.
- Whenever hands are visibly dirty.

Routine Hand Washing Procedure

All employees of the WSÁNEĆ School Board must follow the outlined techniques for washing hands to perform work duties including assisting students to wash their hands as necessary and before any contact with other employees and students:

- 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.

Hand Antiseptics (If No Sink is Available):

For hand washing, employees may substitute an antimicrobial soap for soap. Furthermore, an alcohol hand sanitizer may be substituted for an antimicrobial soap. All employees must use the following technique for an alcohol hand sanitizer:

- 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 employees are unable to perform hand washing as above, due to injury or medical skin conditions, please contact Physician and inform Supervisor with Physician's Note. See below for allergies.

Fingernails

The WSÁNEĆ School Board employees must maintain their fingernails so that the tips of the nails do not extend past the fingertips and the nail surface remains smooth. Artificial nails and wraps or acrylic overlays are not permitted. Nail polish must not be chipped or cracked.

Allergies

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If a WSÁNEĆ School Board employee suspects allergic contact dermatitis, they will be instructed to contact Physician and inform Manager/Principal with Physician's Note. If allergic contact dermatitis is diagnosed by a Physician, the employee will be provided with an alternative hand hygiene product to perform their job safely.

Monitoring

The WSÁNEĆ School Board will enforce this policy through the use of managerial supervision and spot-checks. If an employee witnesses a violation of this policy, they must direct the violator to complete the required hand washing procedures as outlined. If the violator refuses this direction or continues in their work, the employee should inform their supervisor as soon as possible. Continual violation of this policy is subject to Disciplinary action up to and including termination of employment.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Hand Washing Policy of the WSÁNEĆ School Board. Further, I agree to adhere to this policy 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: _____

Original Policy

First Reading: August 11, 2020

Second Reading: November 30, 2020



**WSÁNEĆ
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Section	Revision Date	Original Date
280.2		August 11, 2020

Policy: Regular Cleaning and Temporary Closure for Cleaning Policy

Intent

The WSÁNEĆ School Board has adopted this policy to ensure the ongoing health and safety of our employees, and to provide a safe and healthy working environment. The WSÁNEĆ School Board will ensure that our work environment is maintained in a clean and organized fashion as to minimize hazards to our employees.

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:
 - o Do **NOT** shake the mop head.
 - o 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

Temporary Closure

In response to the COVID-19 pandemic the WSÁNEĆ School Board is taking every precaution necessary to protect our employees.

With that understanding, the WSÁNEĆ School Board may need to temporarily close for cleaning in certain situations. The closure will serve as a precautionary measure and ensure the necessary areas are cleaned properly and thoroughly before resuming work. Circumstances will dictate how long the closure will last and how it will affect organizational functions.

Immediate Cleaning

The following instances require affected areas to be immediately cleaned, and may require a temporary closure:

- An employee has tested positive for COVID-19;
- A student or visitor who has recently visited our location has tested positive for COVID-19;
- An employee, or student shows signs or symptoms of COVID-19 (cough, difficulty breathing, fever) while present at our location;
- An employee, or student has been exposed to a COVID-19-positive individual; and
- Presence of visible contaminants on surfaces, especially any bodily fluids.

Cleaning Guidelines

- An outside agency (V-Force) will be contacted to disinfect the entire organization

Original Policy:

First Reading: August 11, 2020

Second Reading: November 30, 2020



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280.3		August 11, 2020

Policy: Travel Policy (COVID-19)

Intent

Travel during COVID-19 may present an increased risk of infection and facilitate the spread of illness. In acknowledgement of this risk and to protect the health and safety of our employees, the WSÁNEĆ School Board has established this policy regarding travel in the event of COVID-19.

Definitions:

Global pandemic: A global spread of a disease in the human population, including at the community level.

Voluntary self-quarantine (self-isolation): Self-isolation at home to avoid contact with others in order to prevent transmission of the virus at the earliest stage of illness.

Guidelines

Travel Restrictions

Unessential Business Travel

During COVID-19, the WSÁNEĆ School Board will suspend all unessential business related travel in order to help reduce the risk of employee exposure to the disease.

Restrictions on unessential business travel will be at the discretion of Provincial Health Authority (PHA) and will be updated as required and communicated to staff.

While business travel restrictions are in place, meetings requiring travel will be rescheduled to a later date, or if possible, conducted over the phone or using videoconferencing. The WSÁNEĆ School Board will continually monitor the pandemic situation and re-evaluate business travel plans as needed.

Personal Travel

The WSÁNEĆ School Board strongly advises employees/board of directors to avoid **all** personal travel. The expectation is that employees/board of directors adhere to the order of direction given by the Provincial and Federal Health Authorities regarding mandatory travel restrictions during a pandemic. However, the company acknowledges that employees/board of directors may need to travel for emergency purposes during a pandemic. If an employee/board member is required to travel due to an emergency, either in province or out of province during a global pandemic, they are encouraged to disclose the travel to their immediate supervisor and/or the Administrator. The employer will negotiate a return-to-work plan with the employee following a two (2) week self isolation period.

Mandatory Leave and Voluntary Self-Quarantine

Mandatory Leave

In the interest of protecting the health and safety of all employees, the WSÁNEĆ School Board may implement a mandatory leave from work for employees who have travelled, as well as for those who experience symptoms consistent with illness, whether or not they have travelled to an affected area. Employees placed on mandatory leave will be prohibited from coming to work until they are deemed to be free of the illness by a certified medical professional. The decision to place an employee on mandatory leave will be based on the recommendations of public health officials, the risk of transmission to other employees, and the status of the pandemic.

Voluntary Self-Quarantine

Employees and board of directors who travel, whether for personal or business reasons, as well as those who exhibit symptoms of the illness, whether or not they have travelled, are strongly encouraged to stay home and undergo a voluntary self-quarantine.

General Provisions

The following provisions apply to employees who are on mandatory leave or under voluntary self-quarantine.

- Employees may be able to work from home. This will be arranged on a case by case basis between the WSÁNEĆ School Board and the employee
- Employees may use sick time available to them
- Employees are encouraged to monitor themselves for symptoms of illness and to seek medical attention immediately if symptoms appear
- Employees who exhibit symptoms of an illness may be eligible for additional leaves of absence under the Short-Term disability benefit through the employers Group Benefits or through “Other Leave with Pay” Canada Emergency Response Benefit (CERB)
<https://covid->

benefits.alpha.canada.ca/en/results?q=eyJwcm92aW5jZSI6ImJjIiwibG9zdF9qb2liOiJsb3N0LWFsbC1pbmNvbWUiLCJub19pbmNvbWUiOiJzaWNrLW9yLXF1YXJhbnRpbmVkliwibW9ydGdhZ2VfcGF5bWVudHMiOiJ5ZXMtZW9ydGdhZ2UiLCJyY2liOiJubylsInN0dWRlbnRfZGVidCl6Im5vliwicGxhbnNfZm9yX3NjaG9vbCI6Im5vliwib2FzIjoibm8ifQ%3D%3D

Anti-harassment and Anti-discrimination

The WSÁNEĆ School Board seeks to create an inclusive culture for all employees and strives to prevent the spread of misinformation. The organization prohibits discrimination and harassment in the workplace, which includes discrimination and harassment related to exposure to or contracting a disease. Employee privacy will be maintained related to any sickness or leave of absence to help prevent this from occurring. Employees who feel subjected to discrimination or harassment should notify management in accordance with the Harassment Policy.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Travel Policy (Global Pandemic) of the WSÁNEĆ School Board. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Original Policy:
First Reading: August 11, 2020
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Section	Revision Date	Original Date
280.4		August 11, 2020

Policy: 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.

Required 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 Safe Work Procedures (SWP: Appendix B of the Return to School Handbook)
- Watch the associated hand watching video:
<https://www.youtube.com/watch?v=3PmVJQUcm4E>

Required Training:

- Participation in Disease Prevention course by Alert First Aid

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 (Form 55B23) or Injury Form (attached) as per WorkSafe BC (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>

Original Policy:

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Second Reading: November 30, 2020



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280.5		August 11, 2020

Policy: Responding to COVID-19 in the Workplace Policy

Intent

This policy was developed to help respond to an incident of possible COVID-19 exposure in the workplace.

Guidelines

The WSÁNEĆ School Board will work to achieve a workplace that follows all precautionary measures identified by applicable provincial health authorities to reduce the spread of the COVID-19.

Employee Responsibilities

If an employee identifies that they or another employee have developed symptoms similar to those of COVID-19, they are to immediately notify their immediate supervisor and remove themselves from the workplace with the least possible amount of physical contact with workspaces or other employees.

For purposes of this policy, symptoms similar to COVID 19 can include, but are not limited to:

- Fever;
- Cough;
- Difficulty breathing;
- Muscle aches;
- Fatigue;
- Headache;
- Sore throat; and
- Runny nose.

Once isolated in the isolation room, it is important that the employee cooperates with their immediate supervisor to provide information regarding their exposure to the workspace, other employees, and third parties. This can include:

- Notifying their supervisor where they worked that day;
- Disclosing any interactions with fellow staff, students, or others;

- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.

Manager and Supervisor Responsibilities

If an employee reports that they or another employee presents symptoms similar to COVID-19 it is important to take all reasonable measures to isolate the employee in the isolation room and make them feel at ease regarding the situation.

Placing the Employee at Ease

Do not presume when an employee feels unwell that they have COVID-19. Communicate to the employee that all necessary precautions are to be taken to ensure that any potential risk is mitigated.

Offer the employee any available resources to ensure they feel comfortable disclosing information required to properly assess the risk of possible exposure to others. Make the employee aware of their rights to privacy and that they are not required to disclose any medical or personal information not relevant to determining possible exposure to others.

Isolating the Employee

Request that the employee move to the Isolation Room where they will have no or limited physical contact with others. Ensure that the area where the employee is isolated leaves enough space (at least two metres) between the manager or supervisor and the employee. Where possible, use teleconferencing equipment or physical barriers when communicating with the employee.

Assessing Symptoms and Determining Possible Exposure

Once the employee is safely isolated, assess any symptoms the employee has experienced and determine when they first experienced such symptoms. Figure out how long the employee worked with the symptoms or whether there are any other additional factors which could explain the symptoms, such as failing to take chronic medication.

Make the employee aware of their rights to privacy and that their privacy will be protected as far as possible.

Have the employee provide as much information as available to determine the possible exposure to employees, students, and other third parties, including:

- Whom the employee associates with during working hours.
- Whom the employee associates with on breaks.
- Any workstations and equipment the employee uses.
- Any common areas the employee visits, including restrooms and break areas.
- Any third parties the employee interacts with, including students, and visitors.

- Any areas the employee visited outside their normal scope of work.

If the employee is unsure of his/her status or have symptoms contact 811 for guidance or use the BC COVID-19 Self-Assessment Tool: <https://ca.thrive.health/covid19/en>

Helping the Employee Leave Work

If the employee drove themselves to work, immediately instruct them go home and self-isolate. If the employee took public transport, the manager or supervisor should contact either their emergency contact or the local public health authority or non-emergency services to ensure that the employee is safely returned home.

Employees are not to return to work until a public health authority advises it is safe to do so. The quarantine period will likely last a minimum of 14 days.

Additional Measures

If an employee or third party who has been in the workplace notifies the WSÁNEĆ School Board of a positive test for COVID-19, it is important to gather the same information as with suspected symptoms.

Where the person is an employee, they are to self-isolate and follow the guidelines provided by the relevant public health authorities and report to the company when they have been cleared for return to work.

Upon notification of a positive test for COVID-19, the employer will:

- Ensure that the supervisor conducts a risk assessment of the possible exposure of other employees, students, and third parties to the affected person.
- Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while looking for symptoms.
- Provide information and support to affected or possibly affected employees during periods of self-isolation.
- Ensure that any workspace, common area, or other location possibly infected be immediately closed off for decontamination.
- Identify tools or other equipment that could have been infected and ensure they are removed from any workspaces and isolated. Ensure tools and equipment are properly sanitized before returning to the workspace.
- Determine based on the possible exposure whether a partial or complete closure of the organization is required for deep cleaning.
- Review policies, procedures, and protocols in place to determine whether there are any improvements that can be implemented to better mitigate against future risks.
- Report any confirmed cases to the relevant public health department for further investigation.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Responding to COVID-19 in the Workplace Policy of the WSÁNEĆ School Board. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Original Policy:
First Reading: August 11, 2020
Second Reading: November 30, 2020



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280.6		August 11, 2020

Policy: Stay Home When Sick During COVID-19 Policy

Intent

This policy was developed to help prevent the spread of COVID-19 in the workplace. The precautionary measures have been developing using advice and information obtained from the Provincial Health Authority.

Guidelines

The WSÁNEĆ School Board will work to achieve a workplace that follows all precautionary measures identified by applicable provincial health authorities to reduce the spread of the COVID-19.

Employee Responsibilities

Employees must stay home if they are sick and 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 sick and unable to attend work due to illness.

For suspected COVID-19 or confirmed case of COVID-19, please refer to Responding to COVID-19 in the Workplace policy.

Acknowledgement and Agreement

I, _____ acknowledge that I have read and understand the Preventing COVID-19 in the Workplace Policy of the WSÁNEĆ School Board. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Original Policy:
First Reading: August 11, 2020
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280.7		August 11, 2020

Policy: COVID-19-Related Leave Policy

Intent

The WSÁNEĆ School Board has adopted this policy to ensure that its employees have authorized time off as per applicable legislation without fear of negative effects on their employment status or opportunities with the organization. The company is committed to protecting the health and safety of its employees and the community during the COVID-19 public health emergency. This policy covers instances where employees may need to take an unplanned leave of absence as a result of COVID-19.

Guidelines

Employees of the WSÁNEĆ School Board are entitled to an **unpaid**, job-protected leave if they are experiencing any of the following circumstances in relation to the COVID-19 public health emergency:

- The employee is diagnosed with COVID-19;
- The employee is under self-quarantine or self-isolation;
- The employer has directed the employee not to work;
- The employee must provide care for a child or other dependent; or
- The employee cannot return to the province due to travel restrictions;

Employees who exhibit symptoms of an illness may be eligible for additional leaves of absence under the Short-Term disability benefit through the employers Group Benefits or through “Other Leave with Pay” though; Employment Insurance (EI), Canada Recovery Benefit (CRB), Canada Recovery Caregiving Benefit (CRCB) or Canada Recovery Sickness Benefit (CRSB).

The leave may last as long as the circumstances apply to the employee. Upon request, the employee must provide the WSÁNEĆ School Board with reasonable proof that they qualify for the leave; however, a doctor’s note will not be requested or required.

Acknowledgement and Agreement

I, _____ acknowledge that I have read and understand the COVID-19-Related Leave Policy of the WSÁNEĆ School Board. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

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280.8		August 11, 2020

Policy: Personal Protective Equipment (PPE) On-Site Policy (COVID-19)

Intent

The WSÁNEĆ School Board is committed to the health and safety of its staff and students and so has created this policy regarding personal protective equipment (PPE) during COVID-19. PPE can help protect individuals from exposure to COVID-19 and reduce the risk of spread to others in the workplace.

Guidelines

All employees of the WSÁNEĆ School Board must wear a non-surgical face mask or shield on-site. Additional PPE equipment may also be required and may include gloves, eye protection, N95 masks and a gown. The WSÁNEĆ School Board will provide employees with appropriate PPE in the required situations.

PPE that is damaged or defective must be removed and disposed of immediately. New PPE must be obtained before resuming work. No PPE should be modified or changed contrary to its manufacturer's instructions or specifications to ensure its effectiveness. If an employee has been provided with reusable PPE, they are responsible for disinfecting it before each use.

Managers Responsibilities

- Managers will ensure employees store and maintain PPE in accordance with the manufacturer's instructions and requirements.
- Managers will ensure that employees have and use the appropriate PPE in the required situations.
- Managers will ensure proper use of PPE for all employees (refer to <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>)
- Managers will not allow any employee to perform their duties without appropriate PPE or with damaged PPE where it is required.
- Managers will dispose of any damaged or defective PPE
- Managers must remember the outside of the gloves are contaminated.
- Managers are required to watch the link below to understand the appropriate way to remove and discard contaminated gloves
- <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

Employee Responsibilities

- Employees must follow all guidelines as outlined above and wear all appropriate PPE correctly in required situations.
- Employees must inspect PPE for defects or damage when it is provided to them.
- Employees must immediately dispose of any PPE that is damaged or defective and acquire new PPE before resuming their work.
- Employees must report any unsafe behaviors or potential hazards they see in the workplace to the WEP Committee, including the misuse of PPE.
- Employees must never under any circumstances modify or change an article of PPE. Uncomfortable PPE may be due to lack of fit and the employee may require a different size.
- Employees will dispose of any damaged or defective PPE
- Employees must remember the outside of the gloves are contaminated.
- Employees are required to watch the link below to understand the appropriate way to remove and discard contaminated gloves
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Personal Protective Equipment (PPE) in the Office Policy of the WSÁNEĆ School Board. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

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Date: _____

Witness: _____

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Section	Revision Date	Original Date
280.9		August 11, 2020

Policy: Face Mask/Face Shields Policy

Intent

The WSÁNEĆ School Board is committed to the health and safety of its employees and students and as such has created this policy regarding the use of face masks in the workplace/school. This policy must be observed at all times.

Masks can have a role to play in preventing the spread of COVID-19. Masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.

Wearing a mask should be combined with other important preventative measures such as frequent hand washing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19.

Guidelines

All employees, students and visitors of the WSÁNEĆ School Board must wear a non-medical 3-ply face mask/shield when indoors, or when in one-on-one discussion with other employees or students. Any masks the WSÁNEĆ School Board uses or provides must comply with the requirements under BC Centre for Disease Control, occupational health and safety legislation and the best practice advice of public health authorities.

Employer Responsibilities

The WSÁNEĆ School Board will provide appropriate masks/shields to employees/students and will post signs at all entrances informing employees, students and members of the public about requirements and exemptions for wearing masks, in addition to any other safety measures.

The WSÁNEĆ School Board will train all employees and students on proper procedures for wearing masks/shields and inform employees of company procedure for customer interactions.

The WSÁNEĆ School Board will:

- Provide masks to suppliers, contractors, or visitors who arrive without one;
- Make available to employees, students and the public alcohol-based hand sanitizer in the recommended concentration (at least 70%);
- Provide information about the importance of wearing a mask or the science on the use of masks to customers or employees/students who request it;
- Explain to contractors or visitors any applicable consequences they may be subject to for noncompliance

Employee/Student Responsibilities

Employees and students must wear masks/shields when indoors at all facilities, including washrooms.

Employees are not required to wear masks in the following areas:

- In an employee's own personal office or non-communal areas where they won't come into direct contact with another employee or student

Exemptions

The WSÁNEĆ School Board employees must behave respectfully towards others who may have an exemption from requirement to wear a mask.

Employees, students or visitors who have a medical exemption from wearing face masks will be provided with a face shield.

Mask Use

Employees should use masks appropriate to the kind of work they do. For most employees, 3-ply cloth masks or nonmedical disposable masks provide appropriate protection. Cloth or nonmedical masks are not personal protective equipment (PPE) and should not substitute for any masks employees must wear as PPE. Likewise, face shields are not alternatives to masks, though they may be used in addition to masks for further protection.

Putting on masks

- Before touching the mask, employees/students must wash hands with soap and water for at least 20 seconds.
- Confirm the mask is facing the correct direction. Many cloth or nonmedical masks have only one correct orientation.
- The mask should fit snugly to the face, covering the nose, mouth, and chin without gaps.

Wearing masks

- While wearing a mask, employees/students must never touch their face.
- Employees/students must not wear masks in a way that uncovers their nose.
- Employees/students must not place masks on their forehead or under their chin. If a mask must be removed (such as during an eating period), employees must follow the proper procedure.

Removing masks

- Before touching the mask, employees/students must wash their hands.
- Immediately after removing the mask, employees/students should either dispose of it in the proper place (if the mask is disposable) or place it somewhere for washing before reuse (if the mask is reusable).
- After removing and disposing of or storing the mask, employees/students must wash their hands again.

Reusable masks should be cleaned and stored by the employee/students after daily use.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Face Mask Policy of the WSÁNEĆ School Board. Further, I agree to adhere to this policy and will ensure that employees/students under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Original Policy:
First Reading: August 11, 2020
Second Reading: November 30, 2020



**WSÁNEĆ
School Board**

**Policy and
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Subject

COVID-19 Policies

Section	Revision Date	Original Date
280.10		August 11, 2020

Policy: Right to Refuse Unsafe Work During COVID-19

Intent

The WSÁNEĆ School Board is required to take reasonable steps to ensure the health and safety of staff and students at the workplace. The WSÁNEĆ School Board will follow the orders of the provincial health officer and guidance provided by the BC Centre for Disease Control (CDC) during the pandemic to keep employees safe. The WSÁNEĆ School Board has an obligation under the Workers Compensation Act to ensure the health and safety of workers to develop control measures to prevent staff and students from exposure to COVID-19.

Guidelines

Any WSÁNEĆ School Board employee can refuse to work if they have a reasonable belief that an undue hazard exists where a worker's job role places them at increased risk of exposure to COVID-19 and adequate controls are not in place to protect them from that exposure. The employer has a duty to accommodate (see Duty to Accommodate during COVID-19 policy)

Protected Group Under Human Rights Code:

- Immunocompromised or immunosuppressed (having a weakened immune system)
- Increased risk due to age and/or vulnerability
- Caregiver or Living with someone who is immunocompromised or immunosuppressed, increased risk due to age and/or vulnerability
- Pregnancy and caring for a newborn
- Increased Mental Health issues due to COVID-19

Work Refusal Procedure

An employee has the right to refuse unsafe work. An employee who makes a work refusal is expected to have a reasonable cause to believe that the work at issue puts themselves or someone else at risk.

Reporting Unsafe Work

- Report the unsafe work condition to your supervisor immediately and provide an explanation detailing the rationale behind the refusal
- The supervisor must immediately investigate along with the employee
- The Supervisor will work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the worker and one of the following:
 - OH&S Rep member that represents the workers
 - WEP Health and Safety representative
 - Another worker that has been chosen by his peers (or union) to represent the workers
- In the event that an employee is unsatisfied with the resolution and continues to refuse the work, the WŚÁNEĆ School Board supervisor and management team may consider Accommodation as necessary

Payment for Refused Work

- The employee who has refused work is entitled to payment at their appropriate rate
- The WŚÁNEĆ School Board is not required to continue payment in the event that the refused work has been inspected and ruled safe by the WEP Committee/OH & S Rep

Discipline for Refusal to Work

The WŚÁNEĆ School Board employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.

The WŚÁNEĆ School Board shall not penalize, dismiss, discipline, suspend or threaten a worker who has obeyed the law, and regulations of the OH&S.

In the event that a work refusal was made in bad faith, or if the worker continues to refuse the work after the WEP Committee/OH & S finds that the work is unlikely to endanger the worker, the WŚÁNEĆ School Board may elect to utilize disciplinary action(s) up to and including termination of employment with cause.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Right to Refuse Unsafe Work Policy of the WSÁNEĆ School Board. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Original Policy:
First Reading: August 11, 2020
Second Reading: November 30, 2020



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Subject
COVID-19 Policies

Section	Revision Date	Original Date
280.11		August 11, 2020

Policy: Duty to Accommodate During COVID-19

Intent

The WSÁNEĆ School Board's primary goal is to protect employees from exposure during COVID-19.

Guidelines

The approach taken by the WSÁNEĆ School Board in the provision of reasonable accommodation shall include:

- Personalized plans designed to meet the specific needs of individuals
- Collaborative practices in the creation and implementation of accommodation plans through consultation with the person to be accommodated and medical professionals (where appropriate)
- An approach that ensures confidentiality and dignity

Protected Group Under Human Rights Code:

- Immunocompromised or immunosuppressed (having a weakened immune system)
- Increased risk due to age and/or vulnerability
- Caregiver or Living with someone who is immunocompromised or immunosuppressed and age and/or vulnerability
- Pregnancy and caring for a newborn
- Increased Mental Health issues due to COVID-19

Duty to Accommodate

The WSÁNEĆ School Board will work with the individual who requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. The WSÁNEĆ School Board encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s).

Accommodating Employees under the Protected Group

Any employees requesting accommodation must make a request to their immediate supervisor.

The WSÁNEĆ School Board shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, the WSÁNEĆ School Board shall:

1. Identify the need for accommodation
2. Determine objectives for performance in the role, and potential barriers
3. Create a plan for achieving the objectives in an alternative manner
4. Implement the accommodation process
5. Review and revise based on feedback

Accommodation may include a Work from Home plan.

Medical Documentation

Medical documentation may be requested to help determine the functional abilities of the employee to determine possible forms of accommodation.

All medical documentation will be handled as confidential in accordance with the WSÁNEĆ School Board's document handling policies and applicable legislation.

In the Event an Employee Cannot be Accommodated

In cases where an employee cannot be accommodated the Supervisor and Human Resources will work with the employee, and union if applicable, to consider alternative options such as,

- Make accessible the Short-Term Disability Benefit (if eligible)
- Employment Insurance, Canada Recovery Benefit, Canada Caregiving Benefit or Canada Recovery Sickness Benefit
- Grant Unpaid Leave of Absence

Union Agreements

The union must cooperate in the accommodation process of any employee that it represents.

Financing the Accommodation

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests must be directed to the Financial Controller.

Undue Hardship

The WSÁNEĆ School Board shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Non-Compliance

Failure to comply with this policy may result in disciplinary action up to and including termination.

Acknowledgement and Agreement

I, _____ acknowledge that I have read and understand the Duty to Accommodate Policy of the WSÁNEĆ School Board. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

Original Policy:
First Reading: August 11, 2020
Second Reading: November 30, 2020



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Subject
COVID-19 Policies

Section	Revision Date	Original Date
280.12		August 11, 2020

Policy: Temperature Screening Policy During COVID-19

The WSÁNEĆ School Board has an obligation to provide a safe workplace for Employees and a safe learning environment for Students. In acknowledgement of a risk of COVID-19, and to protect the health and safety of our Employees and Students, the WSÁNEĆ School Board has established this policy regarding Temperature Screening during COVID-19.

One of the primary symptoms consistent with COVID-19, is an elevated temperature of above 38• C (100.4• F). Thermal testing is non-invasive, produces objective and instant results and tests, for one of the primary symptoms of COVID-19. The WSÁNEĆ School Board has implemented a temperature screening requirement, as a reasonable method for mitigating risk of an outbreak within the organization and First Nations communities.

Guidelines:

In order for thermal testing to be conducted safely, effectively, and in accordance with privacy standards, the following protocol includes:

1. The WSÁNEĆ School Board will ensure that the team member(s) who is responsible for performing temperature screenings, is properly trained to use the touchless temperature scanner, and understands what factors aside from COVID-19 could influence its readings.
2. The tester will be provided with personal protective equipment, including: surgical gloves, face masks, and a lab coat or disposable coat. Alcohol-based hand sanitizer will be accessible in areas where testing is conducted.
3. The tester must ask Employees whether they consent to having their temperatures tested. If an Employee refuses to be tested, he or she will not be admitted to the workplace, on the basis that their attendance could jeopardize the health and safety of others.
4. In addition to conducting temperature screening, the tester will ask each Employee who enters the workplace whether he or she is exhibiting any flu-like symptoms (coughing, shortness of breath, fever) or is otherwise feeling unwell. The tester will also ask whether the Employee has traveled outside of B.C. in the past 14 days or had close contact with someone in the past 14 days who has been diagnosed with, or is presumed to have, COVID-19.

5. If possible, Employees should be tested and asked the above screening questions in a private or semi-private area, out of the sight and earshot of their colleagues, contractors or other visitors.
6. Test results **will NOT be** collected, recorded, stored, used or disclosed for any purpose, aside from determining whether the Employee should be permitted to enter the workplace.
7. Employees with temperatures at or above 38°C (100.4°F), or who answer “yes” to any of the screening questions, should be advised to return home, self-isolate, and call their family Doctor or Local Public Health Authority to discuss their symptoms, treatment options, quarantine requirements, and for an assessment regarding the next steps.

Acknowledgement and Agreement:

I, _____, acknowledge that I have read and understand the Temperature Screening Policy of the WSÁNEĆ School Board. I agree to adhere to this policy and will ensure that Employees working under my direction, adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Original Policy:
First Reading: August 11, 2020
Second Reading: November 30, 2020



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Section Revision Date Original Date
280.13 July 12, 2021

POLICY: COVID-19 Vaccination Policy – Employees

Whereas the COVID-19 virus poses a substantial health and safety risk for the employees and students of WSÁNEĆ School Board, and for the communities it serves; and

Whereas the WSÁNEĆ School Board has determined that, in order to protect the employees, the students and the communities, those individuals working on site¹ will be required to be vaccinated against COVID-19;

The following COVID-19 vaccination policy will apply to all employees of the WSÁNEĆ School Board.

Access and Information Regarding COVID-19 Vaccines

- The employer will take steps to ensure that all employees will have access to information regarding the safety, efficacy, risks and benefits of the COVID-19 vaccine(s).
- The employer will take steps to ensure that all employees who wish to be vaccinated have timely access to the COVID-19 vaccine, including, but not limited to:
 - Assistance in registering for the vaccine;
 - Access to any vaccine clinics hosted by the employer or any of the member Nations; and
 - Time off to attend vaccine appointments.

Notification of Vaccination Status

- The employer will ask each employee to confirm, in writing, the employee's vaccination status with respect to the COVID-19 virus.
- Notwithstanding the request for confirmation, at no time will any employee be required to disclose their vaccination status to the employer. However, should an employee choose not to confirm their vaccination status, that employee will be presumed for the purposes of this policy to not have been vaccinated against COVID-19.
- All information with respect to vaccination status will be kept strictly confidential and will be used and disclosed only where necessary to carry out the health and safety protocols under the employer's Occupational Health and Safety Policy, or to carry out or enforce this policy.

¹ "On site" refers to any facility owned or operated by the WSÁNEĆ School Board, or any location (including buses) in which the employee is providing services on behalf of the WSÁNEĆ School Board and in which the employee is interacting in person with other employees or students of the WSÁNEĆ School Board, or with the broader WSÁNEĆ community.

Procedures for Non-Vaccinated Employees

- Employees that have not been vaccinated against COVID-19 will not be permitted to carry out any in-person front-line job duties or services in which they may be required to interact with other employees, students, or members of the public, and in particular with members of the W̱SÁNEĆ community.
- Where an employee's ordinary job duties are affected by the above, the employer will make every reasonable effort, in consultation with the manager, the union and the employee, to accommodate the employee as follows:
 - Permit the employee to work from home if their job duties allow;²
 - Redeploy the employee to another position (temporarily or permanently), provided there are redeployment opportunities available, the employee is qualified to perform the work, and the employee's vaccination status permits.
 - Provide the employee with leave to which they are eligible and entitled pursuant to the human resources policy, including using any remaining paid leave entitlements (vacation, sick leave, etc), and accessing other unpaid leave entitlements, such as temporary leaves of absences.
- In the event the employee cannot be accommodated in accordance with the above, the employee may be laid off in accordance with the provisions of the collective agreement or in the event of an excluded employee, in accordance with any contractual or statutory requirements.

Review of Policy

This policy will be reviewed from time to time, and may be amended or rescinded based on advice and recommendations from public health officials.

² A "Work from Home Agreement" may be required.



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Subject

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Section	Revision Date	Original Date
280.14		July 13, 2021

POLICY: COVID-19 Vaccination Policy – Contractors

Whereas the COVID-19 virus poses a substantial health and safety risk for the employees and students of WSÁNEĆ School Board, and for the communities it serves; and

Whereas the WSÁNEĆ School Board has determined that, in order to protect the employees, the students and the communities, those individuals working on site¹ will be required to be vaccinated against COVID-19;

The following COVID-19 vaccination policy will apply to all individuals, companies and organizations that contract to provide services to or with the WSÁNEĆ School Board (the “Services”).

- Individuals that have not been vaccinated against COVID-19 will not be permitted to carry out or perform any Services to, with, or on behalf of the WSÁNEĆ School Board in which they may be required to interact with staff, students, or with members of any of the member Nations.
- The contractor must confirm, in writing, that all persons the contractor employs or retains to perform the Services have been vaccinated against COVID-19.
- All information with respect to vaccination status will be kept strictly confidential and will be used and disclosed only where necessary to carry out the required health and safety protocols or to carry out or enforce this policy.
- A breach of this policy is grounds for immediate termination of the contract.

¹ “On site” refers to any facility owned or operated by the WSÁNEĆ School Board, or any location (including buses) in which the contractor is providing services to or on behalf of the WSÁNEĆ School Board and in which the contractor is interacting in person with employees or students of the WSÁNEĆ School Board, or with the broader WSÁNEĆ community. This policy also includes Practicum Students and Volunteers working on-site as defined above.

Original Policy:

First Reading: July 13, 2021

Second Reading: July 13, 2021